

BACHELOR OF SCIENCE IN NURSING ENTRY-LEVEL PROGRAM

STUDENT HANDBOOK
2023-2024



UPDATED: AUGUST 2023

**NOTRE DAME OF MARYLAND UNIVERSITY
SCHOOL OF NURSING
ENTRY-LEVEL BSN PROGRAM
STUDENT HANDBOOK
TABLE OF CONTENTS**

I. INTRODUCTION.....	5
II. ORGANIZATION.....	6
History of the School of Nursing.....	6
Entry-Level BSN Program Implementation.....	7
Accreditation.....	7
University Mission Statement.....	8
Mission of the School of Nursing.....	8
School of Nursing Philosophy.....	8
Professional Standards and Guidelines.....	8
Code of Ethics and Professional Conduct Standards.....	9
Nursing Program Valued Ends/Outcomes.....	10
BSN Program Student Learning Outcomes.....	11
Faculty and Staff.....	12
Sigma.....	15
Celebration of a Milestone and Awards.....	15
III. CURRICULUM.....	17
Program Structure.....	17
Traditional BSN Program Overview.....	17
Accelerated Second-Degree BSN Program Overview.....	18
Assessment Technologies Institute (ATI).....	19
Cultivating Academic Success, Responsibility, and Excellence (CARE) Program.....	24
Center for Caring with Technology.....	24
IV. PROGRAM EVALUATION AND ASSESSMENT OF OUTCOMES.....	26
V. ADVISEMENT.....	28
Academic Advisement.....	28
VI. GUIDELINES AND POLICIES: PROGRESSION POLICY.....	29
Admission to the Traditional BSN Program.....	29
Acceptance Criteria for Transfer Students to the Junior Year of the Traditional BSN Program.....	31
Acceptance Criteria for the Accelerated Second-Degree BSN Program.....	34
Progression in the Nursing 300/400 Level Courses.....	35

Exam Average and Final Grade Policy.....	38
Calculation of Course Grades Using Decimal Places.....	38
Final Course Grade Appeal.....	39
Dismissal from the Nursing Program	40
Appeals Process for Dismissal from Entry-Level Nursing Program	41
Withdrawal from the University	42
VII. COMMUNICATION GUIDELINES.....	44
Communication-- Nursing Student-Faculty and Staff	44
Cancellation/Rescheduling of Classes	44
Inclement Weather Information.....	44
Formal Complaint Process.....	45
VIII. CLASSROOM GUIDELINES.....	47
Attendance	47
Cell Phones	47
Children in Class.....	47
Collaborative Learning	48
Exam and Exam Review Policy.....	48
Grade Appeal for Assignments.....	51
WebAdvisor	Error! Bookmark not defined.
Written Requirements in Nursing Courses	51
IX. CLINICAL GUIDELINES.....	52
Attendance	52
Behavior Expectations in Clinical Setting	55
Clinical Course Requirements	55
Clinical Evaluation.....	58
Clinical Placements.....	59
Confidentiality	60
Dosage Calculation	61
Dress Code.....	61
Equipment and Uniforms	64
Medication Administration	64
Pandemic/Vaccination Policy	65
Practicum Experience	66
X. BEHAVIOR STANDARDS.....	67
Professionalism.....	67

Honor Code.....	68
Academic Standards.....	69
Alleged Violations of Academic Standards	69
Alleged Violations of Behavioral Standards.....	71
Smoking Policy.....	74
Substance Abuse Policy.....	74
Procedure for Reasonable Suspicion Drug Testing	75
Confidentiality of Drug Testing Results.....	76
Consequences of Suspected Substance Abuse.....	77
Appeal Process.....	77
XI. RESOURCES, SERVICES, AND FACILITIES.....	78
Accessibility Support Services	78
Bookstore	79
Campus Computer Technologies.....	79
Campus Ministry.....	79
Counseling Center.....	79
Food Service	80
Help Desk.....	80
Loyola/Notre Dame Library	80
Parking	81
Service Learning.....	82
Student Association of Nursing at Notre Dame.....	82
Student Experience	82
Study Abroad	83
XII. ENTRY-LEVEL POLICIES.....	84
Social Media Policy	84
APPENDIX A.....	86
TRADITIONAL BSN PROGRAM CURRICULUM PLAN.....	86
APPENDIX B.....	88
ACCELERATED SECOND-DEGREE BSN (ABSN and H-ABSN).....	88
CURRICULUM PLAN	88
APPENDIX C.....	89
FEES	89



I. INTRODUCTION

The purpose of this handbook is to provide guidelines, policies, and procedural information about the School of Nursing to guide students on the journey through the entry-level BSN program. Information contained in this *Entry-Level Nursing Student Handbook* is supplemental to the:

1. Notre Dame of Maryland University Handbook
2. Notre Dame of Maryland University Undergraduate Catalog: College of Undergraduate Studies
3. Notre Dame of Maryland University Undergraduate Catalog: College of Adult Undergraduate Studies
4. School of Nursing Course Syllabi

The contents of this *Handbook* provide information for the student. Contents are accurate at the time of printing and reflect current guidelines, policies, and procedures, but are subject to change from time to time as deemed appropriate by the university and/or School of Nursing in order to fulfill its role and mission or to accommodate circumstances beyond its control. Changes may be implemented without prior notice and without obligation, unless specified otherwise. Changes are effective when made. The School of Nursing may notify students of any changes through announcements distributed in class, NDMU email, the Learning Management System, and/or U.S. Mail. Students are responsible for keeping themselves up to date with the current information and are accountable for the policies herein.

II. ORGANIZATION

History of the School of Nursing

Overview — The SON is one of four Schools in the University. The SON offers four programs: an Entry-Level BSN program through the College of Undergraduate Studies, an Entry-Level Accelerated Second-Degree BSN program and an accelerated RN to BSN program through the College of Adult Undergraduate Studies (CAUS), and a MSN program through the College of Graduate Studies.

1974 — The Faculty and Administration of the College of Notre Dame of Maryland (now Notre Dame of Maryland University) identified that many adult workers needed more innovative schedules and teaching methods to enable them to pursue baccalaureate education. In response to this need, the Weekend College was initiated. This format, which was the first of its kind in Maryland, combined traditional on-campus classroom experience with guided independent study.

1979 — RN to BSN nursing program began at the College of Notre Dame, now Notre Dame of Maryland University. This program received approval from the Maryland Board of Nursing in 1985 and in the fall of 1986 the program was accredited by NLNAC. The program is offered through the College of Adult Undergraduate Studies and is taught in a variety of locations, including hospitals and educational centers across the state of Maryland.

1979-1981 — The first Registered Nurses enrolled in the program in September 1979 with nursing courses first offered in Summer 1980. By August 1981, 30 of the 47 students who finished nursing courses had completed all the requirements for the Bachelor of Science Degree and received their degrees. During the first 10 years of the program, approximately 1,000 RNs earned their BSN degrees through the Weekend College.

2003 — Faculty submitted changes to the National League for Nursing Accrediting Commission (NLNAC) and the Maryland Board of Nursing (MBON) for a redesigned curriculum. Both agencies approved the new curriculum and subsequently, the SON admitted its first students.

Summer of 2006 — The curriculum design for a 21 month long Master of Science in Nursing was completed. It was designed with two concentrations: Leadership in Nursing Education and Leadership in Nursing Administration. The first cohort of the MSN program entered in 2007 with 17 students enrolled in the education concentration and 15 students in the administration concentration. In the following years, the ongoing success of the MSN program has been realized. Partnerships with Anne Arundel Medical Center (AAMC) and the University Center (formerly HEAT Center) allowed the MSN program to expand to new sites across the state of Maryland.

2007 — MSN program began enrolling students in two concentrations: Leadership in Nursing Administration and Leadership in Nursing Education. The first class graduated with a Master of Science in Nursing in May 2009.

2009 — RN to BSN program received full (eight years) continuing accreditation and MSN program received initial accreditation (five years)

Entry-Level BSN Program Implementation

2013 — School of Nursing accepted its first students into the Entry-Level nursing major. The Center for Caring with Technology opened to support the curriculum with simulation and other clinical nursing practice opportunities.

2014 — Entry-Level BSN program received initial accreditation; RN to BSN received continuing accreditation. Accreditation Commission for Education in Nursing (formerly National League for Nursing Accreditation Commission) and the MSN program received full (eight years) accreditation

2015 — Inaugural Entry-Level BSN class graduated 26 students.

2017 — All programs received initial accreditation from the Commission on Collegiate Nursing Education for five years.

2019 — Inaugural Entry-Level Accelerated Second-Degree BSN class enrolled.

2020 — Inaugural Entry-Level Hybrid Accelerated Second-Degree BSN class enrolled.

Accreditation

In 2009, the RN to BSN program received a full eight-year continuing accreditation and MSN program received an initial five-year accreditation. In 2014, accreditation was extended to the newly developed Entry-Level (pre-licensure) program for the baccalaureate program. ACEN re-accreditation for the baccalaureate program (Entry-Level and RN to BSN) was scheduled for 2016-2017. In 2015, School of Nursing faculty and staff agreed to switch accreditation bodies to the Commission on Collegiate Nursing Education (CCNE)*. An on-site evaluation was conducted in February/March 2017. Subsequently, CCNE granted accreditation to the Bachelor of Science in nursing program for five years, extending to December 31, 2022. A CCNE site visit was conducted in March 2022, granting continuing accreditation to the Bachelor of Science in nursing program for ten years.

*Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
P: 202.887.6791
F: 202.887.8476

University Mission Statement

Notre Dame of Maryland University educates leaders to transform the world. Embracing the vision of the founders, the School Sisters of Notre Dame, the University provides a liberal arts education in the Catholic tradition. Distinctive undergraduate and graduate programs challenge women and men to strive for intellectual and professional excellence, to build inclusive communities, to engage in service to others, and to promote social responsibility.

Mission of the School of Nursing

The School of Nursing educates students to transform nursing and healthcare through authentic presence, caring connections with patients, students, colleagues, and the discipline of nursing, and by preserving care and compassion as the ethical foundation of nursing practice and scholarship.

School of Nursing Philosophy

Nursing and the teaching of nursing is a journey through deep caring connections with patients, students, colleagues, and the discipline of nursing. Nursing is imagined and known through caring authentic presence with others and multiple ways of knowing. Nursing is a presence to life lived with those entrusted to our care, a beacon, attentive to the extraordinary in the mundane and boldly entering questions of meaning. All stories of individuals and of the discipline are valued as necessary to the growth and advancement of the profession. Healing practice is possible in partnership relationships; nursing creates safe welcoming places, encouraging growth, seeking to understand, and knowing each other's hearts.

Nurses are called to care through advocacy, action, 'power-with' and trusting relationships with persons and groups in diverse settings. Nursing embraces diversity and commitment to social justice. With perseverance and fortitude, caring and compassion are preserved as the ethical foundation of nursing practice and scholarship.

The nursing way of being requires reflective practice, listening, that allows for meaning making in all dimensions of academic and practice endeavors. Nursing practice is characterized by thoughtfulness and necessarily lived out with intention. This way of being a School of Nursing in all aspects allows for possibilities for our mission to be realized—educating nurses to transform the world.

Professional Standards and Guidelines

The Entry-Level BSN Programs utilize the following documents: *Nursing: Scope and Standards of Practice* (ANA, 2010); *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008); *American Nurses Association Code of Ethics* (ANA, 2015); *Institute of Medicine's Health Professions Education, A Bridge to Quality Report* (2003); and *Quality and Safety Education for Nurses Competencies* (2014).

Code of Ethics and Professional Conduct Standards

The BSN Program adopts the American Nurses Association (ANA, 2015) Code of Ethics and the State of Maryland Code of Ethics for Nurses, which is contained within the Nurse Practice Act, specifically Code of Maryland Regulations (COMAR) 10.27.09.03 (<http://mdrules.elaws.us/comar/10.27.09>) as a guide for professional nurse behavior. These standards are based on an understanding that to practice nursing as a RN, the student agrees to uphold the trust with which society has placed in the profession. The statements of the Code and Standards provide guidance for the RN student in the personal development of an ethical foundation. They are not limited strictly to the academic or clinical environment, but can assist in the holistic development of the person.

Nursing Program Valued Ends/Outcomes

Presence

Cultivate a caring environment that reveals authentic nursing presence for the provision of meaning making, cultural understanding and reflective practice in diverse settings.

Praxis

Engage in reflective practice through multiple ways of knowing to assure optimal quality of life for those entrusted to our care.

Advocacy

Respond to the call to be an active voice and collaborate with others in the spirit of the welfare of those persons and entities in our care.

Scholarship

Value critical inquiry to promote and advance evidenced based practice.

Self-care

Create a place for healing, personal and professional growth, and a culture of caring for self and others.

Leadership

Inspire excellence in nursing practice and advancement of the profession through shared leadership practices.

(Updated May 2016; Reviewed 2018, 2020)

BSN Program Student Learning Outcomes

Presence

Create a space for being with patients, families, communities, and health care colleagues that reveals authentic nursing presence.

Praxis

Demonstrate praxis through the synthesis of an active thoughtful commitment to the watchfulness of safety and quality.

Advocacy

Influence change by serving as an active voice through altruistic behaviors for patients, families, and community regarding health policy and social justice within an ethical framework.

Scholarship

Integrate innovative thinking and multiple ways of knowing to promote a lively spirit of critical inquiry.

Self-Care

Value a place for healing, personal and professional growth, and a culture of caring for self and others.

Leadership

Integrate evidence-based practice with lived experiences to promote excellence in nursing practice.

Faculty and Staff

The Traditional Entry-Level BSN (TBSN) program and the Accelerated Second-Degree BSN (ABSBN and Hybrid ABSBN) programs operate through the University's College of Undergraduate Studies and the College of Adult Undergraduate Studies, respectively. Nursing faculty and staff report to the Dean of the School of Nursing; the Dean reports directly to the Vice President for Academic Affairs. Faculty and staff collaborate with the Admissions Department for recruitment and enrollment activities. The School of Nursing is located in the University Academic Building (UAB). The administrative office for the TBSN and ABSBN programs is located on the 2nd floor of UAB. The administrative office for the H-ABSBN is located on the 3rd floor of the Elkridge Campus, 6810 Deerpath Rd, Suite 320, Elkridge, MD 21075.

Dean

Kathleen Z. Wissner, PhD, RN, CNE
410-532-5513; kwisser@ndm.edu; UAB 207-E

Associate Dean, Undergraduate and Graduate Nursing Programs

Kathryn Handy, DNP, RN, CNE, Assistant Professor
410-532-5273, khandy@ndm.edu, UAB 209

Entry-Level Program Director

Rodnita Davis, PhD, RN, CNE, Associate Professor
410-532-5509, rdavis9@ndm.edu; UAB 219

Graduate Program Director

Rachael Crowe, DNP, RN, CPNP-AC, CNE, Assistant Professor
410-532-5274; rcrowe@ndm.edu; UAB 210

Nursing Faculty

- Jane Balkam, PhD, APRN, CPNP, IBCLE, Professor
410-532-5538; jbalkam@ndm.edu; UAB 226
- Katelyn Barley, DNP, RN, CCRN, CNE, Assistant Professor
410-532-5539; kbarley@ndm.edu; UAB 214
- Tina Bloom, PhD, RN Frances Kay Pitts '96 Endowed Chair for Nursing Leadership in Women and Children's Health, Associate Professor
410-532-5415; tbloom@ndm.edu; UAB 207-D
- Diana Baker, MSN, RN, Assistant Professor
410-532-5170; dbaker@ndm.edu; UAB 211
- Bernice Horton-Gee, DNP, RN, WHNP-BC, Assistant Professor

410-532-5534; bhortongee@ndm.edu; UAB 208

- Mary Packard, PhD, RN, Associate Professor
410-532-5529 mpackard@ndm.edu; UAB 228
- Sabita Persaud, PhD, RN, APHN-BC, Associate Professor
410-532-5517; spersaud@ndm.edu; UAB 215
- Lyndsay Wright, MSN, RN, CMSRN, CNE, Assistant Professor
410-532-5541; lwright7@ndm.edu; UAB 212
- Jenell Steele, MSN, RN, Assistant Professor
410-532-5575 jsteele@ndm.edu, UAB 217

Academic Success and Advising Coordinator, Entry-Level BSN Programs, Main Campus

Center for Caring with Technology Staff, Main Campus

- Jeanie Anastasi, MSN, RN, Clinical Simulation Lead Educator, Center for Caring with Technology
410-532-5523; janastasi@ndm.edu; UAB 323
- Zane Hunter, AA, Simulation & Technology Support Specialist
410-532-5223, zhunter@ndm.edu; UAB 321

Adult Student Advisor, RN-BSN, ATB, and MSN Programs

- Maria Marzi, BS
410-532-5135; mmarzi@ndm.edu; UAB 232

Administrative Assistant for the Dean's Office and Clinical Placement Coordinator

- Amy Rohrs, BS
410-532-5526; arohrs@ndm.edu; UAB 207

H-ABS NDMU Elkridge Learning Center Staff

Director, Nursing Services

Deborah Naccarini, DNP, RN, CNE
dnaccarini@ndm.edu

Site Director and Admissions Director

Chris Oguaman, MBA
chris.oguaman@absn.ndm.edu

Clinical Lab Instructors

- Asabi Aire, MSN, RN
aaire@ndm.edu
- Kasey Mundell, MSN, RN
kmundell@ndm.edu
- Shana Skeffrey, MSN, RN

Academic Success Coach

- Courtney Dixon, MS
cdixon@ndm.edu

Clinical Faculty Coordinator

- Michele Gagnon, MSN, RN
mgagnon@ndm.edu

Simulation Operations Specialist

- Nikkia Lyons
nlyons@ndm.edu

Educational Coordinator

- Ashley Phifer
Aphifer@ndm.edu

Sigma Honor Society of Nursing, Mu Eta Chapter

Sigma, International Honor Society of Nursing, Mu Eta Chapter, is open to baccalaureate and masters nursing students who have demonstrated superior academic achievement and leadership potential. Membership encourages, fosters, and actively supports further professional development, thus promoting nursing scholarship, leadership, creativity and commitment to nursing.

The School of Nursing Honor Society had its first induction ceremony in May 1987. Through the diligent work of two faculty members, Dr. Katharine Cook and Eileen Fox, the honor society was formed; the goal was to evolve into a chapter of Sigma Theta Tau, International Honor Society of Nursing by 1990. In 1989, Sigma Theta Tau conducted a site visit to the College of Notre Dame of Maryland and recommended chapter status. In April 1990, the chartering ceremony was held at the College of Notre Dame of Maryland, and all honor society members were inducted into the newly formed Mu Eta Chapter of Sigma Theta Tau. The Mu Eta Chapter remains in good standing with Sigma.

Traditional students with a 3.0 GPA or higher and who are in the top 35% of their class are invited to join during their Senior year of the nursing program.

Accelerated Second-Degree BSN students with a 3.5 GPA or higher are invited to join during their 3rd semester in the nursing program.

The annual induction ceremony is held in the spring semester at Notre Dame of Maryland University.

More information on the Mu Eta chapter of Sigma is located at <https://mueta.sigmanursing.org/home>

Celebration of a Milestone and Awards

Pinning Ceremony

This ceremony is designed for faculty, staff, students, and loved ones to celebrate accomplishments of our BSN graduates. Students don the NDMU School of Nursing pin in celebration of their program completion and graduation. The ceremony typically takes place the last or second to last week of the fourth semester of the nursing program.

Graduation Awards

All undergraduate BSN students in the TBSN, ABSN, H-ABSN, and RN to BSN programs are eligible for School of Nursing Graduation Awards. During commencement week, nursing faculty recognize students for outstanding achievement.

Nursing Presence Award – Recognizes a student who best demonstrates an authentic nursing presence and caring humanistic approach to nursing.

Nursing Praxis Award – Recognizes a student with outstanding caring approaches and clinical abilities who best integrates the art, science, and the spirit of nursing.

Advocacy Award – Recognizes a student who exhibits initiative, enthusiasm, and compassion to promote social justice and welfare of others.

Nursing Scholarship Award – Recognizes a student with a deep curiosity for life-long learning, a lively spirit of critical inquiry, and whose academic performance has been judged to be outstanding.

Self-Care Award – Recognizes a student who best exemplifies a strong commitment to the values of civility, resilience, and professional development based on reflective practice.

Katherine Cook Legacy Award for Leadership – Recognizes a student demonstrating outstanding commitment, caring leadership, and service to the profession of nursing.

Latin Honors

The University confers Latin honors upon undergraduate students who achieve the following grade point average based on work at Notre Dame of Maryland University:

3.90 for the distinction *Summa Cum Laude*

3.70 for the distinction *Magna Cum Laude*

3.50 for the distinction *Cum Laude*

To earn honors at graduation, students must earn a minimum of 60 credits in graded coursework at NDMU. This excludes credits earned in Pass/Fail courses (including standardized testing, petitioning for credit and transfer). Students are limited to four Pass (P) grades on graded courses.

III. CURRICULUM

Program Structure

Overview of Programs

The SON offers two Entry-Level BSN programs. The *Traditional Bachelor of Science (TBSN) program* admits students through the College of Undergraduate Studies. Students admitted to Notre Dame as nursing students complete most, if not all, liberal arts and basic science courses during the first two years of the nursing program. Students who meet the progression criteria will begin nursing course work in the junior year. See Appendix A.

The *Accelerated Bachelor of Science (ABSN) program* admits students through the College of Adult Undergraduate Studies into one of two tracks – the in-person option or the hybrid option. Students admitted to the ABSN program have completed a Bachelor’s degree in another field and the required pre-entrance requirements. See Appendix B.

The Entry-Level BSN programs integrate the academic discipline with reflective clinical practice. Clinical experiences occur in a variety of hospital and community settings serving diverse populations throughout the region. Graduates are prepared as nurse generalists and are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX–RN) in order to secure licensure as a Registered Nurse.

Traditional BSN Program Overview

General Education Requirements for TBSN Program

NDMU 100 Perspectives on Education and Culture (unless waived)	4
BIO-111 Fundamentals of Biology*	4
COM-106 Oral Communication	3
ENG-101 College Writing	3
LSP-150 Beginning Spanish for Health Professions	3
MAT-100 Algebraic Applications or MAT 103 Applied Algebra	4/3
MAT-215 Statistics	3
PHL-101 Introduction to Philosophy	3
PHL-330 Ethics	3
PSY-101 Introduction to Psychology	4
RST-105 Religion and the Big Question	3
Literature	3
History	3
Fine Arts	3

Nursing Major Prerequisites for TBSN Program

BIO-201 Human Anatomy & Physiology I	4
BIO-202 Human Anatomy & Physiology II	4
BIO-253 General Microbiology	4

CHM-108 Survey of General, Organic & Biochemistry	4
PSY-233 Human Growth and Development	3
SOC-101 Introduction to Sociology	3

Nursing Curriculum

NUR-250 Nutrition for Wellness (online)	3**
NUR-301 Holistic Health Assessment	4
NUR-303 Nursing Informatics (online)	2**
NUR-304 Healthy Aging	3
NUR-305 Foundations of a Caring Profession	5
NUR-307 Nursing Research	3
NUR-308 Professional Nursing Care: Psychiatric/Mental Health	4
NUR-310 Pathopharmacology	4
NUR-311 Professional Nursing Care of the Adult I	4
NUR-408 Professional Nursing Care: Maternal and Newborn	4
NUR-409 Professional Nursing Care of the Adult II	4
NUR-417 Professional Nursing Care: Children and Families	4
NUR-431 Community Health Nursing	5
NUR-441 Caring Approaches in Nursing Leadership and Practice	4
NUR-461 Clinical Practicum	6

Total General Education Credits	45/46
Nursing Major Requirements Credits	25
Total Nursing Curriculum Credits	<u>56</u>
Total BSN Degree Credits	126-127 credits

*Some students may be placed into BIO-110 before being able to take BIO-111.

**Nursing Informatics and Nutrition for Wellness are the only nursing courses offered on-line. The remaining nursing courses incorporate some on-line classes and/or on-line assignments using the Learning Management System.

Accelerated Second-Degree BSN Program Overview

General Education Requirements for ABSN Program

Completion of a Bachelor's degree in another field	90 credits
--	------------

Pre-Entrance Requirements

BIO-201 Human Anatomy & Physiology I	4
BIO-202 Human Anatomy & Physiology II	4
BIO-253 General Microbiology	4 credits
CHM-108 Survey of General, Organic & Biochemistry	4
MAT-215 Basic Statistics	3
PHL-330 Ethics	3

Nursing Major Requirements for ABSN Program

NUR-301 Holistic Health Assessment	4 credits
NUR-303 Nursing Informatics	2**
NUR-304 Healthy Aging	3
NUR-305 Foundations of a Caring Profession	5
NUR-307 Nursing Research	3
NUR-308 Professional Nursing Care: Psychiatric/Mental Health	4
NUR-310 Pathopharmacology	4
NUR-311 Professional Nursing Care of the Adult I	4
NUR-408 Professional Nursing Care: Maternal and Newborn	4
NUR-409 Professional Nursing Care of the Adult II	4
NUR-417 Professional Nursing Care: Children and Families	4
NUR-431 Community Health Nursing	5
NUR-441 Caring Approaches in Nursing Leadership and Practice	4
NUR-461 Clinical Practicum	6
Total Bachelor's Degree Credits	90
Total Pre-Entrance Credits	22 maximum
Total Nursing Credits	<u>56</u>
Total Credits	146-168 credits

ABSN courses are offered in either an in-person or a hybrid format (online and in-person).

**In-Person ABSN Option: Nursing Informatics is the only nursing course offered on-line. The remaining nursing courses incorporate some on-line classes and/or on-line assignments using the Learning Management System.

Hybrid Option: All didactic coursework is provided in an online format via the Learning Management System.

Assessment Technologies Institute (ATI)

The School of Nursing has adopted the use of Assessment Technologies Institute (ATI) to support students' learning throughout the nursing program. These materials are a supplement to the caring curriculum, encouraging students to reinforce nursing content in various ways through technology. The support resources include tutorials, review materials, practice assessments and proctored assessments geared toward content and concept mastery. Students also take the RN Comprehensive Predictor Exam toward the end of their final semester to help predict their probability of passing NCLEX-RN and to identify specific areas in need of remediation. Students attend a mandatory ATI Live Review in the final semester of the nursing program to further prepare for the NCLEX-RN examination. Students receive an orientation to the ATI product line prior to or at the start of the nursing program.

While ATI products are not a replacement for theory or clinical portions of any nursing course, many courses within the Entry Level BSN program will include assignments from ATI products as supplements to the course. The ATI representative tracks the use of ATI products throughout the nursing program. Entry Level Circle makes decisions about the placement and administration of proctored ATI testing. Faculty believe these products are effective in supporting students as they

progress toward NCLEX-RN readiness; therefore, participation is required and counts toward course grades as indicated in course syllabi.

Tutorials

ATI tutorials provide instruction and testing relevant to specific clinical content areas, professional issues in nursing and strategies for academic success. These tutorials may be assigned or recommended by faculty in accordance with student learning within a nursing course or based on identified student needs. Students may initiate completion of tutorials independently, at their own discretion based on self-identified learning and growth needs.

ATI Content Mastery Series® Review Materials, Practice, & Proctored Assessments are required in the following courses:

Nursing Course	ATI Content Mastery Series®
NUR 303 – Nursing Informatics	Nursing Informatics
NUR 305 – Foundations of a Caring Profession	Fundamentals
NUR 308 – Professional Nursing Care: Psychiatric/Mental Health	Mental Health
NUR 409 – Professional Nursing Care of the Adult II	Adult Medical/Surgical
NUR 408 – Professional Nursing Care: Maternal and Newborn	Maternal-Newborn
NUR 417 – Professional Nursing Care: Children and Families	Nursing Care of Children
NUR 431 – Community Health Nursing	Community Health
NUR 441 – Caring Approaches in Nursing Leadership and Practice	Leadership
NUR 461 – Clinical Practicum	Nutrition Pharmacology NCLEX Comprehensive Predictor ATI Capstone ATI Live Review Virtual ATI Review

Practice Assessments

These assessments allow students to gauge their own progress in a specific content area. Once they have completed most of the course content (usually about 75%), students will take the practice assessment associated with that course. This assessment is taken anywhere the student has a computer with internet access. Students are encouraged to spend time with the ATI review materials in preparation for proctored assessments. Course coordinators may require a specified number of hours of review after the practice test before completing the Proctored Test. The more hours a student practices, the greater the likelihood is of success. Students are required to complete the practice assessments for each content area, per the course syllabi, but results are for feedback purposes, and will not be factored into the course grade.

After the completion of a practice assessment, students generate a focused-review document through ATI that identifies areas for remediation. Remediation of these areas is expected to improve mastery of content and enhance performance on the associated proctored assessments. Practice assessments and focused review requirements are built into some course grades.

Proctored Assessments

Proctored assessments are a summative assessment of the student's mastery of particular content area and are administered in selected courses in the nursing curriculum (see chart above). Once they have completed most of the course content (minimum of 85%), students will take the proctored assessment associated with that course. This assessment is proctored by a faculty or staff member in the classroom at a pre-determined time. Students should refer to the syllabi for testing times and locations for each course. Students are encouraged to spend time with the ATI materials, specifically their focused review, in preparation for this assessment. Students are required to complete the proctored assessments for each content area, per the course syllabi. Proctored ATI assessments will count towards 5 % of the course grade in the junior year/1st semester, and 10% in all subsequent semesters.

Results on ATI proctored assessments for each student will include a raw score and proficiency level of 3, 2, 1, or Below 1. Proficiency levels are defined by ATI, based on raw scores, and offer the following conclusions:

Level 3 – Student is considered to be exceeding most expectations for content in this area; student is likely to exceed NCLEX standards in this content area.

Level 2 - Student is considered to be exceeding minimum expectations for content in this area; student is fairly certain to meet NCLEX standards in this content area.

Level 1 - Student is considered to be meeting absolute minimum expectations for content in this area; student is just meeting NCLEX standards in this content area.

Level Below 1 - Student is considered to be below minimum expectations for content in this area; student is at significant risk of not meeting NCLEX standards in this content area.

After completion of an ATI proctored assessment, students will receive a grade for the assessment based on proficiency level as stated in course syllabi. ATI is worth 10% of course grade in clinical courses.

ATI proctored assessment scores are factored into the course grade after the student has achieved the required 70% exam average on all other course exams. Students who receive a proficiency level of 1 or below 1 are required to meet with faculty and use resources to remediate identified content deficiencies.

ATI Capstone Review

During the *NUR 461 Clinical Practicum* course, all students will be enrolled in the ATI Capstone Content Review and required to complete all components of the review.

The ATI Capstone Content Review will include a Pre and Post Proctored ATI Capstone Comprehensive Assessment, 7 weeks of content review and a Comprehensive Assessment. The Pre-ATI Capstone Comprehensive will be administered before the content review, and the Post-ATI Capstone assessment will be administered in Week 8 of the course. The ATI Comprehensive Predictor will be administered at the completion of the ATI Capstone content review.

Successful completion of the ATI Capstone Content Review will include:

- completion and evidence of a pre-assignment quiz for each content module,
- weekly ATI Capstone assessment either taken at home or in a monitored environment at NDMU,
- focused review after completion of each content module assessment, and a
- post-assignment

ATI Capstone content modules include:

- Week 1 – Fundamentals
- Week 2 – Pharmacology
- Week 3 – Medical Surgical
- Week 4 – Maternal Newborn/Women’s Health
- Week 5 – Nursing Care of Children
- Week 6 – Mental Health
- Week 7 – Leadership/Community Health
- Week 8 – Final Review

The ATI Capstone modules and assessments are graded. The total number of points available is 240. The total points earned over the course of 8 weeks is converted to a grade and included in the overall course grade for *NUR 461 Clinical Practicum*, as described in the course syllabus.

Comprehensive RN Predictor Exam

The RN Predictor Exam will be given toward the end of the senior year in *NUR 461 – Clinical Practicum*. This assessment is offered in the classroom at a pre-determined time. Students should refer to the syllabus for testing time and location. Students are encouraged to spend time with the ATI materials, specifically their focused review, in preparation for this assessment.

Prior to the proctored assessment, students are required to complete the ATI RN Comprehensive Predictor Practice Examination and complete a focused review. Students are required to complete the Comprehensive RN Predictor Exam per the course syllabi that will account for 10% of the course grade.

1st Attempt – ATI Proctored RN Comprehensive Predictor Examination

Students achieving a score on the RN Comprehensive Predictor that indicates > 94% probability of passing NCLEX-RN will receive a grade of 95% for the assessment, which will account for 10% of the course grade. Students achieving a score that indicates < 94% probability of passing NCLEX-RN will be required to remediate and take a second proctored RN Comprehensive Predictor examination.

2nd Attempt – ATI Proctored RN Comprehensive Predictor Examination

Prior to re-testing, students are expected to meet with course faculty to discuss and devise an individualized remediation plan. The second proctored RN Comprehensive Predictor Examination will be a different version than the first test, and it is strongly recommended to allow 14 days between the first and second proctored examinations in order to permit time for remediation.

1. Students achieving a score on the second ATI RN Comprehensive Predictor that indicates \geq 94% probability of passing NCLEX-RN will receive a grade of 85% for the assessment, which will count for 10% of the final course grade.
2. Students achieving a score on the second ATI RN Comprehensive Predictor that ranges between 75% and 93% predicted probability of passing NCLEX-RN will receive a grade of 75% for the assessment, which will count for 10% of the final course grade.
3. Students earning a score on the second ATI Comprehensive Predictor below 75% probability will receive a grade of 65% for the assessment, which will count for 10% of the final course grade.

Virtual ATI NCLEX Review

Virtual ATI NCLEX Review is a 12-week program that will begin upon completion of the RN Comprehensive Predictor Proctored Assessment. Students will be assigned a personal NCLEX coach to continue preparation for the NCLEX exam. Students are expected to complete a minimum of 50% of this program prior to graduation, at which point a grade will be assigned and included in the final course grade for *NUR 461 Clinical Practicum*, per the course syllabus. Students are strongly encouraged to complete the Virtual ATI after graduation to improve the likelihood of passing the NCLEX exam on the first attempt.

ATI Live NCLEX Review

Upon completion of the ATI Capstone Content Review in the final semester of the nursing program, all students are **required** to attend a review course provided by ATI to prepare for the NCLEX. The Comprehensive Live NCLEX Review is an all-inclusive, live study session covering essential nursing content that aligns with the NCLEX test plan. The review is led by a nurse educator through ATI and includes interactive format reviews of all content areas as well as test-taking strategies, critical-thinking exercises, and Q&A practice.

Upon completion of the ATI NCLEX Review course and successful completion of the nursing program, students will be authorized to sit for the NCLEX. Student scores on any assessments associated with the ATI Comprehensive Live NCLEX Review are not factored into any NDMU courses or authorization to sit for the NCLEX.

Cultivating Academic Success, Responsibility, and Excellence (CARE) Program

Professional education in the nursing program can be challenging to students as the skills for success may be unique from those used in prior coursework. In trying to adapt to new expectations a student may struggle and not be initially successful in academic and clinical work. The School of Nursing created the CARE program to promote student success and development. In this program, students in the TBSN program will work weekly in small study groups with a coach. The Academic Success and Advising Coordinator, in collaboration with the Associate Dean, will schedule CARE sessions for students in the ABSN program as needed.

Building on the understanding that frequent use of new information promotes long-term retention and understanding, nursing students will work two hours per week with a coach in a small group. In addition to answering questions about course content, the coach will assist the students in developing skills in time management; study strategies; and observation, synthesis, and application of knowledge to teamwork, communication, and ultimately in the clinical practice environment.

This program complements assistance offered by the faculty to improve course performance, such as exam reviews or office hours. Students will continue to be encouraged to utilize all available support to improve academic success in every course.

Center for Caring with Technology

At both the School of Nursing and the Elkridge Learning Center the Center for Caring with Technology (CCT) is a space for learning and practicing the art and science of nursing using simulation technology that is grounded in caring. The CCT is, in some part, an answer to the call for change in nursing education (Institute of Medicine, 2003). It is a place where learning experiences are created that lead students to uncover and respond to that which matters in patient situations, uncovering patterns of meaning for each person or family member, and what Benner (2010) calls the sense of salience. Spaces within the CCT are intentionally designed to support caring, reflection, learning, multiple ways of knowing, and transformation. Learning opportunities using human patient simulators and/or standardized patients will involve simulation scenarios using best practices of simulation learning.

Simulation, whether low or high fidelity (the level of realism), can have a transformative effect on student learning. The creation of simulation learning experiences for all clinical courses will support the achievement of the School of Nursing program outcomes of Presence, Praxis, Advocacy, Leadership, Scholarship, and Self-care. The philosophy of the caring science curriculum is infused into each simulation experience with an emphasis on authentic human caring and presence.

Every attempt will be made to include all experiential factors to make the students' learning experience realistic and authentic. For enhanced learning, all students are expected to come to the CCT prepared. The faculty will provide students with constructive feedback and debriefing of their performance, while students will self-analyze their performance and use critical thinking during the reflection process.

Located on the third floor of the University Academic Building, the CCT is an 8300 square foot space that includes two health assessment labs, two adult medical-surgical labs, a maternal/child lab with a home health component, two standardized patient examination rooms and a medication room. At the

NDMU Elkridge Learning Center, the CCT is a 9,000 square foot space with a 12-bed health assessment/skills laboratory, two all-purpose simulation labs, a home health simulation lab, three simulation debriefing rooms, and two classrooms.

High fidelity human patient simulators include:

- SimMan 3G manikins
- NOELLE with Newborn HAL
- 5 year-old HAL
- SimBaby Infant

Other simulators include:

- SimPad capable Nursing Kelly and Nursing Anne
- Super Chloe
- Advanced Geri manikin

In addition, the CCT has a variety of task trainers and other equipment for clinical skills training and practice. The Center is equipped with a state-of-the-art audio/visual capture system that facilitates design, storage, and management of simulation case scenarios, real-time and archived documentation of participant performance, live streaming capabilities, and other functions such as scheduling, inventory management, and utilization reports.

*Refer to Center of Caring with Technology Handbook located on the SON Simulation Lab Learning Management System site for more information regarding policies and procedures.

IV. PROGRAM EVALUATION AND ASSESSMENT OF OUTCOMES

The Entry-Level BSN Program evaluation processes are folded into current University-wide SON evaluation practices. The purposes of the School of Nursing’s program evaluation are to systematically assess curriculum, instruction, and student outcomes; identify areas of challenge and opportunities for improvement; and facilitate program improvement. The processes of collecting, analyzing, and providing data for reports to state agencies, accrediting agencies, and governing bodies are essential to program evaluation. Multiple data sources from students, faculty, and employers are used to assess student learning and evaluate the Entry-Level BSN Program. The following table provides a snapshot of these data sources:

Source	Why	Who	When
<i>Assessment of Student Learning Outcomes</i>	Assess student learning	Course faculty	At end of course
<i>SmartEvals</i>	Evaluate faculty’s teaching effectiveness.	Students	At end of course
<i>Course Reviews</i>	Evaluate course and offer suggestions for improvement	Course faculty	At end of course and a full review as designated in the Systematic Plan for Evaluation
<i>Clinical Practice Site and Preceptor Evaluations</i>	Evaluate experience and preparation of student	Associate Dean	At end of course
<i>Employment Rates</i>	Determine if graduates are employed as RNs	Associate Dean	Six and twelve months after graduation
<i>Completion Rates</i>	Determine if graduates complete within the specified timeframe and if not, reason(s) for not completing program	Associate Dean Retention and Success Specialist	Annually
<i>Satisfaction with CCT</i>	Evaluate hours and support in CCT	CCT Director	Every other year
<i>University Graduate Survey</i>	Provide data about graduates	Institutional Research, Director	Every year

Data from the above evaluation methods are summarized annually during a nursing faculty meeting using the *Systematic Evaluation Plan* as a guide. The plan is comprehensive and designed to evaluate all aspects of the program based on CCNE Standards; starting with the mission and philosophy and continuing through with goals and program learning objectives. The Associate Dean, Undergraduate and Graduate Nursing Programs will be responsible for gathering, interpreting and presenting the data to the nursing faculty and the Graduate and Outcomes Circles. Through these mechanisms, the faculty will evaluate the overall curriculum and make appropriate changes.

Students and faculty will be engaged in the ongoing process of reflection and self-evaluation to assess their personal and professional development as they develop competencies and apply knowledge. These opportunities for self-evaluation will foster professional independence and critical thinking. Student

success will be judged by each student's mastery of the knowledge and competencies, combined with their understanding of the attitudes and values that link their Master's education to responsible professional practice as they continue to develop their professional expertise in an increasingly complex health care environment.

V. ADVISEMENT

Academic Advisement

The *Academic Success and Advising Coordinator* for the Entry Level BSN student serves as the advisor for students in the TBSN and on-ground ABSN programs. Students in these programs are introduced to the Academic Success and Advising Coordinator following admission to the university and will continue to contact their advisor as needed throughout the course of the nursing program. Students in the Hybrid ABSN program will meet regularly with the *Academic Success Coach* at the Elkridge site.

Primary responsibilities of the Academic Success and Advising Coordinator and the Academic Success Coach are: establishing caring relationships with students to help guide them on their academic journey, counseling students regarding academic and life balance/integration issues, advising students concerning the academic program, advising students on course registration each semester, tracking student progress toward a degree, responding to student questions and concerns, developing a success plan for at-risk students.

VI. GUIDELINES AND POLICIES: PROGRESSION POLICY

Admission to the Traditional BSN Program

Students are admitted to Notre Dame of Maryland University (NDMU) as nursing students. Please see the criteria for [admission to the university](#). During the first and second years, students take liberal arts and sciences, general education requirements, and program requirements for the nursing major.

Admission to NDMU does not automatically ensure progression to the junior year of the nursing program; however, all students who meet the minimum academic criteria will be able to progress to the junior year.

Students will meet the following criteria year-to-year for progression to the junior year:

Freshman year

- Cumulative grade point average of 2.8
- Science courses with a BIO or CHM designation may be repeated one time each **for a grade less than C or for a course withdrawal**. Students repeating a BIO or CHM course must meet with the Academic Success and Advising Coordinator for additional academic support.
- Students who are placed into BIO-110 *Exploring Concepts of Biology* must receive a grade of C or better to advance to all subsequent Biology courses. BIO-110 *Exploring Concepts of Biology* is a non-repeatable course. If a student withdraws from BIO-110 or does not receive a C or better in BIO 110, she/he must achieve a cumulative GPA of 2.5 by the end of the spring semester freshman year in order to enroll in BIO-111 *Fundamentals of Biology* the following fall semester. This can ultimately delay progression in the nursing major.

Sophomore year

- Cumulative grade point average of 3.0 in order to progress to junior year
- Science courses with a BIO or CHM designation may be repeated one time each **for a grade less than C or for a course withdrawal**. Students repeating a BIO or CHM course must meet with the Academic Success and Advising Coordinator for additional academic support.
- Over the course of freshmen and sophomore year, each of the following courses must be completed with a minimum grade of “C”
 - BIO-111 Fundamentals of Biology
 - BIO-201 Human Anatomy and Physiology I
 - BIO-202 Human Anatomy and Physiology II
 - BIO-253 General Microbiology
 - CHM-108 Survey of General, Organic & Biochemistry
 - ENG-101 College Writing

- MAT-100 Algebra Applications or MAT 103 Applied Algebra (unless waived)
 - MAT-215 Basic Statistics
 - NUR-250 Nutrition for Wellness
 - PHL-330 Ethics
 - PSY-233 Human Growth and Development
- The following prerequisite courses must be completed; select courses may be completed during the junior and senior year if the remaining courses are compatible with the schedule of the nursing courses.
 - NDMU-100 Perspectives on Education and Culture
 - COM-106 Oral Communication*
 - LSP-150 Beginning Spanish for Health Professions
 - PHL-101 Introduction to Philosophy
 - PSY-101 Introduction to Psychology
 - RST-105 Religion and the Big Question*
 - Literature General education requirement
 - History General education requirement
 - Fine Arts General education requirement*

*These courses are required for those students entering the nursing program as Freshman beginning Fall 2020.

- **Academic records of all students are reviewed every semester by the Admissions and Progression Circle.** A student will be placed on program probation when her/his record reveals:
 - Overall cumulative GPA below 2.8 at the end of freshmen year
 - Overall cumulative GPA below 3.0 during the sophomore year
 - Received one grade below a C in a science course (BIO or CHM designation). Receiving a second grade below a C in a science course would make the student ineligible to progress to junior year in the nursing major.
- Students placed on Nursing program probation due to a GPA below the requirement must re-establish overall cumulative GPA of 3.0 to be eligible for progression to junior year.
- If a student is not meeting all criteria, but believes that her/his/his grades do not accurately reflect abilities, it is recommended that the student submit two letters of recommendation. The letters must be submitted by previous educators. An interview may be requested. The Nursing Admission and Progressions Circle will carefully review this information and consider progression on a case-by-case basis.
- Students in the Traditional BSN program who are unsuccessful in a course may not retake that course in the Accelerated BSN curriculum, nor may they transfer into the Accelerated BSN program. Students in the Accelerated BSN program who are unsuccessful in a course may opt to join the Traditional BSN program for the remainder of their studies. Once an Accelerated BSN

student moves to the Traditional BSN program, the student may not transfer back to the Accelerated BSN program.

Upon successful completion of the program, graduates are eligible to apply for licensure as a registered nurse. Graduates must pass the National Council Licensure Examination (NCLEX-RN) to practice as licensed registered nurses.

NDMU Student - Change of Major to Nursing

Currently enrolled NDMU students may request to change their major to Nursing. Students interested in transferring into the Nursing program must:

- Submit a Declaration of Major Form
- Complete the [Supplemental School of Nursing Application](#) and submit it to the Notre Dame of Maryland University, College of Undergraduate Studies Office of Admissions.
 - Submit nursing applications by **February 15th** to receive priority consideration for each fall semester. Late applications will be accepted if complete and based on space availability.
- Meet the **change of major criteria**
 - TEAS Assessment total scaled score ≥ 65
 - Cumulative grade point average ≥ 3.0
 - Any completed Nursing pre-requisite or general education course must be completed with a minimum of a "C" grade.
 - Applicants cannot withdraw from or repeat any more than one (1) required/pre-requisite science course.

Acceptance Criteria for Transfer Students to the Junior Year of the Traditional BSN Program

Students may apply for admission to Notre Dame of Maryland University in the College of Undergraduate Studies and can subsequently apply as a nursing major. Students who meet the criteria for acceptance are welcomed on a space available basis. Students interested in transferring into the Nursing program must:

- Submit the College of Undergraduate Studies application which includes a writing sample and official transcripts from all institutions attended.
- Complete the [Supplemental School of Nursing Application](#) and submit to the Notre Dame of Maryland University, Women's College Office of Admissions.
- Submit nursing applications by **February 15th** to receive priority consideration for each fall semester. However, we will accept late applications if all required information is submitted.
- Meet the **transfer criteria**
 - Cumulative grade point average of 3.0
 - Complete each of the following required courses with a minimum grade of "C"
 - Applied Algebra (unless waived)
 - Basic Statistics

- College Writing
 - Ethics
 - Fundamentals of Biology
 - General Microbiology
 - Human Anatomy and Physiology I
 - Human Anatomy and Physiology II
 - Human Growth and Development
 - Nutrition
 - Survey of General, Organic & Biochemistry
- Applicants cannot withdraw from or repeat any more than one (1) required/pre-requisite science course.
 - Students are waived from Fundamentals of Biology if they have already completed Anatomy and Physiology I and II successfully.
 - Anatomy and Physiology I and II and Microbiology must be taken no more than five years prior to NUR-301 *Holistic Health Assessment* and NUR-305 *Foundations of a Caring Profession*.
- Complete the following additional courses; select courses may be completed during the junior and senior year if the remaining courses are compatible with the schedule of the nursing courses. It is strongly recommended that these General Education Requirements are completed prior to entering into the Junior and Senior year.
 - Nursing requirements:
 - Introduction to Sociology
 - General Education requirements:
 - Beginning Spanish for Health Professions
 - Fine Arts*
 - History
 - Introduction to Philosophy
 - Introduction to Psychology
 - Literature
 - Oral Communication*
 - Religion and the Big Question*
- *These courses are required for transfer students beginning in Fall 2022.
- Complete the Test of Essential Academic Skills (TEAS) exam with a grade of ‘*Proficient*’; this is required and included as part of the admissions process. Applications will not be reviewed without the ATI TEAS exam results. The score received on the test will be included in the admissions process. Register for ATI TEAS at [ATI Testing www.atitesting.com](http://www.atitesting.com).
 - **TEAS EXEMPTION:** A student applying for admission is EXEMPT from the TEAS

requirement if they have 30 or more college transfer credits completed, have not repeated any required courses, **AND** have a transfer GPA of 3.3 or above.

- Interview per request by Admission and Progression Circle members.

The School of Nursing does not accept nursing courses completed at other institutions. If an applicant is accepted into the Notre Dame of Maryland University School of Nursing, they must repeat previously completed nursing coursework. If an applicant previously attempted/started a nursing program the Admission's Circle may request a letter from the prior institution.

Upon successful completion of the program, graduates are eligible to apply for licensure as a registered nurse. Graduates must pass the National Council Licensure Examination (NCLEX-RN) to practice as licensed registered nurses.

Definition of a Transfer Student

Notre Dame of Maryland University School of Nursing defines a transfer student as:

- Any student who has attempted or completed 18 or more credits at a regionally accredited college or university following graduation from high school (or GED credential), before applying for admission to the NDMU School of Nursing. The admission decision is based on the transfer criteria.

School of Nursing - Transfer Credit Statement

Generally, college-level courses completed at regionally accredited institutions will be evaluated and awarded transfer credit if approved, provided the course is similar in level, scope, content and expected learning outcomes to courses offered at Notre Dame of Maryland University School of Nursing and a grade of "C" or higher is earned. Regional accrediting bodies include:

- Middle States Association of Colleges and Schools;
- New England Association of Schools and Colleges;
- North Central Association of Colleges and Schools;
- Northwest Commission on Colleges and Universities;
- Southern Association of Colleges and Schools; and
- Western Association of Schools and Colleges.

Notre Dame of Maryland University School of Nursing typically does not award undergraduate transfer credit for pre-collegiate, remedial, vocational, technical, or professional (e.g., nursing) courses. Other transfer courses that usually are not awarded transfer credits are independent study, internship, externship, practicum, or co-op work experiences that Notre Dame of Maryland University faculty does not supervise. In addition, transfer credit is not awarded for these types of experiences completed through other institutions. Finally, Notre Dame of Maryland University School of Nursing does not grant undergraduate transfer credit for courses completed at online educational companies, including but not limited to Straighterline and Study.com.

If a student is not meeting all criteria but believes that their grades and/or TEAS score do not accurately reflect her abilities, it is recommended that the student submit two letters of recommendation. An educator must submit the requested letter. The Nursing Admission and Progressions Circle will carefully review this information and consider admission on a case-by-case basis.

Acceptance Criteria for the Accelerated Second-Degree BSN Program

The Accelerated Second-Degree BSN program (ABSN) is designed for students who have completed a bachelor's degree in a non-nursing field and want to change their career direction. Students can complete the ABSN program in 15 months, excluding required pre-entrance courses. The number of required pre-entrance courses will vary from student to student depending on coursework completed for the initial baccalaureate degree.

Students who have completed all pre-entrance courses may apply to Notre Dame of Maryland University in the College of Adult Undergraduate Studies (CAUS) and then subsequently apply as a nursing major. Students who meet the criteria for acceptance are welcomed on a space available basis.

Students interested in applying to the ABSN program must:

- Submit:
 - A CAUS application, essay, resume, and official transcripts from all institutions attended.
 - A personal statement regarding certifications, credentials, pertinent work experience and life experience.
 - Applicants are to select and respond to one (1) of the two prompts for essay
 - Please share your story that shows what calls you to the discipline and profession of nursing. Write a vivid description of your journey and what draws you to the nursing program at Notre Dame of Maryland University.
 - Describe how caring for others provides personal fulfillment. Detail how your core values align with the School of Nursing's philosophy and can advance the program's mission.
 - Recommendation letters (2)
 - Letters from previous educators are required, but letters from professional officials may be accepted. They should provide evidence regarding the applicant's knowledge, work ethic, and performance. Letters may be on institutional letterhead or from the institution's official email and ~~should~~ include the writer's official title, address, and contact information.
- On-Ground ABSN: Submit application by ***April 1*** for consideration for the Summer semester. Applications received after this date will be considered on a space available basis.
- Hybrid ABSN: Submit application by:
 - ***April 1*** for consideration for the Summer semester
 - ***July 15*** for consideration for the Fall semester
 - ***December 1*** for consideration for the Spring semester

Applications received after this date will be considered on a space available basis.

- Meet Admission Criteria

- Bachelor's degree in any major from an accredited college or university
- Cumulative grade point average of 3.0 on a 4.0 scale
- Pre-requisite and science grade point average of 3.0. Complete each of the following required courses with a minimum grade of "C."

• BIO-201 Anatomy & Physiology I	4 credits
• BIO-202 Anatomy & Physiology II	4 credits
• BIO-253 Microbiology	4 credits
• CHM-108 Survey of General, Organic, & Biochemistry	4 credits
• MAT-215 Basic Statistics	3 credits
• PHL-330 Ethics	3 credits

- Applicants cannot withdraw from or earn a grade lower than a "C" in any more than one (1) required/pre-requisite science course.
- The School of Nursing requires that science course work be completed within the last 5 years or that the applicant have relevant employment experience.
- Complete the Test of Essential Academic Skills (TEAS) exam with a grade of '*Proficient*'; this is required and included as part of the admissions process. Applications will not be reviewed without the ATI TEAS exam results. The score received on the test will be included in the admissions process. Register for ATI TEAS at [ATI Testing www.atitesting.com](http://www.atitesting.com).
 - TEAS EXEMPTION: A student applying for admission is EXEMPT from the TEAS requirement if they have 30 or more college transfer credits completed, have not repeated any required courses, AND have a transfer GPA of 3.3 or above.

The School of Nursing does not accept nursing courses completed at other institutions. If an applicant is accepted into the Notre Dame of Maryland University School of Nursing, they must repeat previously completed nursing coursework. If an applicant previously attempted/started a nursing program the Admission's Circle may request a letter from the prior institution.

Notre Dame of Maryland University School of Nursing does not grant undergraduate transfer credit for courses completed at online educational companies, including but not limited to Straighterline and Study.com.

Upon successful completion of the program, graduates are eligible to apply for licensure as a registered nurse. Graduates must pass the National Council Licensure Examination (NCLEX-RN) to practice as licensed registered nurses.

Progression in the Nursing 300/400 Level Courses

Students must meet the following criteria in order to progress in the nursing program:

- Adhere to the *NSNA Code of Ethics for Nursing Students—Code of Academic and Clinical Conduct*. See <https://www.nсна.org/nsna-code-of-ethics.html>
- Maintain a cumulative grade point average of 3.0 in nursing (NUR-) courses.
- Achieve a grade of C or better in all nursing (NUR-) courses.
 - Satisfactorily complete the clinical component of each clinical nursing course. A clinical failure constitutes failure of the entire nursing course regardless of a passing grade obtained in classroom theory exams.
 - In select nursing courses, a minimum of 70% examination average must be met before other assignments are considered in order to pass the course. Once the examination average of 70% is met, all other assignment grades will be factored into the final course grade. These select courses include:
 - NUR-301 Holistic Health Assessment
 - NUR-305 Foundations of a Caring Profession
 - NUR-308 Professional Nursing Care: Psychiatric Mental Health
 - NUR-310 Pathopharmacology
 - NUR-311 Professional Nursing Care of the Adult I
 - NUR-408 Professional Nursing Care: Maternal and Newborn
 - NUR-409 Professional Nursing Care of the Adult II
 - NUR-417 Professional Nursing Care: Children and Families
 - NUR-431 Community Health Nursing
- Only one nursing course (NUR designation) may be repeated—and only one time. A second failure of a nursing course results in dismissal from the nursing program.
- Students are limited to repeating one science course (for a grade less than C) and one nursing course (for a grade less than C) throughout the entire program of study.
- Students are limited to two withdrawals from nursing courses during their course of study.
 - All students should be aware that dropping or withdrawing from courses could also impact their state and/or institutional aid. Eligibility for state aid is determined based upon enrollment at the time of census. If a return of funds calculation is required, institutional aid will be adjusted according to Notre Dame's tuition adjustment percentages. Review the catalog for more information about the tuition adjustment policy. Refer to [Dropping a Course and Withdrawals](#) on the website.
- Students who withdraw from the program due to non-academic reasons may be reinstated on a space available basis. Students must have withdrawn in good academic standing with a cumulative GPA of 3.0 or above in all nursing courses. University admission policies are followed.

Repeating Courses and Moving Between Programs

Students in the Traditional BSN program

- **Scenario 1.** If *unsuccessful in a course* offered in the first two semesters (Fall and Spring), a student *may not* retake that same course with the on-ground or hybrid ABSN cohort.
- **Scenario 2.** If *unsuccessful in a course* offered in the third or fourth semester, with permission from the Associate Dean/Dean, a student *may* repeat the course in the on-ground ABSN program *and* complete the program for the remainder of their studies with the on-ground ABSN cohort. The Associate Dean/Deans will decide based on the student's extenuating circumstances and section/space availability. The H-ABSN program *is not an option* because faculty and staff want consistent face-to-face interactions with students on an individualized Success Plan.*

*Students placed on academic probation in the nursing program must create a Success Plan with the Academic Success and Advising Coordinator that will be implemented immediately.

Note. Graduation is August of the same year and Commencement occurs the following May. Students do not participate in commencement activities, such as Pinning and 'walking' at Commencement with their original cohort. Tuition remains per College of Undergraduate Studies

Students in the On-Ground Accelerated Second-Degree BSN Program

- **Scenario 1.** A student in the on-ground ABSN program in *good academic standing* who wants to *extend the timeframe* for program completion *may request permission* from the Associate Dean/Dean to join the Traditional BSN (TBSN) program for the remainder of their studies. The Associate Dean/Deans will decide based on the student's extenuating circumstances and section/space availability.
- **Scenario 2.** A student in the on-ground ABSN program, *who is unsuccessful in one course* or *wants to extend* the timeframe for completion with permission from the Associate Dean/Dean, *may request permission to join* the Traditional BSN program for the remainder of their studies. The Associate Dean/Deans will decide based on the student's extenuating circumstances and section/space availability.

Note. A student will formally transfer to the College of Undergraduate Studies as a 'transfer student' and be charged the current College of Undergraduate Studies tuition. Once an on-ground ABSN student moves to the Traditional BSN program, the student *may not* transfer back to the ABSN program, either on-ground or hybrid. Students in the on-ground ABSN program may not transfer to the Hybrid-Accelerated Second-Degree (HABSN) Program.

Students in the Hybrid-Accelerated Second-Degree BSN Program

- **Scenario 1.** A student in the hybrid ABSN program who is *unsuccessful in one course* may join the next *incoming hybrid ABSN cohort* to repeat the course and continue in the new cohort for the remainder of their studies.
- **Scenario 2.** A student in the hybrid ABSN program, who is *unsuccessful in two courses*, will be *dismissed from the program*. If a student chooses to appeal the dismissal, they will follow the Reinstatement policy. If reinstated, the Associate Dean and Advisor will collaborate with the student on a case-by-case basis to select a specific program of study that is the best option for success.

Academic Nursing Program Probation

Students are placed on academic program probation when:

- A grade less than ‘C’ is earned in any nursing course. A student who earns a grade less than ‘C’ in any nursing course must repeat the course.
- Cumulative GPA is less than 3.0. Students have one semester to raise their GPA to 3.0. If a student is unable to raise their GPA after the probationary semester, they will be dismissed from the nursing program.
- Students placed on academic probation in the nursing program must create a success plan with the Academic Success and Advising Coordinator in the TBSN or on-ground ABSN programs or with the Academic Success Coach for the H-ABSN program, which will be implemented immediately.

Exam Average and Final Grade Policy

Exam Average. An average test score of 70% is required in all clinical courses and other nursing courses as specified in the syllabus. The final course grade for students who do not earn a 70% average test score in selected courses is determined by the exam average: an exam average of 60-69% will have a D grade recorded as the final course grade. An exam average of 59% or less will have an F grade recorded as the final course grade.

Clinical. A student who is unsuccessful in clinical, as evaluated by a clinical instructor, will have an F grade recorded, regardless of the exam average is 70% or higher. For a detailed description of the evaluation process, refer to the ‘**Clinical Evaluation**’ section.

Final Course Grade. Students who achieve a 70% exam average or above but are unsuccessful in additional assignments as outlined on the syllabus will have the earned final course grade recorded.

Calculation of Course Grades Using Decimal Places

Individual exam grades will be recorded in the gradebook as reported by the electronic testing software, i.e., a full number and two decimal places after the decimal point. Grades will not be rounded up or down at this time.

At the end of the semester the average of all of the exams will be computed. At this time the mathematical rules for rounding will be used to determine the nearest whole number upon which the final course grade will be based. If the number in the hundredth place is 5 or greater it will round up the tenth place. If the number in the hundredth place is 4 or less, it will not affect the tenth place. Next, the tenth place will be considered; if it is 5 or greater the final grade will be rounded up to the nearest whole number. If the tenth place is 4 or less, it will be rounded down to the nearest whole number.

Example 1

The average of 3 exams is 69.45%

This will be rounded to 69.5%

The tenth place is five and rounds to 70 as the nearest whole number; 70% is the exam average.

Example 2

The average of 3 exams is 69.44%

The hundredth place is not rounded up, grade to be considered is 69.4%

The tenth place is less than five and rounds down to 69 as the nearest whole number; 69% is the exam average.

Example 3

The average of 3 exams is 69.29%

This will be rounded to 69.3%

The tenth place is less than five and rounds down to 69 as the nearest whole number; 69% is the exam average.

Final Course Grade Appeal

Reasons for Appeal

- Only *final course grades* may be appealed. A final course grade may be appealed if a student believes there is evidence that the grade was not given in accordance with the grading policies set forth in the course syllabus or announced syllabus modifications.
- The principle of seeking a reasonable, fair and speedy resolution prevails throughout the process. All information related to the appeal and the appeals process will remain confidential.

Process for Final Nursing Course Grade Appeal

- Timelines for an appeal are tight due to the quick switch between Term A and Term B.
- When a student wishes to appeal a final nursing course grade, the student must email/write to the faculty member setting forth the basis for the appeal, provide evidence documenting the alleged discrepancy between the syllabus grading policy and the grade received, and the remedy sought within five business days of final grade submission in Self-Service.

- The faculty member will respond in writing to the student's appeal within three business days of the official posting of grades in Self-Service. Note that a text message about a grade appeal, with or without screen shots, is not an acceptable form of communication between a student and NDMU faculty.
- The student should also submit a copy of the appeal materials to the Program Director, Undergraduate or Graduate Program.
- Prior to informing a student of the faculty member's decision, the Program Director will review the response and may agree or disagree with the response. If the Program Director should disagree, then the Program Director collaborates directly with the faculty member prior to informing a student.
- If not satisfied with the response, the student may, within five business days of the response, appeal to the School of Nursing Associate Dean. The student makes the appeal in writing, setting forth the basis for disagreement with the faculty member's and Program Director's response.
- The Program Director informs the Associate Dean of the student's appeal and obtains a copy of the course syllabus and the faculty member's written response to the student. The Program Director then reviews the submitted evidence with the Associate Dean. In some cases, the Associate Dean may request to speak directly to the student and/or faculty member.
- The Associate Dean writes a response, including a description on the steps taken in the review process. The written response of the Associate Dean is sent to the student, the Program Director, and faculty member, within one week of the conclusion of the review process. The decision of the Associate Dean is final.
- If the faculty on record for the course in which a final course grade is being appealed, is the Associate Dean, the Dean will work with the faculty, Program Director, and student to address the appeal and determine the final decision of the appeal.
- If a grade change is authorized, the Registrar will be directed in writing to make the change in grade in Self-Service.

Dismissal from the Nursing Program

A student is dismissed from the nursing program when

- a second grade less than 'C' in a nursing course is earned, and/or
- a cumulative GPA of 2.8 is not achieved by the end of their probation semester. As noted above under the probation section:
 - Students have one semester to raise their GPA to 2.8. If a student is unable to raise their GPA after the probationary semester, they will be dismissed from the nursing program.

A student may be dismissed from the nursing program when she/he commits any violation of the Code of Ethics for Nurses (2015), in addition to any violation of the Standards of Conduct found in the NDMU Student Handbook (Section VI, pp 8-12). Violations will be reviewed on a case-by-case basis.

Appeals Process for Dismissal from Entry-Level Nursing Program

Students have the right to appeal dismissal. Students who wish to submit an appeal must adhere to the process below.

- Upon receipt of a letter of dismissal, the student may write a letter of appeal to the Associate Dean, Undergraduate and Graduate Program. The letter of appeal must be received by the Associate Dean by 5 p.m. on the fifth business day of receipt of notification.
- The letter of appeal includes the following:
 - Submission of a formal letter to the Associate Dean, both electronically and in hard copy.
 - Identification of any extenuating circumstances leading to academic difficulty. The student uses her/his judgment as to what information is shared in the letter. The student should be an advocate for oneself and be clear and descriptive when elaborating on circumstances which they feel may need clarification for the Reinstatement Circle.
 - Proposal of a plan for success.
- Once the Associate Dean receives the letter, the Reinstatement Circle composed of nursing faculty convenes to review the appeal. As part of the review process, the committee will have access to the student's academic record, letter of appeal, and all other documents provided by the student. The Reinstatement Circle members will also reach out to faculty of courses the student has taken and may reach out to the Academic Success and Advising Coordinator or the Academic Success Coach in the H-ABSN program, if additional information is requested.
- At the discretion of the Reinstatement Circle, the student may be requested to meet with the Reinstatement Circle to ask questions of the student for increased understanding. The chair of the Reinstatement Circle will notify the student of the date and time of the meeting. The student may invite a faculty member, Academic Success and Advising Coordinator or the Academic Success Coach to be present at the meeting to provide support. This person will not be an active participant in the meeting.
- After a full review, the Reinstatement Circle makes a recommendation to the Associate Dean and Dean regarding appeal decision.
- The Dean will notify the student and appropriate faculty in writing of the appeal decision. This decision of the Dean is final.

Timeline

Action	Fall semester	End of Term A* Fall and Spring	Spring and Summer Semesters
Student notified of dismissal decision and process for appeal.	Within 7 business days of the posting of final course grades and before the university closes for winter break	Within 7 business days of the posting of final course grades	Within 7 business days of the posting of final course grades
Student submits appeal packet to the Associate Dean (electronic and hard copy).	Within 5 business days after receiving letter of dismissal and by 5 p.m. on the 5 th business day		
Associate Dean notifies Reinstatement Circle members of appeal and forwards materials.	Within 1 business day after receiving student appeal		
Reinstatement Circle agrees on date and time to meet. Circle convenes to deliberate. If requested, student is notified by the chair to participate in an invited portion of the Circle meeting.	The Circle meets within 5 business days after notification of appeal		
Reinstatement Circle Chair communicates in writing to the Associate Dean and Dean.	Within 24 hours of Reinstatement Circle meeting		
Associate Dean and Dean write response to student's letter with decision about appeal and notify appropriate faculty of the decision.	Within 3 business days of receiving the recommendation from the Reinstatement Chair		

*A student may not take three clinical courses at one time in a 7–8-week term.

Withdrawal from the University

The University reserves the right to request at any time the withdrawal of a student for reasons of poor scholarship, attendance policy violations, or unsatisfactory conduct. Students who voluntarily withdraw from the University for any reason must file an official withdrawal request form with the Dean of the School of Nursing. The date when the form is submitted will be the one used to determine whether a refund of tuition is applicable.

Failure to notify the University of a Withdrawal will prompt termination of enrollment. A student who withdraws from the University *on* or *before* the official withdrawal date forfeits credit for the work done in that semester. A grade of “W” will be recorded in all courses for the semester.

Resignation Guidelines

NDMU recognizes that, on rare occasions, serious extenuating circumstances may prevent a student from completing a term/semester. Resignation is reserved for students who find themselves in this situation after the end of the withdrawal period until the last day of the semester.

Keep in mind, however, that the University *strictly adheres* to its published policies, procedures and deadlines. Only in *extraordinary circumstances* will resignations be considered and approved. The burden of proof of these circumstances falls upon the student. Also note that action taken as a result of this request will only impact the student's academic record; resignation from a term does not release the financial obligation for the term.

Students must resign in good academic standing with a cumulative GPA of 2.8 or above in all nursing courses. If approved by the School of Nursing Dean, the resignation will be processed by the Registrar's Office. **All decisions are final.** The student will be notified via NDM e-mail of the outcome of the request. The checklist obtained from the Academic Success and Advising Coordinator is below:

Resignation Checklist (please obtain signatures in the order provided on the form)

- Completed Resignation Form (See Academic Success and Advising Coordinator).
- Meet with Academic Success and Advising Coordinator to review options/ability to complete term, obtain signature.
- Meet with Financial Aid to discuss the impact this resignation will have on your current and future Financial Aid needs, obtain signature.
- Meet with Business Office to discuss your financial current and future financial obligations to the institution, obtain signature.
- Detailed explanation for this request.
- Supporting Documentation (Resignation requests submitted without supporting documents will not be considered).
 - Medical Records (Submit to Office of Accessibility and Health Promotions)
 - Accident Reports
 - Police Reports
 - Letters/Email from attorneys, faculty, advisor etc.
- Email completed Institutional Resignation Form and full documentation to the Registrar's Office (registrar@ndm.edu). **MAKE SURE THAT THE SUBJECT LINE INCLUDES ATTN: RESIGNATION.** Check Self-Service or with the Registrar's Office for the outcome of the appeal.

Students who resign from the nursing program due to non-academic reasons may be reinstated on a space available basis. University admission policies are followed.

Please note prior to any type of withdrawal, it is the student's responsibility to seek guidance from the Financial Aid Office if receiving any type of merit scholarship, Pell Grant, or other type of financial aid. Students are ultimately responsible for paying back expenses incurred at NDMU.

VII. COMMUNICATION GUIDELINES

Communication-- Nursing Student-Faculty and Staff

All messages for students in the Entry-Level BSN program are provided through NDMU email including announcements posted on the Learning Management System. Some communications may also be handled by the U.S. Postal Service or announced in relevant courses.

All email communication will be through NDMU student email accounts. Email is the primary means of communication. Students are expected to check NDMU email on a daily basis and notify relevant SON staff and faculty if email/internet access is disrupted for any reason.

Students may send messages to nursing faculty/staff through the University voice mail or email systems; email is the preferred method of communication.

Course faculty will always respond to your phone calls and emails, if they are received. If you do not receive a response within 48 hours, it probably means we did not receive your phone message or email. This means you must get back in touch with us using either email or office number. *Do not wait* if you have a question, please call for resolution.

Cancellation/Rescheduling of Classes

Class cancellations and delays will be determined by NDMU. Any class canceled due to inclement weather will be made up by arrangement of the faculty. Text-alert message notifications for University closings or delays are available. NDMU offers a mass notification system. The system sends messages instantly and simultaneously to registered text-message-capable cell phones, and email addresses. For information, and to sign up for this service, visit the [University website](#). Click on “Public Safety (at the bottom of the home page),” then “e2campus.” Or use this direct link: [e2Campus](#)

Cancellation of classes for reasons other than weather will be communicated to students via an announcement on the Learning Management System and NDMU email.

Inclement Weather Information

For information about the University closing, call the **NDMU Weather Line at 410-532-5151** or listen to WBAL-AM 1090, WPOC-FM 93.1, WIYY-FM 98, WCAO-AM 600, WQSR-FM 105.7, WLIF-FM Lite 102, WCBM-AM 680, or watch WJZ-TV Channel 13, WBAL-TV Channel 11 or WMAR-TV Channel 2 for announcements regarding the closing of the University. In the Washington D.C. area, listen to WTOP-AM 1500.

Under adverse weather conditions, students are expected to make a reasonable attempt to be on time for class, lab, or clinical. However, students must exercise their own judgment for safe driving under adverse weather conditions.

Formal Complaint Process

Overview

The SON defines a formal complaint as a written expression of serious dissatisfaction related to any aspect of NDMU nursing programs. A formal complaint is distinguished from a dispute about a grade in a course or other course evaluation matter, which is handled under the NDMU academic appeal procedures. The SON handles harassment complaints in accord with guidelines and policies set forth in the University Student Handbook. The SON's guiding principle is to settle disputes in a prompt and fair manner. Anonymous complaints are not accepted.

First Level

In general, the operational principle that should be followed is to maintain open communication at the most immediate point of access and to work upwards when appropriate. This means that the student should work with the faculty member with whom she/he has the dispute or the Academic Success and Advising Coordinator or Adult Student Advisor at the main campus and Academic Success Coach at Elkridge to assist with resolving matters, if possible.

Second Level

The next level would be the Associate Dean. When a NDMU faculty member receives a formal complaint, the Associate Dean is also notified. The Associate Dean initially screens the formal complaint, unless the complaint directly involves the Associate Dean, in which case it is screened by the Dean, School of Nursing. If the formal complaint involves a faculty member at the Elkridge Learning Center, the Second Level would also include the Director of Nursing Services at Elkridge, as well as the Associate Dean.

Third Level

If the complaint involves a complex or multi-campus issue, the Provost/Vice President of Academic Affairs may get involved. Additionally, the Dean or Provost/Vice President of Academic Affairs may appoint an ad hoc panel to seek resolution of the complaint. Complaints about discrimination/sexual harassment shall be directed to the Title IX Coordinator in the Office of the President.

Steps

1. A student having complaints about instruction or grading should attempt to resolve those issues directly with the instructor. The student should send an email to the instructor using his or her official NDM email account within 7 business days.
 - This email should briefly outline the complaint and be copied to the Associate Dean and Program Director *at the main campus*.
 - A student from Elkridge may put the complaint in writing to the Director of Nursing Services at Elkridge as well as the Associate Dean.
 - If the complaint is not resolved with the instructor within 7 business days of sending the email, then the student may reach out to the Associate Dean.

2. The Associate Dean's decision shall be rendered within 7 additional business days.
3. After the Associate Dean's decision, the student or the instructor may appeal to the School of Nursing Dean's Office. Complaints must be submitted in writing within 7 business days of the Associate Dean's decision.
4. The written statement should describe the complaint, indicate how it affects the individual and include the remedy or outcome sought from the Dean.
5. The decision of the Dean or her designee shall be rendered within 20 business days. The Dean's decision is final.
6. A copy of all written complaints and a written record of all subsequent actions will be filed in a confidential Academic Grievance File in the SON Dean's Office.

VIII. CLASSROOM GUIDELINES

Attendance

Face-to-Face Courses

Students are expected to attend and participate in every class; however, faculty understands that extreme circumstances may occur. In these cases, exceptions may be granted, and faculty may assign additional assignments/activities to ensure that course outcomes and/or unit objectives are met. The responsibility for coursework missed due to any type of absence rests with the student. Students are expected to attend scheduled classes prior to holidays and University breaks, and also schedule vacations and other discretionary events outside of the class schedule. Students are also expected to arrive on time and remain in class for the entire period scheduled.

Students are expected to notify faculty of an absence(s) from class as soon as possible and to turn in all assignments on time or at a time agreed by the faculty. Tardiness and early departure disrupt the educational process. Students are expected to arrive for class on time and to remain until the class has ended. Course faculty may have additional or modified attendance requirements, which will be noted in course syllabi and/or announced in class.

Online Courses

Students should be in the online course room at least 4 days/week and plan to spend 3 times the number of credit hours on coursework. Each course syllabus will indicate class participation and online assignments. Missed class quizzes and graded activities may not be made up. Assignments and postings must be completed by the designated time.

Cell Phones

Students are asked to keep all cell phones, pagers, and other electronic devices in silent mode and are expected to return phone calls during the break or after class, unless the call is an emergency. Texting, emailing, or checking email during class is not permitted. Students engaging in these activities may be asked to leave the classroom until they are prepared to fully participate in the class.

Children in Class

No children are allowed to accompany students inside the classroom or in the hallways. Children are not to be left unattended at any time when visiting the campus.

Collaborative Learning

Collaborative learning is an integral part of the classroom experience in the BSN program. The following chart explains how a collaborative learning classroom might be different from previous classroom experiences.

Traditional	Collaborative
Student is listener / note-taker/ observer	Student is contributor / discussant / problem-solver
Source of authority – professor & text “sage on the stage”	Source of authority – group of which professor is a member
Low – Moderate class preparation	High expectations for class preparation
Learning independently	Learning interdependently
Attendance by personal choice	Attendance by group expectation
Private classroom presence	Public classroom presence
Competition with peers	Collaboration with peers
Some engagement with peers	Committed to supporting and encouraging one another

In summary the characteristics of collaborative learning are:

- Active participants who engage in active listening, discussion, and conversation rather than speech-making and debate
- Learning partnerships equalize the relationship between professor and student.
- Community created where divergent opinions are tolerated.
- Locus of knowledge is in the community and each member develops a sense of commitment and responsibility to the group for learning.
- Creation of knowledge by examining and challenging each other’s ideas; judging each other’s ideas not the person themselves.

Exam and Exam Review Policy

Exam Attendance Policy

Student expectations:

- Complete all exams on the scheduled dates.
- Arrive 10 minutes prior to exam time to stow personal items, turn off cell phones, settle in seats, breathe deeply

- Notify faculty prior to the scheduled exam for extenuating circumstances that will prevent you from taking the exam. Acceptable absences include significant illness/injury/hospitalization of student or immediate family member or death in immediate family. Be advised documentation may be requested.
- Failure to attend an exam or unexcused absences from an exam or no-call/no-show from exams will result an exam grade of zero.
- Missed exams due to excused absences will be rescheduled at the discretion of the faculty. Students must contact faculty via email within 3 business days of the excused absence to arrange the make-up exam.
 - Failure to contact the faculty to schedule a make-up exam within 3 days may result in a grade of zero.
 - At the discretion of course faculty, an equivalent alternative exam may be administered. The alternative exam may include, and is not limited to, short answer or essay items, case studies, simulation, verbal responses, etc.

General Exam Policy

- Students in on-ground programs must download their exam prior to the scheduled exam time. Faculty will notify students before the examination is scheduled that the exam is ready for download. It is the students' responsibility to ensure the exam is downloaded onto their personal computer.
- Students need to be sure to have the log-on information for the electronic testing software before the exam begins.
- At your desk, you are only allowed your laptop computer to access the computer-based testing software and your computer charger. Hybrid ABSN students will be provided with a Chromebook for online testing. You will be provided with a calculator through the electronic testing software, if needed, and a sheet of scrap paper or a dry erase board, which will be turned in with your exam.
- **Be on time for the exam.**
 - You will arrive and be seated and ready for the exam 5-10 minutes before the exam.
 - Exams start at the scheduled time. It is disrespectful and disruptive to your classmates when you arrive late.
 - If you arrive late, you will not be given extra time to finish the exam.
 - Students with accommodations must arrive at the agreed-upon time and will not be given additional time to compensate for late arrival.

Exam Security Policy

- No drinks will be allowed at your desk during the exam - this includes, but is not limited to, bottled water, soda, or drinks in a re-usable container. Finish your drinks before entering the room.
- Computer-based testing software will scramble the order of questions and answer choices. Students are permitted to backtrack.
- Once a student uploads their completed exam, all answers selected are final. Students should be sure to review their exam before uploading for incomplete answers. Once the examination is uploaded, all answers are final. Students should show the faculty their upload confirmation before leaving the testing room.
- If a student is not present for the exam but has previously downloaded the exam to their personal machine, students are not permitted to access the exam without the password from the faculty member. Students who access an examination not in the testing room are subject to an academic integrity violation.
- It is the student's responsibility to abide by all technical requirements set forth by the electronic testing software if using their personal device. This includes putting the device in airplane mode/allowing the program to disconnect from the internet during the proctored examination. If using Examsoft, please see ExamSoft's website for a full list of technical requirements: <https://support.examsoft.com/hc/en-us/articles/11145653607437-Exam-Taker-Quick-Start-Guide>
- You may *not* wear anything on your head - no ball caps, hoodies, scarves, etc. If you wear a head cover for religious or cultural reasons, please let your faculty know prior to the exam. However, you must follow the same guidelines as you would for clinical – the head covering must be secured in the back and off your collar. It may not be tucked into your shirt and cannot cover any portion of your face or potentially cover any portion of the desk/exam/Scantron.
- Technology
 - Cell phones must be turned off and placed in your book bag. If you have a reason to need your cell phone on during the exam – sick family member(s) – you may leave your cell phone on vibrate and place it on the table at the front of the room with the faculty member. Should your phone vibrate, faculty will alert you as to the caller to determine if it is an emergency.
 - Any jewelry or other device which allows internet/texting access must be removed and stowed in book bag/purse.
- All book bags, purses, and other personal items will be placed on the floor along the walls of the room at the main campus and in lockers at the Elkridge Learning Center prior to the exam.
- Expect faculty to walk around the room. Consider wearing earplugs.

Exam Review Policy

- Exam review is scheduled at the discretion of the faculty.
- This is the **ONLY** time you will have to review your exam. If you do not come to the initial exam review, you waive your right to review your exam. Individual appointments to review your exam

with your faculty are at the discretion of the faculty member and must be scheduled within 3 business days of the date of the exam review.

- You must be in the room at the appointed time. Anyone arriving late may not be allowed in the room.
- All exam security measures will be followed for exam review. In addition, no pens, pencils, or paper are allowed at your desk during exam review.
- On-ground students will need to bring the machine they originally downloaded and took the exam on for the exam review. The exam password as well as an additional password will be provided by the faculty to access the exam. Students are not permitted to access the exam without the password from the faculty. Students who access exams not in the presence of faculty are subject to an academic integrity violation.
- The process of exam review is left to the discretion of the faculty.
- Students must address their questions and comments in a professional and respectful manner. The faculty reserves the right to end the exam review if the faculty perceives that students are exhibiting rude, argumentative, and/or disrespectful behaviors.
- It is a student's responsibility to attend *each unit exam review session*. The unit exam review session is the only time a student may review a unit exam(s). A review of the final exam in each course is not offered.

Grade Appeal for Assignments

A student has a seven (7) day period of time, beginning with the date a graded assignment, exam, etc. is returned, to question the assigned faculty member about a grade received. After this time period, grades are final.

The student may request a re-grade of a clinical assignment within 7 days of receiving feedback from their clinical instructor. The re-grade is completed by the course coordinator. The re-grade will stand as the final grade for the assignment, even if it's lower than the grade given by the clinical instructor.

Self-Service

Self-Service is real-time information for students that provides grades, class schedules, advisor information and email contact, request forms for transcripts and enrollment verifications, and financial aid award information.

Written Requirements in Nursing Courses

Written work in all nursing (NUR) courses follows the guidelines set forth by the American Psychological Association in the *Publication Manual of the American Psychological Association*.

Resources and tutorials for APA HELP are available in the Learning Management System, Loyola/Notre Dame Library (LNDL) website, and APAstyle.org.

Turnitin

Turnitin is an Internet-based plagiarism-detection service that allows both students and instructors to check written work for originality of text. The purpose of *Turnitin* is to aid in the detection and monitoring of plagiarism. By checking the originality of text, students and instructors can work together to improve the level of scholarly work and limit the dangers of plagiarism. Please refer to course syllabus for the requirements of each course.

Use of Artificial Intelligence (AI)

Students are required to submit their own, original work when an assignment is being evaluated by faculty for academic credit. Resources such as ChatGPT should not be used to formulate nursing care plans, write clinical reflections, or provide language for research papers. Plagiarism-detection services such as Turnitin can recognize AI language. Students who submit assignments with any percentage of recognized AI language risk a grade of zero on the assignment at the discretion of the faculty.

University Resources for Writing Assistance

Services are available for all students by appointment or on a drop-in basis. Peer tutors are available to help in the development of essay topics, increase significance and depth of presentation, improve and support development of ideas, better organize material for writing/presentation cohesiveness, and more. [Tutoring and Academic Assistance](#)

IX: CLINICAL GUIDELINES

Attendance

Clinical—Healthcare facilities and Campus Center for Caring with Technology

- The nature of the student's clinical experience is such that attendance is mandatory. The student must complete the required clinical hours for each course in order to satisfactorily meet the course outcomes and requirements set forth by the Maryland Board of Nursing.
- In planning clinical experiences, clinical instructors select clients or students may select clients under the instructor's guidance. In doing so, the clinical instructor assumes oversight for the care of those selected clients. The nursing staff in clinical agencies maintains responsibility for clients and therefore has the right to assume that the needs of these selected clients (within the assigned functions of the student) will be met during the period of the student's assignments. Arriving late without notification and/or failure to notify the instructor of absence can result in client care being jeopardized. The development of a deep sense of professional responsibility toward clients and professional colleagues is a basic objective of the nursing curriculum. It is inevitable that if students fail to achieve this requirement this failure will be reflected on the CET and ultimately the final course grade.

- Students who are consistently negligent in their professional responsibilities or fail to provide safe care will be reported to the Associate Dean and Dean, which may result in immediate removal from all clinical rotations.
- The student must notify the faculty as much time as possible prior to the start of clinical or simulation lab experience if they will be absent. Students are expected to give at least 24 hours' notice for any absence and should notify faculty via email or preferred phone number given by the faculty.
- The student should make every attempt to notify the assigned faculty member if they will be late. Students will receive a Clinical Warning for more than one episode of lateness regardless of faculty notification.
- An excused absence from a clinical or simulation lab experience is defined as an absence with notification of the faculty, and which is unavoidable such as:
 1. Death of a loved one
 2. Personal illness (a primary health care provider's note may be requested)
 3. Jury duty
 4. Preparations essential for active military duty
- Faculty may request written verification of excused absence.
- Students will receive a Clinical Warning for an unexcused clinical absence. A repeated unexcused clinical absence may result in failure of the course.

Examples of unexcused absences are:

 - Absence from clinical without notification of the faculty
 - Leaving the clinical area prior to the completion of the clinical day without permission of the clinical faculty member
- Failure to meet clinical on-boarding requirements will result in an unexcused absence. For example, not being appropriately registered for the course or failure to comply with non-academic requirements for clinical courses, such as not having a valid CPR card or up to date Quantiferon TB test.
- All clinical/lab/simulation absences, excused or unexcused, regardless of reason may require an alternate experience to meet clinical objectives. Examples may include: full clinical day, simulation experience, clinical observation experience, or written assignment. Please note that students may only have make-up experiences for one absence during a clinical rotation. More than one absence during a clinical rotation will require consultation with the clinical instructor and may result in the student not being able to complete clinical course outcomes.
- If a student misses more than 1 clinical day in a half-semester course, or more than 2 clinical days in a full-semester course (regardless of whether the absence is excused and unexcused), the instructor/course faculty may not have adequate time to evaluate if the student has met course outcomes. This may result in clinical failure.

- All alternate experiences must be completed prior to the end of the course. In cases where completion is not possible, then a student may receive an “Incomplete” as a course grade until the make-up experience is completed. The course faculty determines a timeframe for the completion of the alternate clinical experience.
- *Absence due to religious holidays*—The School of Nursing honors the celebration of our diverse student body. Absence for a religious holiday is considered an excused absence. Students who miss class or clinical due to observance of religious holidays must give prior notice to faculty at the beginning of the semester. Students must meet clinical outcomes as described on the CET regardless of reason(s) for missing clinical experiences.
- *Absence for student athletes* – Nursing students who participate in NCAA-sanctioned sports are excused from class and may make alternative arrangements for clinical experiences. Student athletes who miss class or clinical experience due to a NCAA-sanctioned sporting event must give prior notice to faculty at the beginning of the semester or as soon as possible when the competition schedule is changed. Students must meet clinical outcomes as described on the CET regardless of reason(s) for missing clinical experiences.
- *Absence due to Cancellations or Delays*—In the event of inclement weather, cancellation or delays in classes, clinical, and campus laboratories will be announced through selected media (radio, television, campus hot line, web site).
 - Classes and clinical will be cancelled when the university is closed. In the event that the university opens late due to weather-related or other emergency conditions, classes and clinical will commence at the announced opening time and resume the normal schedule thereafter for the remainder of the day. Clinical faculty may make alternative arrangements for clinical time. In an instance where clinical starts before the university announcement has been made, the course faculty and clinical instructor will issue guidance concerning clinical.
 - Students and faculty engaged in clinical placements may not attend clinical until the university has opened and therefore should discuss the handling of emergency situations and university opening late at the beginning of the clinical rotation. Both the requirements of the program and the safety of the people involved should be considered in planning a course of action in those cases where students are expected to report to off-campus locations. Additional learning experiences may be scheduled to facilitate achieving course outcomes.
 - In the event a clinical faculty must cancel a clinical day due to illness or some other emergency, the faculty will make every effort to notify students as early as possible. The clinical faculty member will then arrange for a clinical make-up day/assignment with the clinical group.
- Medical Clearance Note

- Students who are pregnant are required to provide written medical clearance from the obstetrician to participate in hospital and community-based clinical experiences. This medical clearance is to be provided to the Associate Dean. Additionally, the student is required to notify the course coordinator of each clinical course of the pregnancy, as well as the clinical instructor.
- Students are required to have medical clearance before returning to school from childbirth, injury, surgery, or other restricted health issue. The note must specify that there are no restrictions for participation in the clinical component of the program.

Behavior Expectations in Clinical Setting

The Maryland Nurse Practice Act states that the Nursing Program Administrator and faculty are responsible for *“developing and implementing a written plan that provides that all students participating in clinical practice settings are physically and mentally competent at all times to provide safe patient care.”*

Any student participating in a clinical experience is expected to demonstrate behaviors that lead faculty to believe that the student is physically and mentally competent to provide safe patient care. Examples of behaviors that might be indicative of potential threats to patient safety include: slurred speech, uncoordinated movements, ineffective attention, inability to follow simple commands, and/or an odor of alcohol or marijuana. Inappropriate behaviors, including repeated violation of critical behaviors identified on the clinical evaluation tool, will be considered detrimental for patient safety, trust, and security. The jeopardy to the patient’s physical and psychological safety will be immediately addressed at the discretion of the clinical faculty and the student may be asked to leave the clinical setting. Nursing faculty will be available to the clinical agency via cell phone for consultations, emergencies or issues of inappropriate student conduct.

A decision to allow a return to the clinical setting will be made on a case-by-case basis. Recommendations from the student’s health care provider may be requested and considered in the final decision. See Classroom and Clinical Policies and both the University’s and School’s Substance Abuse Policy for additional information.

Clinical Course Requirements

TBSN students *must* comply with all requirements by July 15 prior to the start of the junior year of the nursing program. Students in the TBSN program must renew select CastleBranch requirements at the beginning of the Senior year by July 15.

Students in the ABSN program need only complete the CastleBranch requirements at the beginning of their 15-month program.

ABSN students must comply with all requirements by April 15 prior to starting the ABSN program.

H-ABSN students must comply with all requirements by September 1 for Fall semester, January 1 for Spring semester, and May 1 for Summer semester.

Students are responsible for all fees/payments associated with these clinical requirements, as well as for submitting all data to Castle Branch. Failure to submit required documentation by the Wednesday before the semester starts will result in the first clinical warning. Failure to fully comply with all clinical course requirements by the first Wednesday after the semester starts will result in a second clinical warning and withdrawal from all clinical courses.

Documentation of accountability for all academic and clinical policies must be submitted to Castle Branch (formerly known as Certified Background) by uploading the signed acknowledgement form by the deadline posted on the Castle Branch website: www.CastleBranch.com. Requirements include:

Current CPR Certification – Must be the American Heart Association’s or an approved CPR provider’s, *Basic Life Support (BLS) for Healthcare Provider Course* or its equivalent. This course includes the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen); use of an automated external defibrillator (AED); and relief of foreign body airway obstruction (FBAO). Students must submit a copy of both the front and back of the card verifying this certification; all signatures, including the students’, must be present. Certification must remain current while in the program.

Immunity to Hepatitis B – Students may either submit evidence of vaccine series with follow-up positive titer or a signed School of Nursing declination form.

Immunity to Measles, Mumps, Rubella (MMR) – Students must provide titer results that show immunity to the three diseases. If titers do not demonstrate immunity, vaccine is required.

Immunity to Varicella – Students must provide positive titer results. If titer does not demonstrate immunity, vaccine is required.

TB Status Report – TB Status Report

Students must provide documentation of one of the following:

1. A negative Quantiferon test
- Or*
2. If a positive result for TB has been obtained in the past, then provide a clear chest x-ray taken within the past five years (Report or Employee Health Department documentation is required); and
3. Symptom check sheet within the past year

Tdap (Tetanus, Diphtheria, Pertussis) Vaccine – Must provide documentation that vaccine was received within the last 10 years.

Influenza Vaccine – Students in clinical experiences must have verification of receiving the flu vaccine by October 15 of each year. Students will not be allowed to enter the clinical site without adhering to the requirements of the institution. This may mean wearing a mask while on the premises or not continuing with the experience.

Covid-19 Vaccine and booster – Must provide documentation that full vaccination was received, as well as booster.

Indemnity Agreement - All students must sign a *Nursing Clinical Rotation Release, Waiver and Indemnity Agreement* prior to beginning their clinical experience.

Standard Precautions - All students must sign a form indicating they have received instruction and will use Standard Precautions.

Confidentiality Form – All students must sign a Confidentially Agreement prior to beginning their clinical experience.

Physical Examination –Required to be completed within the previous 12 months prior to the start of the nursing program.

Drug Screening/ Background Checks –The dominant accrediting body for healthcare organizations and programs, The Joint Commission (TJC), mandates that criminal background checks be performed on all persons having any opportunity for patient interaction at its accredited organizations. This includes employees and volunteers as well as students. A criminal background check revealing a conviction for certain crimes could result in a ban from participation in clinical rotations and thus prevent graduation/completion of the nursing program. Based on the updated TJC accreditation standards, the Notre Dame of Maryland University has put into place the following policy:

All students entering the nursing program will be subjected to a criminal background check. Students will be directed to use Castle Branch (formerly known as Certified Background) when submitting a criminal background check. Students may not request to be assigned to sites that do not require a criminal background check and/or drug screening. Students are responsible for all costs incurred with the criminal background check and drug screening.

The criminal background checks must be completed prior to participating in clinical rotations. This may also be the case if a drug screening is requested by the clinical site.

A positive test on the drug screening could result in dismissal from the clinical site with the result of preventing completion of the course/clinical outcomes and ultimately graduation from the nursing program. The same would hold true for a criminal background check, which may affect a student's eligibility to participate in a clinical rotation, practicum or other clinical experience and ultimately the ability to graduate from or complete the nursing program.

Both the criminal background check and the drug screening will be performed just prior to the beginning of clinical coursework. Background checks must be done annually. The student will

be responsible for all costs incurred. Each student will still be required to meet any request to complete additional criminal background checks and/or drug screenings from specific clinical sites they are assigned for clinical experiences. Students are encouraged to contact the Clinical Placement Coordinator in the School of Nursing if they have questions. H-ABSN will contact the Director, Nursing Services at the NDMU Elkridge Learning Center if they have questions.

The clinical agency will make the decision to accept or deny the student for clinical placement based on the results of the background check and/or drug screen. If a student is rejected by a clinical agency, the clinical faculty will make one additional attempt to place the student at another clinical agency. If the student is rejected by the second clinical agency, the student will not be able to meet the program requirements and will not be able to continue in the nursing major.

Health Insurance – All students are required to show proof of health insurance. If desired, insurance may be obtained through the university.

Mandatory Clinical Site Training – Some clinical agencies may require documentation of additional health-related requirements. Health-related requirements could include, but are not limited to, mandatory events training. Students will be notified of these requirements as soon as possible and payment will be embedded in the student’s nursing fees. Students will complete annual training modules through Learning Harbor, a web-based program that healthcare professionals and students use to comply with mandatory regulations.

Clinical Evaluation

As an experiential learning process, evaluation of clinical-related outcomes is an essential component of the clinical experience. Course-specific Clinical Evaluation Tool (CET) is used to appraise the student’s progress in meeting the clinical course outcomes and the related clinical behaviors as indicated in this evaluation tool. The evaluation process offers the opportunity for the student and clinical instructor to have critical dialog around progress in caring with and for patients – including all of the dimensions as identified on the CET. Clinical faculty will provide a weekly synopsis of the student’s clinical performance and provide a formative evaluation at the midpoint and a summative evaluation at the end of the course; students will offer a self-critique.

In clinical courses, students must satisfactorily demonstrate appropriate actions and behaviors as noted on the CET. Documentation will indicate that the student either met clinical outcomes (Pass) or did not meet the clinical outcomes (Fail). To achieve a passing grade in clinical courses, students must meet all clinical outcomes.

Students with a passing grade for the clinical experience will receive the theory grade earned for the course grade.

Students with a final failing grade for the clinical experience will fail the course and receive an F for the final course grade, even if the exam average is 70% or higher. A failure of either clinical or theory will require the student to repeat the entire course.

Students are required to adhere to professional behaviors throughout the nursing program. Failure to meet expected behaviors may result in a failing clinical grade.

Criteria for Clinical Evaluation

Students will earn a Satisfactory (S), Needs Improvement (NI) or an Unsatisfactory (U) rating for each of the criteria listed under the valued ends/clinical objectives. Students who meet all objectives at the satisfactory level by the final day of clinical will pass the clinical portion of the course.

SATISFACTORY (S):

A student who receives a satisfactory rating is capable of: independently performing identified behaviors; efficiently managing time and resources; consistently displaying safe behaviors in the clinical setting; consistently displaying professional behavior that is in accordance with NDMU Honor Code and the ANA Code of Ethics; efficiently communicating with faculty, patients, patient care team members, and other students. (Refer to CET)

NEEDS IMPROVEMENT (NI):

A student who receives a needs improvement rating needs assistance with: performing identified behaviors; managing time and resources; displaying safe behaviors in the clinical setting; displaying professional behavior that is in accordance with NDMU Honor Code and the ANA Code of Ethics; communicating with faculty, patients, patient care team members, and other students (as noted on page 3 of the CET).

A rating of ‘NI’ in any area will result in a written Plan for Success. All ‘NI’ ratings must be resolved by the end of the clinical rotation.

UNSATISFACTORY (U):

A student who receives an unsatisfactory rating does not consistently demonstrate, despite remediation and coaching, the following behaviors: performing identified behaviors; managing time and resources; displaying safe behaviors in the clinical setting; displaying professional behavior that is in accordance with NDMU Honor Code and ANA *Code of Ethics*; communicating with faculty, patients, patient care team members, and other students. (Refer to CET)

A rating of ‘U’ in any area will result in a Clinical Warning and a written Success Plan. All ‘U’ ratings must be resolved by the date noted on the Success Plan, which may or may not coincide with the end of the clinical rotation. Repeated behaviors requiring a Clinical Warning may result in failure of the course. Students must meet with the course coordinator within 48 hours, or at the discretion of the course coordinator, of receiving a Clinical Warning.

NOTE: There are times when a ‘U’ rating will result in immediate failure of the course, as noted on the CET.

Clinical Placements

Clinical practice is an integral part of the nursing student's experience. Faculty place in clinical rotations in an effort to ensure an optimal learning experience in a variety of settings. Faculty seek healthcare and community agencies that are appropriate for meeting the course outcomes.

It may be deemed advisable to separate siblings, family members and/ or close friends into separate clinical groups. Student requests for placement in the clinical area should not be expected based on child-care needs, parking fees, proximity to employment site, carpool requests, or other personal preferences. Clinical days and hours may vary from course to course. Students are responsible for providing their own transportation to all clinical sites. Fees incurred during the clinical rotation are the responsibility of the student (i.e., parking, badges, and deposits).

Clinical Assignment/Preparation

Clinical preparation is individualized by course as described in each course syllabus. Students are expected to be prepared and in appropriate uniform/clothes for each clinical day.

For the students' own protection, it is required that students who are pregnant notify their clinical faculty and the course coordinator.

Students may be requested to leave the clinical area for the following reasons (not all-inclusive):

- Inadequately prepared for clinical assignments
- Unable to apply knowledge and skills from previously completed units/courses.
- Mentally or physically unable to perform nursing care safely
- Seek supervision from other than the NDMU nursing faculty member, without permission, when performing nursing interventions
- Lack of adherence to guidelines, policies, and procedures as stated in the NDMU Student Handbook
- Unable to apply knowledge and skills expected at the appropriate course level.

Untoward Events or Near Misses

- All untoward events and near misses must be documented.
 - Untoward events include any act of omission or commission that could cause harm to a patient, student, or any other individual in the clinical setting. When such an event occurs, the involved individual and instructor must complete an Incident Report and submit the report to the faculty of record for the course.
 - Near misses include any act where someone, assigned nurse or clinical instructor, intervenes before an error occurs, such as the wrong medication dosage.

Confidentiality

Information concerning patients is privileged and must remain confidential. Appropriate information regarding patients which needs to be shared among team members or for educational purposes, will only be discussed in a private setting away from patient care areas. Nursing students must abide by *Nurses Code of Ethics* as well as state and federal laws, and agency regulations to safeguard patient information.

Students may be held legally responsible for disclosure of information. Faculty will maintain strict confidentiality with regard to both personal and academic information about students.

Posting of protected/personal medical information (PMI) on social media sites may result in dismissal from the program. Please note that the last item on the list is broad. Healthcare facilities have used this item to discipline and/or terminate employees. The list of PMI includes the following:

- name,
- address (anything smaller than a state),
- dates (except years) related to an individual -- birthdate, admission date, etc.,
- phone number,
- fax number,
- email address,
- Social Security number,
- medical record number,
- health plan beneficiary number,
- account number,
- certificate or license number,
- vehicle identifiers, such as serial numbers, license plate numbers,
- device identifiers and serial numbers,
- web URL,
- Internet Protocol (IP) address,
- biometric IDs, such as a fingerprint or voice print,
- full-face photographs and other photos of identifying characteristics, and
- any other unique identifying characteristic.

Dosage Calculation

In certain courses, students will complete medication/dosage modules through the ATI platform. Students must complete these modules and proctored assessments to the standard required by the course faculty in order to progress in the course. The requirements in the course may include remediation, which is a required step in the medication/dosage expectations. Remediation, if assigned, must be completed to the standard required by the course faculty to proceed in the course. Please refer to the individual course syllabi for these specific expectations.

Dress Code

Clinical Setting

In order to maintain a professional demeanor and presence, it is the responsibility of each student to maintain a complete, properly fitting, clean, and pressed student uniform. Students are required to follow the uniform policy for each course. The appearance of the student must meet the approval of the faculty in the clinical practice area including laboratory simulation. Students will be asked to leave the clinical site if faculty or agency official has determined the attire is not appropriate. Students who are not in compliance with the uniform dress code will receive a Clinical Warning. Repeated offenses may result in failure of the clinical course. Full uniform is required for clinical, skills validation, and simulation days. Laboratory jacket over appropriate attire is required upon entry to the lab on practice days.

Uniform – The NDMU Nursing program designated uniform is to be worn. Closed toe non-permeable shoes in solid white, navy, black, or brown are acceptable. Cloth shoes, sandals, Crocs, or clogs with an open heel are not acceptable.

Undergarments must be worn. Students working in special rotations (i.e. pediatrics, day care, mental health, long term care, or community health) may be subject to special exceptions to the uniform dress code. Students will be notified of the exceptions prior to the planned experience as outlined in specific course syllabi. Students are permitted to wear the NDMU scrub jacket for additional warmth in the clinical environment but may not wear long-sleeve shirts or sweatshirts.

An NDMU Picture ID badge must be clearly displayed for clinical experience. Students may also be required to wear an ID badge from the clinical agency to which they are assigned.

Other required items – Students are required to bring the following to the clinical practice setting: bandage scissors, curved or straight hemostat, pen with black ink, pocket-sized notebook, watch (must record seconds), pen flashlight, and stethoscope.

Jewelry – A watch with a second hand is required. Other jewelry should be limited to a band ring, and a single small set of post/stud pierced earrings (no larger than a dime). No dangle or hoop earrings are permitted. No jewelry is to be worn in any other pierced areas (i.e., nose, lip, eyebrow, or tongue). No other observable jewelry is allowed.

Grooming – Uniform will be clean and intact. Hair will be neat, controlled, out of the face, off the collar, and held back to prevent contamination of the work field. Make-up may be worn in moderation. Nails will be short and clean. Nail polish is permitted but must be in good repair – no chips or partial coverings allowed. Acrylic nails, tips, gels, or overlays are not permitted. Offensive tattoos must be covered. Chewing gum is not permitted. Proper hygiene is essential to avoid body odor. Fragrances of any kind are not permitted (e.g., perfume, strongly scented lotions). Please note that individual clinical facilities may have additional policies which must be followed.

Electronic Devices – The use of electronic devices is permitted in the clinical setting or Center for Caring with Technology for educational uses only. Students must put the devices in silent mode so as not to disturb the patient care and teaching/learning environment. The clinical instructor may advise students regarding agency policy for electronic devices in the clinical setting.

The SON considers the following clothes options as non-professional attire and unacceptable when representing the SON and/or the nursing profession in public forums, such as Lighting of the Lamp, Pinning, BSN Symposium, and community-related experiences:

- miniskirts, jeans, shorts, pajama bottoms, sweatpants, jeggings,
- slacks, skirts or pants that expose skin at the waist,
- sweatshirts, tee shirts, tank tops, tube tops, halter tops, spaghetti string or off the shoulder tops, and
- clothes that are torn, sheer, low cut, revealing or tops that do not cover the waist.

Center for Caring with Technology

The CCT is designed to allow the student an opportunity to master the psychomotor abilities necessary to competently and safely perform nursing skills. Success is built on preparation, practice and application. Students are expected to all attend labs and simulations as scheduled, bring any necessary supplies, and wear proper attire. Students must maintain professional standards, civility, and the NDMU Honor Code at all times.

It is the responsibility of each student to maintain a complete, properly fitting, and clean student uniform. The appearance of the student must meet the approval of the faculty in the clinical practice area, including lab sessions and simulation experiences. Full uniform is required for ALL clinical and simulation days. The alternative uniform should be worn during skills lab sessions, open lab practice, and testing days.

Full uniform includes:

- Scrub top with NDMU logo and scrub pants
- NDMU lab jacket
- Shoes must have closed toes, solid in color, with minimal decorations. Cloth shoes, sandals, Crocs, or clogs with an open heel are not acceptable.
- NDMU Student ID badge

Alternative uniform may include (worn to skills lab sessions and practice **only**):

- Slacks or knee length skirt
- NDMU polo shirt
- NDMU lab jacket
- Solid color shoes with closed toes

Jewelry:

- A watch with a second hand is required.
- Other jewelry should be limited to a band ring, and a single small set of post/stud pierced earrings (no larger than a dime). No dangle or hoop earrings are permitted.
- No jewelry is to be worn in any other pierced areas (i.e., nose, lip, eyebrow, or tongue).
- No other observable jewelry is allowed.

Grooming:

- Uniform will be clean and intact.
- Hair will be neat, controlled, out of the face, off the collar, and held back to prevent contamination of the work field.
- Make-up may be worn in moderation.
- Nails will be short and clean. Nail polish is permitted but must be in good repair – no chips or partial coverings allowed.
- Acrylic nails, tips, gels, or overlays are not permitted.
- Offensive tattoos must be covered.
- Chewing gum is not permitted.
- Proper hygiene is essential to avoid body odor.
- Fragrances of any kind are not permitted (e.g., perfume, strongly scented lotions).

Classroom Setting

Dressing with a professional image in mind is a simple act, which may have a transformative effect on students and the larger university community. As students begin the journey to the practice of professional nursing, it is wise to consider that one's outward appearance and manner of dress convey a message that may be judged by others. Students must dress in professional attire (business casual or NDMU SON uniform/scrubs), in addition to wearing their lab coat when in and around the SON classroom environment. Students must also wear their NDMU Student ID badge.

Equipment and Uniforms

Uniforms: Uniforms will be purchased through the Scrubin' Uniforms Purchasing Portal at least 6 weeks before the start of classes. The link to the portal will be shared with students after acceptance into the nursing program. Total cost will vary depending on the options chosen by the student.

MDF Equipment: Students will purchase an MDF stethoscope, blood pressure cuff, penlight, bandage scissor, and a Kelly clamp directly from MDF Instruments. Stethoscopes will include a custom diaphragm with the School of Nursing logo and will be engraved with the student's name. The charge for this equipment will be \$95.00. The link to order MDF equipment will be provided after acceptance into the nursing program.

Skills Bags: Skills bags will be purchased through Coursey Enterprises and mailed to the NDMU CCT for distribution during skills lab orientation. Skills bag cost will be approximately \$102. The link to order a skills bag will be provided after acceptance into the nursing program.

Medication Administration

General Guidelines

Students will follow all medication administration guidelines as directed by each clinical course and as allowed in the clinical settings.

Special Considerations for Medication Administration

1. Students will administer medications in the presence of the clinical instructor or clinical preceptor **only**.
2. Nursing students will **not**:
 - a. Administer
 - IV cardioactive medications (e.g., Procainamide, Dobutamine)
 - chemotherapeutic agents
 - medications in an observation experience
 - controlled substances to children less than two years old
 - medications to be given by IV push
 - b. Initiate or titrate medication infusions including but not limited to heparin, dopamine, and insulin

- c. Initiate, program, or maintain Pitocin or Magnesium Sulfate in labor and delivery situations
 - d. Initiate, program, or re-program patient-controlled analgesia (PCA) pumps
- 3. Central line flushes: refer to agency policy for central line flushes and infusing central line medications.
- 4. Medication Orders
 - a. Due to agency regulations, neither the clinical faculty member nor the student will personally contact the physician for changes to medication orders. Calls to physicians regarding medication orders must be made by the charge nurse or primary nurse assigned to the patient.
 - b. Although students are expected to review the electronic and/or paper medical record for updated orders, clinical faculty and students are not to obtain new orders, transcribe or input new orders, or acknowledge or verify medication orders.
- 5. Medication Errors
 - a. Medication errors must be documented on the agency's incident form, as well as on the NDMU incident form. Students who fail to adhere to this policy will be subject to appropriate disciplinary action.
 - b. All medication errors and near misses must be reported to the course coordinator and to the Associate Dean, Entry-Level BSN program. Errors or near-misses by a student in the H-ABSN program must also be reported to the Director, Nursing Services, at the NDMU Elkridge Learning Center.

Pandemic/Vaccination Policy

Mandatory Vaccination Policy

Given the importance of mass vaccination to protect our community, NDMU requires all students coming or returning to campus this Fall receive the COVID-19 vaccine and booster. Students should receive one of the currently approved vaccines, Pfizer, Moderna, or Johnson & Johnson. Proof of vaccination status must be uploaded to CastleBranch **and** the University portal COVID-19 Vaccination Upload Instructions. Failure to submit proof of vaccination or exemption by the Wednesday before the semester starts will result in the first clinical warning. Failure to fully comply with the Mandatory Vaccination Policy by 8 AM on the first Monday of the semester will result in the student being withdrawn from all courses. In addition, the student is not permitted on campus without proof of vaccination or university authorized exemption.

Clinical Sites

The successful completion of all clinical coursework is a mandatory requirement. The School of Nursing will attempt to locate clinical sites that will honor a student's exemption, if granted by the University.

If an alternative site and a spot in a clinical group are available, then the student must follow all protocols for safety as mandated by the clinical site(s). Please note that the student will be responsible for following all required protocols and applicable expenses: 1) costs associated with weekly COVID-19 testing, 2) showing negative results before entering an agency, and 3) obtaining protective masks (N95 or Universal mask).

The use of 100% virtual and/or in-person simulations are not acceptable per licensing and accreditation bodies unless the Governor of Maryland or federal government declares an emergency for a lockdown and/or our healthcare partners restrict nursing students.

Honoring Exemptions

If the School of Nursing *cannot* locate an alternate site or if a clinical spot is unavailable at an alternative site, then the School of Nursing cannot honor the exemption. Thereby, you cannot continue in the course, which will affect your academic progression and BSN degree completion.

Practicum Experience

The Clinical Placement Coordinator begins collaborating with healthcare partners to obtain sites and preceptors in the third semester for students slated to graduate. Faculty initiate clinical site requests with the Clinical Placement Coordinator. Subsequently, the Coordinator works directly with faculty and contact person(s) at the healthcare facility. Students are requested to directly contact Practicum faculty for specific requests and *not* the Clinical Placement Coordinator *or* a clinical site in which a student may have a desire for placement.

The intent of Senior Practicum is to provide students with an opportunity to better familiarize themselves with the daily responsibilities and workload of an RN. Practicum is a great opportunity to gain a stronger practice foundation as you prepare to graduate and join the RN workforce.

Students will be assigned to a *volunteer* preceptor from an area healthcare facility and will be responsible for completing the required hours of hospital or community-based clinical time during the semester. The student is responsible for coordinating their hours around the preceptor's assigned schedule, which may include day/evening/night and weekday/weekend shifts. The student will work one-on-one with their preceptor to ensure their clinical experience fulfills NDMU requirements, as well as the student's individual goals.

- Practicum placements will be based on overall didactic and clinical performance (GPA, clinical evaluations, clinical warnings, etc).
- Students who are delayed progression or have been reinstated are ineligible for specialty placements

- Placement in specialty areas (Peds, OB, ICU/CCU, ED, etc) will be based on past clinical performance as evidenced by CET feedback and the presence of clinical warnings; academic performance – specifically exam grades.
- The School of Nursing will do everything possible to establish desired placements; however, students must be prepared to be flexible. It is our hope to have practicum assignments completed by the end of the semester preceding the practicum experience, but this depends on the hospitals granting the placements.
- Once students are assigned to a clinical site, students are required to complete hospital orientation and computer training within 1 week. Failure to do so may result in forfeiture of the clinical placement.

Please note: Course faculty reserve the right to amend this process at any time.

X. BEHAVIOR STANDARDS

Professionalism

Professionalism is defined as the active demonstration of the attributes of a professional. These attributes include knowledge and skills of the profession, commitment to self-improvement of skills and knowledge, service orientation, pride in the profession, covenantal relationship with patient, creativity and innovation, conscience and trustworthiness, accountability for one’s work, ethical sound decision making and leadership.

Professional socialization is the process by which an individual develops the attitudes, values and beliefs of a professional. The goal of professional socialization is to develop professionalism as described below and this process must begin at the beginning of an individual’s professional education. Therefore, consistent with expectations of the practice environment, professional behavior and attitudes are expected for all students enrolled in the School of Nursing.

Communication and interpersonal interactions encompass the student:

- Using appropriate verbal and non-verbal communication,
- Communicating assertively – actively and appropriately engages in dialogue or discussion,
- Demonstrating an attitude of open-mindedness towards others and situations, does not “stereotype” others or prejudge situations,
- Demonstrating regard for self, standardized patients, peers, faculty, staff and University property,
- Appreciating others’ positions, attempts to identify with others’ perspectives, demonstrates consideration towards others,
- Using diplomacy by showing fairness and tactfulness in all dealings with patients, peers, faculty and staff,
- Acting and communicating in a self-assured manner, yet with modesty and humility,
- Acting cooperatively in a non-argumentative manner, and
- Expressing truthfulness in all interactions by being straightforward.

Work Ethic

- Is punctual, reliable, dependable, accountable for one's actions
- Behaves in an ethical manner
- Produces quality work
- Accepts constructive criticism and modifies behavior if necessary
- Is self-directed in undertaking tasks, self-motivated
- Handles stress – remains calm, levelheaded and composed in critical, stressful or difficult situations
- Is an active learner – seeks knowledge, asks questions, searches for information, takes responsibility for own learning
- Follows through with responsibilities – if task is left incomplete or problem is not resolved, student seeks aid

Adapted with permission from the School of Pharmacy, NDMU

Honor Code

Introduction

The Honor Code of Notre Dame of Maryland University has been a tradition since 1936. It is founded on a pledge each student takes to act with integrity in academic and personal life. Based on the personal integrity of the individual and an active concern for others, the Honor Code is motivated by personal values, religious conviction, good taste, and the common good. Its purpose is to establish a University community founded on personal honor and mutual trust. This combination of personal commitment and community responsibility helps to strengthen each student as an individual and helps to develop mature powers of judgment and reason, and intellectual and social honesty. The Honor Code signifies the ideal of academic and personal integrity that each student is expected to model. Living the Honor Code strengthens the entire community and cultivates an atmosphere of unity founded on trust.

Belonging to the Notre Dame Community is both a privilege and a responsibility. It is a privilege to those who qualify and carry the responsibility to abide by the Honor Code. Adhering to the Honor Code is a responsibility shared by the entire campus community. Its effectiveness depends upon individual acceptance of responsibility and the reciprocal cooperation of students, faculty, staff and administration. Ultimately, each member of the community is expected to assume responsibility for her/his/his own conduct and to assume reasonable responsibility for the conduct of others. This results in mutual respect and a commitment of each member of the community toward civility. Within the spirit of the Honor Code, this may mean kind and courteous admonition when one observes another's inappropriate conduct. At other times, it means cooperation when authorities are investigating allegations of violations of academic or behavioral standards or encouraging the violators to report themselves.

Notre Dame of Maryland University School of Nursing students are expected to achieve and display high standards of character. Honesty and ethical behavior are hallmarks of the nursing profession and are essential qualities for any person who aspires to be a professional nurse. The nursing profession

requires Registered Nurses and nursing students to be of impeccable character, living professional and private lives that exemplify high standards of ethical conduct.

Honor Pledge

With a keen sense of responsibility, I accept this symbol of my entrance into the world of scholarship. And I give this pledge of my purpose to wear it worthily.

I shall try to follow all truth,
I shall try to see all beauty,
I shall try to be all goodness,
and thus to come to that Eternal Wisdom
Which is the Word of God.

Honor Commitment

I agree to adhere to academic and social integrity in furthering my education, as well as the welfare of University of Notre Dame, my classmates, and myself. In fulfilling my obligations under the Honor Code, I agree to abide by all academic and social policies and standards at Notre Dame of Maryland University and School of Nursing.

Refer to Notre Dame University Honor Code policy for full information.

Academic Standards

In order to participate as a student at Notre Dame of Maryland University, a student is required to, and agrees to, maintain academic integrity. The University's Honor Code requires academic honesty, and it is expected that all work submitted by a student is his/her/his own. Therefore, it is agreed that all nursing students will:

- Sign a pledge on quizzes, tests and papers that affirms the student's pledge of academic honesty. The pledge shall be "*I hereby affirm that I have neither given nor received unauthorized help on this exam, paper, or assignment.*" (Signature). Refusing to sign this statement is a violation of the Honor Code.
- Abide by the Exam and Exam Review Policy on pages 41-43 of this Handbook.

Faculty/Staff will proctor paper and pencil tests in the Entry-Level BSN program. This guideline differs from the University Honor Code and policies therein.

Alleged Violations of Academic Standards

From the NDMU Student Handbook, 2018

Academic Standards Procedures

According to the University Honor Code, it is the responsibility of each member of the Notre Dame of Maryland University community to respond to suspected acts of academic dishonesty by:

- A. Consulting with the individual(s) thought to be involved and encouraging them to report it themselves* and/or,
- B. Reporting it to the instructor involved, and/or
- C. Reporting it to a member or representative of the Honor Board

*Reporting oneself after committing academic dishonesty is strongly encouraged and may be considered in determining sanctions.

A faculty member who, based on his or her/his own observations or information provided by others, suspects that a violation has occurred will speak to the suspected student about the situation and, if the violation involves work submitted by the student, shall keep an original copy of the work, if available. In all such cases, the following shall be observed:

- A. If a faculty member has reasonable proof of a violation, he/she/he shall meet with the student and learn the facts. In consultation with the Associate Dean, Entry-Level Program, the faculty member will judge the offense and impose the appropriate sanction(s), at minimum a failure on the assignment or activity and up to and including an “F” in the course, as stated in the course syllabus.
- B. The faculty member shall then complete a written narrative of the violation including the name of the student, the date of the violation, the course, a detailed summary of the violation, the resolution including any imposed sanctions, and any supporting documentation (not to exceed 3 pages of narrative excluding exhibits and other documentation). The instructor will provide the student the written narrative, with a copy to the Dean of the school in which the violation took place and the *Associate Dean of Inclusion and Community Standards* (this record will be purged from the student’s confidential file seven years after the case).
- C. The student will be held to the sanction imposed by the faculty member unless the student files a timely appeal as described below under appeal.
- D. A student accused of academic dishonesty in a course may not withdraw from that course before a final resolution has been reached regarding an allegation. The option of withdrawing from the course with a “W” grade is open only to the student who has been found not in violation.

Academic Standards Appeals

If the student wishes to appeal the finding of the faculty member, or the final course grade the student may file a written appeal with accompanying documentation to the Dean of the school in which the violation took place no more than five business days after receiving notice of the finding and sanction imposed. To receive consideration, a student’s appeal must be full and complete upon its submission, including the basis for appeal and any supporting documentation. Within five business days of a timely receipt of the documentation, the Dean of the school in which the violation took place in conjunction with the Associate Vice President Academic Affairs will determine if the request meets the standards for an appeal. The original decision will only be reviewed to determine if any of the following conditions were present:

- A. Significant Procedural Error that affected the findings and/or sanctioning decision,

- B. New Information/Evidence that was not available at the time of the findings and/or sanctioning decision, or that could not have reasonably been discovered with due diligence, that may/would change the finding and/or sanctioning decisions,
- C. Substantive Due Process Violation, and/or
- D. Excessiveness or insufficiency of the sanctioning decision

If none of the above conditions are met, then the original decision will stand. If one or more of the above conditions are met, the Dean of the school in which the violation took place shall, at the student's discretion, (i) review the appeal and make the final determination or (ii) refer the case to the Honor Board. The Dean and Honor Board do not re-hear cases, but rather weigh the merits of the appeal and make a decision in accordance with the evidence presented in the faculty member's written narrative and in the appeal materials. All appeal decisions by the Dean or Honor Board are final. The final determination will be communicated to the student and faculty member with copies to the Department Chair, *Associate Dean for Inclusion and Community Standards* and the Dean, if applicable.

Alleged Violations of Behavioral Standards

From the NDMU Student Handbook, 2018

Behavioral Conduct Standards

The University's Honor Code is also concerned with social accountability and assumes that all students are responsible for themselves, other students, and their guests. The following are examples of prohibited behaviors and activities which may result in student conduct action under this Code. Commission of or attempts to commit these acts, condoning, supporting or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may be treated as violations of this Code.

- B01.01 **Alcohol:** Possession, use, or distribution of alcohol, except where permitted by law and University policy. (See Substance Abuse Policy).
 - B01.02 Possession of common source containers, such as kegs, devices, such as beer bong or funnels, or participation in games or activities of which the purpose is the consumption of alcohol.
 - B01.03 Possession or consumption of alcoholic beverages by persons under 21 years of age.
 - B01.04 Open containers or consumption of alcoholic beverages by persons 21 years of age or older in any public area (unless it is an official University approved event), including common space within a residence hall.
 - B01.05 Intoxication by any person, regardless of age. Intoxication is defined as when an individual has consumed enough alcoholic beverages to observably affect their manner, speech, muscular movement, general appearance, or behavior.
 - B01.06 Sale, distribution or provision or attempts to sell, distribute or provide alcoholic beverages to and/or by anyone under 21 years of age.
 - B01.07 Transportation of alcohol by individuals 21 years of age or older must occur in its original, unopened container.
 - B01.08 Collections of containers that contain or previously contained alcohol are not

permitted.

- **B02 Complicity:** A student will not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of the University's Code of Conduct. A student who has knowledge of another individual committing or attempting to commit a violation of the Code of Conduct is required to remove themselves from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.
- **B03 Unauthorized Entry/Damage to or misuse of property:** unauthorized entry into University facilities or property, and unauthorized use or misuse of University property or the property of others.
- **B04.01 Violent, Abusive, or Threatening Conduct:** Behavior which jeopardizes the safety or health of self or others.
 - B04.02 Acts or threats of physical assault or abuse.
 - B04.03 Stalking is defined as a course of conduct (repetitive and menacing) that is directed (pursuit, following, harassing, or interfering) at a specific person that is unwelcome and would cause a reasonable person to feel fear.
 - B04.04 Brandishing a weapon or an object, which appears to be a weapon, in a threatening manner.
 - B04.05 Intimidating, threatening, or directing abusive language toward another person.
 - B04.06 Failure to cease repetitive unwanted behavior directed toward a particular individual or individuals.
 - B04.07 Rioting
- **B05 Harassment and Discrimination:** (See Non-Discrimination Policy, Sexual Misconduct Policy, and Student Harassment and Discrimination Policy). Unlawful discrimination which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of their Protected Status, when: such conduct is sufficiently severe or pervasive that it alters the conditions of education, employment, or participation in a University sponsored, recognized, or approved program, visit, or activity, and creates an environment that a reasonable person in similar circumstances would find intimidating, hostile, humiliating, demeaning or offensive.
- **B06 Disorderly Conduct** includes the following:
 - B06.01 Loud, aggressive, or other behavior which disrupts or obstructs, or is intended to disrupt or obstruct, the orderly functioning of the University or disturbs the peace of person(s) on University Premises. For example, making excessive noise or gestures either inside or outside a building.
 - B06.02 Verbally abusing University officials (including students appointed to act as representatives of the University) acting in performance of their duties
 - B06.03 Behaving in a lewd or indecent manner.
- **B07.01 Dishonesty:** Non-academic dishonesty including but not limited to:
 - B07.02 Furnishing false or misleading information to the University or University personnel, including Public Safety, or at University disciplinary proceedings.
 - B07.03 Forgery, unauthorized alteration, or unauthorized use of any University documents, records, or identification cards, including computer records, misuse of computer facilities, and electronic mailing systems.
 - B07.04 Fraud, through act or omission, committed against another member of the University community or others.
 - B07.05 Knowingly initiating, or causing to be initiated, any false report, warning, or

threat.

- B08.01 **Drugs:** Possession, use, and/or distribution of illegal drugs or controlled substances as defined by law, including those without a valid prescription. (“Drugs”)
 - B08.02 Possession of paraphernalia including any item typically used to inhale/ingest/mask Drugs, regardless of whether the item has been used for illegal purposes
 - B08.03 Possession of drugs for recreational or non-medicinal use
 - B08.04 Use of illegal or controlled substances without a valid prescription
 - B08.05 Distribution (any form of exchange, gift, transfer, or sale) of Drugs
- B09 **Smoking:** See Smoking Policy.
- B10 **Gambling:** Illegal gambling, defined as playing games of chance for money.
- B11 **Hazing:** Any act of hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- B12.01 **Interfering with Fire and Safety Regulations:** Knowingly or negligently causing or attempting to cause a fire on University Premises.
 - B12.02 Unauthorized use of, tampering with, or misuse of fire and safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems or exit signs.
 - B12.03 Unauthorized fire setting of any material on any University Premises, or on areas adjacent to University Premises.
 - B12.04 Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is sounding.
 - B12.05 Possession, use, or threatened use of fireworks, bombs, or explosive devices of any character.
 - B12.06 Use of open flame devices or combustible materials, including chemicals, which endanger the safety or wellbeing of the University community.
- B13 **Non-compliance:** Failure to comply with reasonable directions of University officials, including students appointed to act as representatives of the University who are acting in performance of their duties. Directives to cooperate in the administration of this handbook including those to appear and give testimony at a University disciplinary proceeding as well as directives to produce identification are included in the scope of this provision.
- B14 **Regulation Violation:** Any violation of other published University Policy.
- B15 **Sanction Violation:** Violating or failing to comply with the terms of any interim measure or student conduct sanction imposed in accordance with Honor Board or other University procedures, including the failure to complete sanctions by the stated deadline.
- B16 **Sexual Misconduct:** (See Sexual Misconduct Policy, University Policies, Section X). Sexual Misconduct is a form of sexual and gender-based discrimination. It is a broad term that includes Sexual Violence, Intimate Partner Violence, Stalking, and Sexual Harassment. The Sexual Misconduct Policy prohibits acts of sexual misconduct, prohibits retaliation against anyone who files a complaint or participates in the investigation of a complaint, and prohibits intentional false reporting of sexual misconduct.
- B17 **Solicitation:** Unauthorized solicitation, sale or promotion of any goods or services in University owned or operated property, including residence halls, or at University sponsored events.

- **B18.01 Theft**
 - B18.02 Attempted or actual theft of and/or damage to University properties, property of a member of the University community or other personal or public property
 - B18.03 Unauthorized possession of University property or the property of others: and/or
 - B18.04 Theft or other abuse of computer equipment, network, or facilities, including illegal or unauthorized downloading of files. (See Acceptable Usage Policy for Technology)
- **B19 Unauthorized Use of the University’s Name:** Any unauthorized use of the University’s name, logo, or other representation.
- **B20 Violation of Laws:** Violating local, state, and federal laws, regulations or ordinances.
- **B21 Weapon Violation:** Use, possession, or storage of any firearms, ammunition, knives with blades longer than 3” in length, other weapons, or objects that could be construed as weapons, on University Premises. Illegal or unauthorized possession of explosives, dangerous chemicals or any other items of any kind that pose a potential hazard to the safety or health of others on University Premises.

Refer to the Notre Dame University Handbook Alleged Violations of Academic Standards Policy and Alleged Violations of Behavioral Standards for full information.

Smoking Policy

The University and the School of Nursing is committed to providing a healthy, comfortable environment for students, faculty, staff, and guests. Smoking, including cigarettes, cigars, pipes, and electronic smoking devices (“vaping”) is prohibited in all buildings on the University campus and at the NDMU Elkridge Learning Center. Individuals who wish to smoke or use other tobacco products must do so outside and at least thirty feet away from any building, or in any designated areas, in a manner that does not in any way block building entrances and minimizes others’ exposure to the second-hand effects of tobacco use. Cigarette ashes and butts should be placed only in designated receptacles. Tobacco chew should not be expectorated onto the ground. Smoking is not permitted in any University vehicles.

Substance Abuse Policy

The SON adheres to the University’s Substance Abuse Policy contained in the *NDMU Student Handbook*.

In accordance with the Maryland Nurse Practice Act (§8-316, [7]), a nurse is prohibited from providing “professional services while (i) under the influence of alcohol, or (ii) Using any narcotic or controlled dangerous substance, as defined in §5-101 of the Criminal Law Article, or other drug that is in excess of therapeutic amounts or without valid medical indication.”

Students in the Notre Dame of Maryland University’s Nursing Program are considered to be providing professional services during all clinical labs and while participating in all aspects of designated clinical experiences.

For health and safety concerns, students, faculty, and staff must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students, faculty, and staff in a health care setting, poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies. The SON recognizes its responsibility to provide a safe, efficient academic environment for students, faculty, and staff and to cooperate with clinical agencies in providing for the safe and effective care of their patients during nursing students' clinical experiences in their facilities. Therefore, the following policy has been adopted to:

1. Prevent substance abuse and/or activities or behaviors a) that are prohibited by the University's Drug-Free Workplace Policy, state or federal laws or b) which may subject the involved student, other individuals, and the University to legal penalties or consequences, or c) which may cause a deterioration of the atmosphere and circumstances under which the care of patients and the nursing educational programs are conducted,
2. Cooperate with affiliating clinical agencies by requiring nursing students, faculty, and staff reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate SON officials, and
3. Require all students enrolled in clinical and practicum courses in the SON to submit to mandatory drug testing based upon reasonable suspicion of substance abuse. Reasonable suspicion testing means that evidence exists which forms a reasonable basis for concluding that it is more likely than not that a student, faculty, or staff has engaged in substance abuse. Facts which could give rise to reasonable suspicion include but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

Procedure for Reasonable Suspicion Drug Testing

1. Any student who demonstrates behavioral changes reasonably suspected to be related to substance abuse as defined herein will be subjected to testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty/staff member and/or the clinical agency. The nursing student request to drug test will be documented and may be based on a variety of factors, including but not limited to:
 - a. observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug,
 - b. erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance,
 - c. information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional, and
 - d. substance abuse-related conviction by a court or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.

2. Drug testing for reasonable suspicion will be arranged by the SON, unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be assumed by the student.
3. Drug testing will be conducted by a certified collector in accordance with established methods and procedures. The confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures. This procedure ensures that the samples identified to a student, faculty, or staff actually contain materials from that individual, that the samples are protected from tampering, and that the analysis of them is done in accordance with federal guidelines.
4. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, clinical facility, SON, or for the use of any drugs which are reasonably suspected of being abused or used by the student.
5. Non-negative test results will be confirmed by additional testing. If the test is positive, the entirety of the relevant available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student's record in the SON.
6. The Dean of the SON will notify a student who has a positive drug test. If the results of a student test confirm the presence of a prescribed drug (verified negative) the person may be required to obtain a written statement from the prescribing physician or a Substance Abuse Professional (at the discretion of the Dean) stating that the drug level is within prescribed limits and that the level does not indicate abuse. The prescribing physician or a Substance Abuse Professional must indicate that the drug will not interfere with safe practice in the clinical area.
7. If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease, and the student will be released from further action.
8. Failure to submit to drug testing for reasonable suspicion may result in dismissal from the program or termination from the SON.
9. A positive substance abuse test may result in dismissal from the program or termination from the SON.

Confidentiality of Drug Testing Results

All drug testing results will be treated by SON as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student, faculty, or staff has consented in writing to the release of the information. The SON and the University shall have the right to use and disclose the results of drug

testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student or by his/her/his personal representative, in any court of law or with any state or federal administrative agency.

Consequences of Suspected Substance Abuse

Students who are suspected of substance abuse or appear impaired* while providing professional services as a nursing student will be subjected to actions that include, but are not limited to:

- Immediate dismissal from the lab/clinical setting,
- Reporting the incident to the Dean of the SON,
- Informing the Provost/Vice President of Academic Affairs,
- Informing Student Life if a residential student,
- Initiating drug testing if reasonable suspicion is present, and
- Development and implementation of a course of action in compliance with the NDMU Substance Abuse Policy.

The student will not be permitted to return to the CCT and on-site clinical setting and the corresponding classes until a thorough assessment has been completed and an intervention plan has been developed and implemented.

*Impaired means that a person's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon chemical substances.

Appeal Process

A student may appeal the SON's decision to dismiss or not re-admit a student through the established Formal Complaint procedure.

Substance Abuse policy adapted with permission:
Christie Shelton, PhD, RN, CNE, NEA-BC
Dean, School of Health Professions & Wellness
Jacksonville State University

XI. RESOURCES, SERVICES, AND FACILITIES

Accessibility Support Services

Overview

Learning support services and accommodations are available to students covered under the Americans with Disabilities Act. Academic accommodations are set up on an ongoing basis when students request and submit the necessary documentation.

Students seeking academic accommodation from Accessibility and Health Promotion (AHP) are doing so because they have a documented disability and/ or health condition that impacts learning or suspect they do. Students seeking accommodations should work with a medical professional who can assess the disability/ conditions and identify how it impacts the students learning. Based on what is discovered, the provider will generate a list of recommended accommodation.

Accommodations related to mental health; it is not uncommon for mental health providers to see a client for a minimum of 4 sessions before making any diagnosis and accommodation recommendations.

Setting up accommodations can be a quick process if students have information about their learning style/ challenges/ disability. However, if a student is ‘figuring out’ or investigating their learning style due to challenges/ disability/ chronic health conditions, then the process may take longer as a medical professional can speak best to the diagnosis and its impact on the student’s learning.

Procedure

1. If a student requires accommodations in a course, she/he must contact the Director of Accessibility and Health Promotion at 410-532-5401.
2. When requesting academic accommodations for *the first time*, please prepare a copy of the 504 plan, Psycho-Education evaluation, or the AHP accommodation request form. Direct your questions about acceptable documentation to accessibility@ndm.edu.
3. The Director will schedule a time to meet and review the documentation and discuss the services offered and identify any accommodations required for specific courses.
4. It is extremely important that a student begins this process at the beginning of the semester. Students are encouraged not to wait until the first test or paper.
5. It is the student’s responsibility to share the accommodation plan with course faculty prior to the due date for tests or other assignments.
6. Please note there are times where setting up academic accommodations at the end of the semester or before a final project or exam may not be possible.
7. Once the student has secured accommodations from the Office of Accessibility and Health Promotion, it is the student’s responsibility to forward the memo to each faculty member. Faculty may request a meeting with the student to clarify expectations and determine procedures for abiding by the accommodations before accommodations will be honored. Student and faculty will come to an agreement in writing before accommodations will be honored.

Bookstore

The NDMU Bookstore, in lower-level Caroline, sells schools supplies, snacks, apparel and a variety of personal items during the academic year. Apparel and spirit wear can also be purchased via the Barnes and Noble website [at this link](#). Textbook purchasing is now available online only [at this link](#). For questions regarding textbook or merchandise orders, gift shop hours, or other bookstore matters please email bookstore@ndm.edu.

Campus Computer Technologies

The networked computer labs feature 70+ workstations in the IBM and Mac labs. All PC and Mac workstations support current computer applications including word processing, databases, graphics, multimedia and many specialty applications. Both networks include laser printers, scanners, CD-ROM and ZIP drives. Using the latest web tools, students may browse the Internet and also access the Loyola/Notre Dame electronic library system, as well as send email to and receive email from other users around the world.

From various locations on campus, students have the ability to access the Internet and their personal email accounts. These locations include the campus computer labs located in Technology Hub in UAB, Rice Hall, Doyle and Meletia Lounges, and appropriately configured classrooms.

The Elkridge Campus utilizes Chromebooks for online testing, which are provided at the site. Students have the ability to access the Internet and their personal email accounts while on the Elkridge Campus. A printer is available to students free of charge.

Campus Ministry

The primary mission of the Office of Campus Ministry at Notre Dame of Maryland University is to strengthen the faith tradition upon which the University is built and to foster the spiritual development of the entire campus community. Campus Ministry provides such opportunities as Eucharistic liturgies, ecumenical and sacramental prayer services, discussion and prayer groups, retreats, counseling and spiritual direction. Community Service is also a vital part of Campus Ministry, providing students with opportunities to volunteer in Baltimore and throughout the mid-Atlantic region. Several student organizations are integral to the office of Campus Ministry: the student Campus Ministry Team, the Community Service Organization, Peer Ministry, and the Liturgical Music Group. Catholic in its truest sense, Campus Ministry welcomes people of all faiths. To learn more, email campusministry@ndm.edu or call 410-532-3172.

Counseling Center

The Counseling Center offers confidential services to all full-time students at no cost, and to part-time students for a modest fee. Primary services provided are individual counseling (both brief and long-

term) and group counseling (with topics varying depending on client needs). Consultations, referrals, and programs/workshops are offered as well. The Counseling Center is committed to promoting the psychological and emotional wellness of students and, as such, is well utilized throughout the academic year. For counseling services, email CounselCtr@ndm.edu or call 410-532-5364.

Financial Aid Office

This Office is responsible for preparing and communicating information on financial aid. This office assists students apply for and receive student loans, grants, scholarships, and other types of financial aid. Call or email the Office directly with financial aid questions. The Office is in the best position to facilitate answering students' questions. For additional information, click on this link [Financial Aid](#) Program fees are noted in Appendix C. Students may also email Financial Aid at finaid@ndm.edu or call 410-532-5369.

Accelerated Second-Degree BSN (ABSN and H-ABSN) Financial Responsibility Statement

It is the student's responsibility to pay their current semester bill in full or establish a payment plan for the enrolled semester. No student will be able to register for the upcoming semester if they have not paid their current or previous semester tuition in full. It is the responsibility of the student to seek guidance from the Financial Aid Office and/or the Business Office to facilitate these actions. For additional information and contact information for Financial Aid and the Business Office, please visit the following links, [Financial Aid and Business Office](#).

Food Service

The campus dining hall and Gator Grind café are located upstairs in Doyle Hall. Both are open to students, faculty, staff and guests. Residential students have a meal plan for each semester that can be used for meals in the dining hall. All students, faculty, staff and guests can use a credit card or [load flex dollars](#) on to their NDMU swipe card to use in the dining hall or at Gator Café. Please visit our [Dining Services webpage](#) for hours, FAQ regarding dining operations and meal plans, and daily menu.

Help Desk

The Information Technology Help Desk is available to answer campus technology questions regarding campus software, email, the Learning Management System, etc. from students, faculty or staff. Other services provided by the Help Desk include production and distribution of the official Notre Dame ID card, distribution of email account information, and assistance with phone mail. For information and hours, call 410-532-5200 or send an email to HelpDesk@ndm.edu.

Loyola/Notre Dame Library

In the valley below Knott Science Center is the Loyola/Notre Dame Library, which provides the information services and resources required to support the education programs of the two institutions. The Library's website is the gateway to a wealth of information, including numerous full-text databases, the Library's shared catalog (books from 3 other college/university libraries can be requested online and will be sent within 48 hours), and the full resources of the Internet, it also provides links to many other Internet sites that are particularly useful to students. Databases the Library subscribes to can be accessed from any computer on the campus network and are also available off-campus to current students. The Library's collection consists of 440,000 volumes, 1800 print and 14,000 electronic periodical subscriptions, and 30,000 media items (many of which are videos, DVDs, and CDs). Books or articles not owned by the Library can be acquired through interlibrary loan. Reference librarians are available seven days a week to guide students using the Library and its resources. You can contact the Library at 410-617-6800 or www.lndl.org.

Division of Student Life

The Division of Student Life has many offices, programs, and resources that support students.

Office of Accessibility & Student Inclusion

- Delivers services designed to assist students who have diagnoses that require accommodation to maximize successful participation in college life
- Provides leadership, partnership, support and resources for all diversity initiatives in order to foster diversity, inclusion and belonging

Office of Case Management & Community Standards

- Administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with University policies and procedures and provides comprehensive services to maintain the University's standard of conduct and the Honor Code
- To ensure equal opportunity and compliance with related governmental requirements and anti-discrimination laws
- Works with the Title IX Office to investigate discrimination and harassment
- Follow-up of behavioral and academic incidents
- Referral and support of students of concern
- Advisement of the University Honor Board

Any questions can be directed to StudentLife@ndm.edu.

Parking

Students on the main campus must register their vehicle with the Public Safety/Security office located in the front hallway of Caroline. Students may park in any area designated for student parking, except those posted as reserved. No parking is allowed in areas designated with white painted curbs or painted in non-traditional parking lanes. Illegally parked or unregistered cars may be ticketed or towed at the owner's risk and expense. A student's grades may be withheld until outstanding parking tickets are paid.

Students at the Elkridge Learning Center have access to free parking at the site. No vehicle registration is required.

Service Learning

Educational experiences are also directed toward enhancing multidisciplinary collaboration, strengthening professional integrity, and deepening the social and ethical commitments of the student. Integrating service learning in the teaching-learning process may promote personal transformation for the student—often strengthening empathy, deepening social commitments, and creating a deeper and broader understanding of complex societal issues.

The School of Nursing is committed to providing experiences for academic service-learning. Through service-learning projects/opportunities, academic course work is linked with service to select community agencies. The teaching and learning process is enriched for students and faculty, and the agencies receive valuable resources from the students and faculty.

Student Association of Nursing at Notre Dame

The Student Association of Nursing at Notre Dame (SANND) is a local chapter of the National Student Nurses' Association. This student-led organization lives NSNA's mission "*to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession*" (<http://www.nсна.org/AboutUs.aspx>).

Student leaders, in conjunction with faculty and staff advisors, organize activities that promote scholarship and camaraderie within the School of Nursing student body. Regular meetings are scheduled throughout the school year in addition to special events.

Student Experience

Student Success Center

The NDMU Tutoring Service provides in person and virtual academic support for College of Undergraduate Studies students. Peer tutoring is available to College of Undergraduate Studies students by requesting an appointment. If you are a Graduate student, Adult Undergraduate Studies student, or Pharmacy student, please contact your professor for assistance. If your teacher has authorized SmarThinking as a web tool for their course(s) in the Brightspace system, then you can access 24/7 online tutoring by logging into your course through your Brightspace account.

We offer a variety of resources on campus to ensure your academic success and we collaborate with different offices to accommodate the needs of all students.

The Tutoring Center is located in Theresa Hall 022. The center will serve as a centralized location on campus for students to access academic support resources including tutoring, workshops, writing assistance, academic coaching and more. We are open Monday to Friday 8:30am-6:30pm.

The link to schedule an appointment is: <https://www.ndm.edu/office-academic-affairs/tutoring-services> or email: tutoring@ndm.edu or ychin@ndm.edu

Follow us on Instagram for updates [@ndmu_tutoringservices](#)

Career Center

NDMU's Career Center helps to formalize a career identity for nursing students and alumnae/alumni to support informed career decision making and major selection. The office facilitates a job candidate's language and narrative for their job search communications in order to secure positions in a candidate's targeted employers. Individuals learn to successfully interface with increasingly automated hiring and selection tools. The Career Center uses Handshake to connect with employers and also collaborates with consortiums of other local colleges to maximize the possibilities for internships, experiential learning, and jobs. For additional information, click [Career Center](#)

Study Abroad

The SON offers study abroad opportunities that partially fulfill requirements for select entry-level nursing courses such as NUR-431 *Community Health Nursing*. Occasionally, nursing faculty plan alternative spring break service-learning opportunities. Contact the Associate Dean for additional information.

XII. ENTRY-LEVEL POLICIES

Social Media Policy

Nursing students are expected to conduct themselves in accordance with standard professional and ethical practices and abide by state and federal laws regarding privacy and confidentiality at all times. Social networking sites can be an effective way to collaborate with colleagues and enhance learning. While this creates new opportunities for communication and collaboration, it also creates vulnerabilities for individuals and institutions. Violations of privacy and confidentiality may occur intentionally or inadvertently and may result not only in dismissal from the nursing program but also possible civil and criminal penalties.

Use of social media is prohibited while performing direct patient care activities unless social media use in these areas has been previously approved by SON faculty. Social media includes, but is not limited to:

- Blogs, and microblogs such as Twitter and Instagram
- Social networks, such as Facebook
- Professional networks, such as LinkedIn
- Video sharing, such as You Tube and vlogs (video weblogs)
- Audio sharing, such as podcasts
- Photo sharing, such as Flickr and Photobucket
- Social bookmarking, such as Digg and Edit
- Public comment sections on WebPages (such as those for online news sites)
- User created web pages such as Wikis and Wikipedia, and
- Any other internet-based social media application similar in purpose or function to those applications described above.

The following guidelines are intended to assist NDMU nursing students in adhering to professional and ethical standards for social media. Students will first exemplify the following:

- Maintain professional boundaries surrounding the nurse-patient relationship in the online environment in addition to the classroom and testing areas.
- Promptly report any identified breach of confidentiality of privacy to clinical faculty.
- Familiarize themselves with and use conservative privacy settings regardless of the content on their social media profiles.
- Practice restraint when disclosing personal information on social networking sites. Even seemingly innocuous pictures and comments can impact the respect and trust patients and peers have for students, now and in the future.

In accordance with the Nursing Code of Ethics, it would be a violation of human rights if students:

- Take any pictures in any clinical, laboratory, or practice site without approval.

- Share, post, or transmit any personal information, health information, or images of others by way of any electronic media. Sharing this information is a violation of patient rights to confidentiality and privacy.
- Engage in communication with patients and their family members or legally appointed decision makers on social networking sites.
- Post on behalf of NDMU or present as an official representative or spokesperson for the University or School of Nursing.
- Refer to anyone or any group in a disparaging, disrespectful, or threatening way, even if the person or group has not been identified. This includes, but it is not limited to patients, families, faculty and staff.
- Access websites and/or applications in a manner that interferes with or disrupts classroom, clinical, or simulation lab instruction.
- Violate the Information Management policies or clinical agencies.
- For more information, please refer to the National Council of State Boards of Nursing (NCSBN) White Paper: A Nurse's Guide to the Use of social media found at the website below:
- The National Council of State Boards of Nursing. (2011). A nurse's guide to the use of social media. Retrieved from https://www.ncsbn.org/Social_Media.pdf

APPENDIX A

**TRADITIONAL BSN PROGRAM CURRICULUM PLAN
2021-2022**

FALL			SPRING		
FIRST YEAR – FIRST SEMESTER			FIRST YEAR – SECOND SEMESTER		
General Education			CHM 108	Survey of General, Organic & Biochemistry	4
NDMU100	Perspectives on Education and Culture	4	General Education		
MAT 100	Algebraic Applications OR	4	PSY 101	Introduction to Psychology	4
MAT 103	Applied Algebra (unless waived)	3	ENG	English Literature Requirement	3
ENG 101	College Writing	3	BIO 111	Fundamentals of Biology	4
HIS	History requirement	3	PHL 201	Introduction to Philosophy	3
<i>13/14 Credits</i>			<i>18 Credits</i>		
SECOND YEAR – FIRST SEMESTER			SECOND YEAR – SECOND SEMESTER		
SOC 101	Introduction to Sociology	3	BIO-253	General Microbiology	4
BIO 201	Human Anatomy and Physiology I	4	BIO 202	Human Anatomy & Physiology II	4
NUR 250	Nutrition for Wellness	3	PSY 233	Human Growth & Development	3
General Education			General Education		
RST 105	Religion and the Big Question	3	MAT-215	Basic Statistics	3
PHL 339	Ethics	3	COM 106	Oral Communication	3
<i>16 Credits</i>			<i>17 Credits</i>		
THIRD YEAR – FIRST SEMESTER			THIRD YEAR – SECOND SEMESTER		
NUR 301	Holistic Health Assessment	4	NUR 304	Health Aging	3
NUR 303	Nursing Informatics	2	NUR 311	Professional Nursing Care of the Adult I	4
NUR 305	Foundations of a Caring Profession	5	NUR 307	Research in Nursing Practice	3
NUR 310	Pathopharmacology	4	NUR 308	Professional Nursing Care: Psychiatric/Mental Health	4
<i>15 credits</i>			General Education		
			LSP 150	Beginning Spanish for Health Professions	3
			<i>17 Credits</i>		
FOURTH YEAR – FIRST SEMESTER			FOURTH YEAR – SECOND SEMESTER		
NUR 408	Professional Nursing Care: Maternal and Newborn	4	NUR 431	Community Health Nursing	5
NUR 409	Professional Nursing Care of the Adult II	4	NUR 441	Caring Approaches in Nursing Leadership and Practice	4
NUR 417	Professional Nursing Care: Children and Families	4	NUR 461	Clinical Practicum	6
General Education			<i>15 Credits</i>		
Fine Arts	Fine Arts Gen Ed	3			
<i>15 Credits</i>					
			Total General Education Credits		45/46
			Total Nursing Major Pre-requisites		25
			Total Nursing Credits		56

Additional TBSN Curriculum Information

Students who take both MAT-100/103 and BIO-110, will need to fit a general education requirement into a winterim or summer semester (these students will meet with their advisor to make a plan for completing the requirement).

*** Math Requirement**

- If nursing students place into MAT-100 Algebraic Applications on the math placement test, then they are required to take MAT-100.
 - If nursing students place into MAT-103 Applied Algebra, then they are required to take MAT-103, however if they place into MAT 107 or higher, then MAT-103 may be waived.
-
- **General Biology Requirement**
 - BIO-111 General Biology requires permission of instructor to take without BIO-110 Exploring Concepts of Biology as a pre-requisite course.
 - Foreign Language Requirement for TBSN Nursing Majors only
 - LSP-150 Beginning Spanish for the Health Professional is a requirement of the TBSN program.

Updated March 2020

APPENDIX B

**ACCELERATED SECOND-DEGREE BSN (ABSN and H-ABSN)
CURRICULUM PLAN**
Effective Summer 2021

CREDITS AWARDED FOR BACHELOR DEGREE		<i>90 Credits</i>	
REQUIRED PRE-ENTRANCE COURSES		REQUIRED PRE-ENTRANCE COURSES	
	CR		CR
MAT-215 Basic Statistics	3	BIO-202 Anatomy & Physiology II	4
CHM-108 Survey of General, Organic, & Biochemistry	4	PHL-xxx Any Ethics	3
BIO-253 Microbiology	4	<i>Total credits maximum</i>	22
BIO-201 Anatomy & Physiology I	4	<i>Credits vary depending on coursework</i>	
NURSING COURSES			
	Cr		Cr
SEMESTER 1		SEMESTER 2	
NUR-301 Holistic Health Assessment	2	NUR-304 Healthy Aging	3
NUR-303 Nursing Informatics	5	NUR-307 Nursing Research	4
NUR-305 Foundations of a Caring Profession	4	NUR-308 Professional Nursing Care: Psychiatric/Mental Health	4
NUR-310 Pathopharmacology		NUR-311 Professional Nursing Care of the Adult I	14
	15		14
<i>Total</i>		<i>Total</i>	
	Cr		Cr
SEMESTER 3		SEMESTER 4	
NUR-408 Professional Nursing Care: Maternal and Newborn Nursing	4	NUR-431 Community Health Nursing	4
NUR-409 Professional Nursing Care of the Adult II	4	NUR-441 Caring Approaches in Nursing Leadership and Practice	6
NUR-417 Professional Nursing Care: Children and Families	4	NUR-461 Clinical Practicum	
	12		15
<i>Total</i>		<i>Total</i>	
		Bachelor Degree Credits	90
		Total Pre-entrance Credits	22 maximum
		Total Nursing Credits	<u>56</u>
			<i>146-168 credits</i>

APPENDIX C

FEES

	Description	Estimated Cost
Uniforms	2 tops, 2 pants, 1 warm-up jacket, 1 lab coat from Scrubin Uniforms	Approx. \$100.00
Equipment	MDF Bundle: Stethoscope, blood pressure cuff, pen light, bandage scissors, Kelly clamps from MDF Instruments	\$102.35
	Skills Lab Bag from Coursey Enterprises	\$99.90
Clinical Requirements	CastleBranch	\$102.50
	CastleBranch ProAdvantage (required by some hospitals for clinical)	\$20.00 per Academic Year
	Annual drug screening and background check TBSN only	\$70.00
	CPR Certification	\$ 80.00
Textbooks and Technology	Textbooks for entire program	\$1900.00
	ATI Education Resources (\$662.50/semester)	\$2650.00
Total Fees		\$5022.40

All fees are subject to change. These are the best estimates at the time this Handbook was updated for the 2023-24 academic year.

END OF DOCUMENT

**PAGE INTENTIONALLY
BLANK**