

STUDENT NURSE HANDBOOK & CATALOG 2024-2025

UPDATED: January 3, 2025

Life Devoted to Others

Diploma-BSN COOPERATIVE NURSING PROGRAM

STUDENT NURSE HANDBOOK and CATALOG (with POLICIES AND PROCEDURES)

2024-2025

The Nursing Program reserves the right to change requirements in the program related to completion, prerequisites, course requirements, program requirements, policies, fees, tuition, scheduling, etc. to be considered effectively immediately unless otherwise noted at time of posting. A student who has discontinued program studies for a full semester or more is regarded as re-entering the Nursing Program when resuming studies and will be held to the requirements current at re-entrance.

Official notification to enrolled students of the Nursing Program of policy and or procedural changes shall be sent to the student's official Nursing program's email address.

This handbook reflects current policies as of August 22, 2024 (**UPDATED** September 20, 2024, and January 3, 2025)

Subject material contained in this Handbook is for informational purposes only.

*St. Elizabeth School of Nursing
Division of Franciscan Health Lafayette
Franciscan Alliance, Inc.
Lafayette, IN*

and

*St Elizabeth School of Nursing – University of
Saint Francis Diploma-BSN Cooperative Nursing
Program (CNP)
University of Saint Francis, Fort Wayne, IN*

A Nursing Pledge

In the full knowledge of the obligations I am undertaking, I promise to care for individuals with all of the skill and understanding I possess, without regard to age, race, creed, color, politics, or social status.

I will respect at all times the dignity and religious beliefs of the individuals under my care, holding in confidence all personal information entrusted to me and refraining from any action that might endanger life or health.

I will endeavor to keep my professional knowledge and skill at the highest level and to give loyal support and cooperation to all members of the health team.

I will do my utmost to honor the code of ethics of nursing and to uphold the integrity of the profession.

August 22, 2024

This is to verify that I have received information about the Academic Year 2024-2025 Student Consumer Information about the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (CNP) or hereinafter referred to as the “Nursing Program”) as required by the United State Department of Education Regulations.

The Information can be found in the *Cooperative Nursing Program Student Nurse Handbook 2024-2025* as published on the School of Nursing web site at www.steson.org as a downloadable file, or a pdf file is available upon request from a Nursing Program’s Administrative Office. In addition, an abbreviated summary of key policies and procedures are available to all students and public interest parties in the current *St. Elizabeth School of Nursing Academic Calendar and Handbook* (i.e., Academic Planner) which is available at no cost to interested individuals.

The included Information as found in the *Cooperative Nursing Program Student Nurse Handbook 2024-2025* is:

1. Description of Cooperative Nursing Program Drug Prevention Program (HEALTH, SAFETY and SECURITY Section), including:
 - Code of Student Conduct
 - Impact of Drug and Alcohol Abuse in School and Workplace
 - Legal Sanctions
 - Health Risks
 - Available Resources
2. Student Right to Know and Campus Security. (HEALTH, SAFETY and SECURITY Section) Including the most current HOW OUR STUDENTS ARE DOING for:
 - Retention Rate/Graduation Rate.
 - Completion Rate
 - Job Placement Rate
 - Graduate Pass Rate on NCLEX-RN Exam
 - Campus Safety and Security – including Campus Crime Statistics/Annual Safety and Security Report
3. Student Consumer Information Bulletin 2024-2025 (FINANCIAL INFORMATION 2024-2025).
 - Financial Aid Programs and Policies-Procedures
 - Cost of Attendance
 - Accreditation-Right to Know and Gainful Employment Disclosure
 - Requirements for Licensure as a Registered Nurse in the State of Indiana
4. Statement of Informed Consent/Standard (Universal) Precautions (HEALTH, SAFETY and SECURITY Section).
5. General Institutional Information. (EDUCATIONAL POLICIES AND PRACTICES AND HUMANKIND Sections) including Admission and Academic policies and procedures, Management of Reportable Complaints procedure, etc.
6. Family Education Rights and Privacy Act (FERPA). (INTRODUCTION AND HUMANKIND Sections). See Student Rights and Responsibilities, Records Policy, and St. Elizabeth Student Directory and Records Information Handout.

I realize it is my responsibility to read and seek clarification of any policy or procedure as needed, from the Nursing Program’s faculty or administration. Any questions should be directed to:

OFFICE OF THE DIRECTOR St. Elizabeth School of Nursing
PROGRAM DIRECTOR, STESON-USF CNP
1501 Hartford Street
Lafayette IN 47904

E-mail: michelle.gerrety@franciscanalliance.org Phone : (765) 423-6408

Fax: (765) 423-6383



Division of Franciscan Health

Registrar/Bursar Office

STUDENT DIRECTORY INFORMATION
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) Regulations

The following data is considered to be Directory Information.

- NAME, ADDRESS, TELEPHONE NUMBER, DATE AND PLACE OF BIRTH, DEGREES (DIPLOMA) AND AWARDS RECEIVED, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES, MAJOR, DATES OF ATTENDANCE, STUDENT STATUS, E-MAIL ADDRESS, MOST RECENT PREVIOUS SCHOOL ATTENDED

Withholding ANY ONE of the above items of information means that we MUST withhold ALL items.

Under the FERPA Amendment, you as a student, have the right to withhold any of the above items of information from public release. If you withhold information and would like any of the above items to be released to anyone, you must sign and date a RELEASE of INFORMATION form for each item EVERY TIME the item is released.

Following are examples of request for information that would NOT BE released without your written consent:

- A listing in the Student Directory/e-mail.
Verification of status for insurance purpose.
Verification of status for loan deferments.
Notice of awards/scholarships
Identification on the Dean's List.
Identification in Recognition or Graduation Program.
Verification of diploma or degree and date received to prospective employers/background agencies.

Please note the above are examples and are certainly not inclusive of all such requests for information.

This document is valid for the term of my enrollment at the School of Nursing from the date of signature, unless revoked sooner by sending written notice to the school at 1501 Hartford Street, Lafayette, Indiana 47904.

Please check the appropriate box:

- I do not wish to restrict the release of my Directory Information.
I wish to restrict the release of my Directory Information.

Acknowledge by:

Student Signature _____ Date _____

Student ID Number _____

This signed authorization MUST BE returned by the end of the first week of school. Should the signed authorization NOT BE received by the Registrar's Office, it is hereby agreed to by the Student that ANY directory information may be released WITHOUT the student's signature.

TABLE OF CONTENTS

	Page
INTRODUCTION	
Welcome	9
Non-Discrimination Statement	10
Statement of Cultural Diversity	10
Information Regarding the Approval and Accreditation	10
Mission Franciscan Health	12
Franciscan Values	13
Mission University of Saint Francis	14
Security and Confidentiality Agreement	15
Values and Behaviors	17
A Historical Perspective	18
Organizational Chart – Nursing Program	21
Dept. of Nursing (USF) Organization Chart	21
St. Elizabeth School of Nursing Curriculum Organization Plan	22
Expected Lines of Communication	22
Official Notification Practice	22
COURSE CATALOG INFORMATION	
Purpose, Mission Faculty Beliefs and Curriculum	23
Outcomes/Competencies	24
Program Information	24
Credits	25
Concept Based Curriculum Description	27
Concept Based Curriculum Conceptual Framework	29
Key Concept and Curricular Concept Definitions	30
Sample Curriculum Plans	35
Course Offerings Schedule	38
Progression-Registration Guidelines & Graduation Requirements	39
University of Saint Francis (USF) General Education Information	42
USF General Education Distance Education/Online Information	44
Course Descriptions	45
GENERAL EDUCATION	45
SCIENCES	46
NURSING	47
Student Rights and Responsibilities	50
Code of Ethics for Nurses	52
Faculty Rights and Responsibilities	54
Academic Calendars	
Academic Year 2024-2025	55
Academic Year 2025-2026	59
HONOR SYSTEM AND CODE	
Honor Pledge and Code - Statement of Understanding	64
Honor System	65
Purpose	65
Offense Definitions and Examples	66
The Honor Council	67
Reporting Violations	68
Consequences of Violations	68
Appeals	68
Conflict of interest-Confidentiality Statement	71
HEALTH, SAFETY AND SECURITY	
Student Health Issues	73
Student Health Services of the Cooperative Nursing Program – 9732-II-450001	74
Tuberculosis Testing for Students of the Cooperative Nursing Program – 9732-II-450002	79

Exposure to Actual or Potential HIV or Other Infectious Diseases –9732-II-450023	82
Statement of Informed Consent – 9732-VIII-450023C	84
Nursing Student Guidance and Assistance Program – 9732-II-450021	88
Information Regarding Nursing Student Assistance Program (NSAP)	91
Confidentiality and Record Keeping Policy and Referral	
NSAP Referral Forms	93
Academic Advising – 9732-II-450020	95
Cooperative Nursing Student Right-to-Know and Campus Safety and Security – 9732-I-100022	97
Nursing Program’s Campus Emergency Preparedness Plan – 9732-II-150003	100
Procedure for Action of a Chemically Impaired Cooperative Nursing Student – 9732-II-450031	104
The Nursing Program Drug Prevention Program – 9732-I-450030	109
Code of Student Conduct	113
Impact of Drug and Alcohol Abuse in Schools and Workplace	114
Legal Sanctions (The Law)	115
Health Issues...Alcohol and Tobacco	119
Available Resources	122
Safety and Security – Your Right to Know	124
Campus Security and Safety	124
Reporting a Crime or Emergency	125
Security Awareness and Crime Prevention	126
Alcohol and Substance Abuse Information	127
Sexual Assault Prevention and Response	128
Crime Statistics	129
Emergency Contact Information	132
Accreditation – Right to Know	134
How Our Students Are Doing – (Program Outcomes)	135
FINANCIAL INFORMATION – —2024-2025	
Student Rights and Responsibilities	137
General Policy Statement	138
Principles of Financial Aid	138
Financial Aid Operating Policies	138
Student Records Policy: Confidentiality and Access	138
Types of Financial Aid	139
Eligibility Requirements for Financial Aid	139
Important Dates	139
How to Apply for Financial Aid	140
Cost of Attendance	140
Tuition and Fees 2024-2025	141
Professional Liability Insurance	143
Monthly Payment Plan	143
Financial Operating Policies (Registrar/Bursar Office)	143
Cost of Attendance Budget 2024-2025	145
Basic Information About Aid Sources	146
Financial Aid Standards of Satisfactory Academic Progress policy – 9732-I-300001	147
Disbursement of Financial Aid to Student Policy – 9732-I-300003	152
Refund/Return to Title IV Funds Policy – 9732-I-300004	159
Procedure for Verification of Student Financial Aid Information – 9732-II-300002	166
Federal Work Study (General Terms and Conditions)	169
Support Services for Students with Special Needs	169
Accreditation-Right to Know	170
Requirements for Licensure as a Registered Nurse in the State of Indiana	171
EDUCATIONAL POLICIES AND PRACTICES:	
General Information Related to Learning Needs, Textbooks, Copy Machine/Printing	173
Attendance	173
Student ID’s	174
Official Notification Practices	174
General Classroom Courtesy	174
Professionalism and Technology	174
Enrollment/Registrations	175

Service-Learning Requirement	177
Admission to the Cooperative Nursing Program Policy – 9732-I-100001	178
Admission to Non-Clinical Nursing Curriculum Courses Policy – 9732-I-100002	187
Reinstatement of a Student to the Clinical Nursing Curriculum Plan Policy – 9732-I-100018	190
Request for Educational Accommodation Procedure – 9732-II-100003	193
Transfer of Credit Policy and Procedure – 9732-I-100004	197
Credit by Examination Policy and Procedure – 9732-I-100005	201
Credit by Portfolio Policy and Procedure – 9732-I-100006	204
Grading Policy and Procedure – 9732-I-100011	206
Grade Review	210
Procedure for Appeal of a Test Item	210
Probationary Status of a Student of the Nursing Program Policy & Procedure – 9732-I-100015	213
Corrective Action-Professional Probation Policy – 9732-I-100015B	216
Dismissal from the Cooperative Nursing Program/Dropped from Clinical Nursing Curriculum Plan Policy – 9732-I-100016	221
Academic Promotion of Students of Nursing Program Policy – 9732-I-100012	224
The Cooperative Nursing Program Completion Requirements – 9732-I-100013	225
Assessment Student and Graduate Competencies within Program – 9732-I-100014	229
During Enrollment	230
Program Completion (Graduation) Comprehensive Requirement	232
Scholastic Achievement Awards of Cooperative Nursing Program Procedure – 9732-II-100010	235
Add/Drop and/or Course Withdrawal Policy and Procedure – 9732-I-100008	237
Voluntary Student Withdrawal from the Nursing Program Policy & Procedure – 9732-I-10007	243
Student Leave of Absence Policy and Procedure – 9732-I-100009	246
Clinical Attendance for a Student of the Cooperative Nursing Program – 9732-II-100017	250
Cancellation or Delay Notification - Due to Inclement Weather – 9732-II-150002	252
Cooperative Nursing Student Uniform and Dress Code Policy – 9732-I-450010	254
CPR Requirements for Nursing Student and Clinical Nursing Faculty – 9732-I-400001	257

HUMANKIND:

Student Government	259
Student Participation in the Institutional Governance	259
Harassment Policy of the Cooperative Nursing Program – 9732-I-100019	260
Management of Reportable Complaints of Cooperative Nursing Program – 9732-II-100020	264
Valuables	267
Campus Facilities	267
Clinical Facilities	267
Transportation and Parking Facilities	267
Housing	268
Official School of Nursing Address	268
Official School of Nursing Telephone Number	268
Mailboxes	268
Office Hours	268
Cooperative Nursing Program Records – 9732-I-100021	269
Background Check	276
Learning Resource/Computer and Library Center	277
Skills Labs/Simulation Labs	277
Franciscan Health Library Services 7692-II-50001	278
Interlibrary Loan Procedure 7692-II-50002	280
Photocopying of Copyrighted Print Material 7692-II-100022	282
Meeting Spiritual Needs	283
Need for Nutrition	283
No Tobacco Use Policy – 9732-I-150001	284
Career Planning and Placement	285
Cooperative Nursing Program Administration and Faculty	286
Telephone Listing of Cooperative Nursing Administration, Faculty and Staff	289
Campus Parking Maps	
Franciscan St. Elizabeth Health – Central Campus and School of Nursing	291
Franciscan St. Elizabeth Health – East Campus	292



Division of Franciscan Health



August 22, 2024

Dear Student:

The Year 2024 marks the 127th anniversary of the 1st class of the Sisters of St. Francis Order who established the School in 1897 and began a training program in order to provide the best care possible for those in need from the Lafayette community. As we embark on Academic Year 2024-2025, we enter our 8th year of the affiliation between the St. Elizabeth School of Nursing and University of Saint Francis. This commitment by both organizations enhances the dedication to provide a continuous quality nursing education that is strengthened by its Cooperative Nursing Program model of offering a seamless Diploma-BSN curriculum as an alternative nursing education program.

As a Cooperative Nursing student you will draw on this legacy as you develop your own nursing skills, gain greater insight into patient care, and mold your compassion to help patients master, regain and maintain optimal health. Your study environment of the Cooperative Nursing Program will help you more fully understand your role as a registered nurse. You will witness first-hand how the qualities that set our institution apart are embodied in every aspect of our care.

The purpose of the Student Handbook and Catalog is to inform you of the regulations (Policies and Procedures) of the Nursing Program and its underlying philosophy and purposes. It is your responsibility to become knowledgeable of all aspects of the handbook and to observe the guidelines as stated.

As a nurse you will have the opportunity to apply your knowledge obtained from the liberal arts, sciences, humanities and nursing through the visions and values of our Catholic identity and Franciscan traditions, in the care of Christ's sick members. The faculty and staff of the Nursing Program endeavor to teach students to live according to Franciscan values. The curriculum is designed to acquaint you with the theory and practice of nursing necessary for a beginning staff nurse position.

To preserve and augment the spirit and morale of this Program is your privilege. It will be reflected not only in your loyalty to the traditions and standards of the nursing profession but also in your thoughts, words and acts which will either enhance or discredit the Program. Your most satisfying experience may prove to be the happy solution to problems and perplexities that are inherent in life as experienced in the day-to-day learning of this Program.

The Administration and Staff of Franciscan Health Lafayette and the University of Saint Francis join me and the faculty in welcoming you. We offer you the fruits of our knowledge and experience and hope that you will thoroughly enjoy your years of preparation for a "Life Devoted to Others" as we strive to live our Mission of "Preparing Nurses to Continue Christ's Healing Ministry."

God bless you!

A handwritten signature in black ink that reads "Michelle L. Gerrety EdD, MSN, RN".

Michelle Gerrety, EdD, MSN, RN
Administrative Director - Academic Services
Director, St. Elizabeth School of Nursing Franciscan St. Elizabeth Health - Lafayette
Program Director, St. Elizabeth School of Nursing-University of Saint Francis
Diploma-BSN Cooperative Nursing Program

NON-DISCRIMINATION STATEMENT

The Cooperative Nursing Program adheres to the following policy with regard to the recruitment and admission of students, awarding financial or other assistance, counseling of students, employment of individuals, the conduct of the Nursing Program's sponsored curriculum or events, and the overall administration of the Program.

No person shall on the basis of age, color, race, creed, sex, national origin, handicap or financial status be excluded from participation in, be denied the benefit of, or be subject to discrimination, under any program or activity sponsored by the St. Elizabeth School of Nursing of Franciscan Health Lafayette.

The Nursing Program reserves the right to change requirements in the program related to completion, prerequisites, course requirements, program requirements, policies, fees, tuition, scheduling, etc. to be considered effectively immediately unless otherwise noted at time of posting. A student who has discontinued program studies for a full semester or more is regarded as re-entering the Nursing Program when resuming studies and will be held to the requirements current at re-entrance.

STATEMENT OF CULTURAL DIVERSITY

Through the program requirements to community service, curriculum, support services, policies, procedures and affiliations and values of opportunities to learn from the differences among us, our cultural uniqueness and identity are realized. Our past experiences, cultural beliefs, and cultural norms are a vital source of the intellectual, social and personal growth essential to the health-care provider's understanding and attention to the total context of the complex nursing care needs of a given person, family, or community.

The faculty and staff of the Nursing program are committed to creating an environment that enhances learning by recognizing the inherent dignity and worth of all individuals. Diversity involves differences among individuals: it is the differences in our gender (sex), race, color, religion, national origin, ancestry, age, military status, marital status, sexual orientation, physical disability, or mental disability, and political affiliation that is the context in which we live. This gives rise to the complex combination of knowledge, attitudes, and skills that are inherent to providing competent care to which we are committed.

INFORMATION REGARDING APPROVAL OR ACCREDITATION

St. Elizabeth School of Nursing (School) and University of Saint Francis (University) are legally two separate institutions, however, the nursing curriculum is offered as a Cooperative Nursing Program between St. Elizabeth School of Nursing and University of Saint Francis. As such, upon completion of study, the graduate is awarded a DIPLOMA IN NURSING from St. Elizabeth School of Nursing and a BACHELOR OF SCIENCE IN NURSING (BSN) degree from University of Saint Francis.

The St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program has been reviewed and approved by the Indiana State Board of Nursing (ISBN) under its authorization for Approval of Schools of Nursing and continues to recognize St. Elizabeth School of Nursing as a State Board of Nursing Approved School of Nursing. (Approved April 20, 2017).

St. Elizabeth School of Nursing (as a legal entity of Franciscan Health Lafayette [FHLA]) is thus approved by the Indiana State Board of Nursing to award a DIPLOMA and thus allows the graduates of St. Elizabeth School of Nursing to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). In addition, St. Elizabeth School of Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) as a DIPLOMA program. The most recent accreditation decision made by the ACEN Board of Commissioners for the diploma nursing program is *Continuing Accreditation*. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.htm> For information regarding current accreditation status, please contact:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326

404-975-5000
www.acenursing.org

University of Saint Francis is accredited by The Higher Learning Commission. The Bachelor of Science in Nursing program at University of Saint Francis is accredited by the Commission on Collegiate Nursing Education (CCNE). For information regarding current accreditation status, go to <http://www.ccneaccreditation.org/>

The St. Elizabeth School of Nursing is accredited by:

Indiana State Board of Nursing – Full Approval (October 2017 and October 2023)

Accreditation Commission for Education in Nursing, Inc. (ACEN) –

Last Review: Fall 2023

Outcome: Continued Accreditation {Eight (8) Years}

Next Review: Fall 2031

For information regarding the School’s current approval or accreditation status, correspondence may be addressed to:

Accreditation Commission for
Education in Nursing, Inc. (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
www.acenursing.org

Indiana State Board of Nursing
Professional Licensing Agency
402 W. Washington Street, Room W072
Indianapolis, IN 46204
(317) 234-2043
Fax: (317) 233-4236
E-mail: hpb2@pla.state.in.us
Web Address: <http://www.in.gov/pla/2490.htm>

Information regarding the School’s tuition, fees and length of program are reported to ACEN annually.

Governing Institution:

Franciscan Health Lafayette
1701 S. Creasy Lane
Lafayette IN 47905

A Division of Franciscan Alliance, Inc. is:
Licensed by:
Indiana State Board of Health

Accredited by:

Accrediting Agency: Accreditation Commission for Health Care (ACHC)

Current Accreditation Status: Recertified through April 11, 2026

Date of Last Review: October 12-14, 2022

Date of Next Review: Prior to April 11, 2026



Our Mission

Continuing Christ's Ministry in Our Franciscan Tradition.

What does this Mission Statement actually mean to us?

For those who have chosen to work in one of the Franciscan Health facilities, and with the help of our fellow employees, it means that now, we must put these words into action and practice.

CONTINUING

This "action word" tell us that it is now up to each of us to maintain without interruption, the values, the traditions, the good works of the hundreds of thousands of people who have gone before us and those who are presently working within the Franciscan Health facilities.

CHRIST'S

Jesus Christ, who lived over 2000 years ago, is the model for each of us in the living of our lives. Jesus lived His life as a Teacher and as a Healer. He was gentle. He was compassionate. He was loving and caring. He listened and He spoke when this was needed. He cried and He laughed. He was joyful and He was pensive. He was prayerful. He truly is the model for everything that we do!

MINISTRY

The ministries that each of us are involved include healing and teaching. In whatever our capacity, in some way we are assisting the patient in the healing process or, in the dying process, whatever the particular instance may be. As a housekeeper, nurse, pharmacist, cook, accountant or physician----each of us assists the patient in the healing process---according to our own skills, expertise and profession.

OUR

This word implies "ownership". This particular Mission Statement is carried out by the employees of each FRANCISCAN HEALTH facility. So, for you, the employees, you are in a "particular" organization, not just "any" organization. The traditions, the culture, the good works that have existed within these facilities are what make us FRANCISCAN HEALTH!

FRANCISCAN

St. Francis was a young man of considerable wealth, who gave up his riches to live a life of poverty. He was a man who loved people; who loved the Church; who lived the Gospel life. St. Francis gave us the example of loving and caring for the "least" among us---the most unloved, the poor, the uncared for, the person who has no health insurance, the person who is shunned by society today. We turn away no one...

TRADITION

An inherited, a customary pattern of action or behavior. These traditions can ONLY be carried out by each one of us and unless WE carry them out, they will not be done. Without each of us "Continuing Christ's Ministry in Our Franciscan Tradition," this Mission will not continue to happen. This is what we expect of our employees and we invite you to join us.

We live our Mission Statement together. We are in this together. We do great things together! But, of course, we are human, we make mistakes. But, the remarkable part of living this Mission together is that, on the day that I am not so wonderful, you are! And, the day that you are not so wonderful, I am---and TOGETHER, we live the Mission as best we can! And, that is all that we can ask of anyone

Franciscan Health Lafayette is clearly rooted in the tradition of the Catholic church and the Sisters of St. Francis of Perpetual Adoration. We exist to improve the health of the community we serve. We provide quality services in a trustworthy, compassionate manner through a continuum of care with special concern for the health care needs of the poor and disenfranchised. We live our mission statement together and accomplish greater things through:

Our Franciscan Values

Respect for Life

The gift of life is so valued that each person is cared for with such joy, respect, dignity, fairness and compassion that he or she is consciously aware of being loved.

Fidelity to Our Mission

Loyalty to and pride in the healthcare facility are exemplified by members of the health care family through their joy and respect in empathetically ministering to patients, visitors and co-workers.

Compassionate Concern

In openness and concern for the welfare of the patients, especially the aged, the poor and the disabled, the staff works with select associations and organizations to provide a continuum of care commensurate with the individual's needs.

Joyful Service

The witness of Franciscan presence throughout the institution encompasses, but is not limited to, joyful availability, compassionate, respectful care and dynamic stewardship in the service of the Church.

Christian Stewardship

Christian stewardship is evidenced by just and fair allocation of human, spiritual, physical and financial resources in a manner respectful of the individual, responsive to the needs of society, and consistent with Church teachings.



THE MEANING BEHIND THE TAU.

The Tau is the symbol that identifies the Sisters of St. Francis. It is the sign used by St. Francis to wish peace to all he met. The giving hand at the top is generously prepared to minister Christ's healing to the weak, the suffering and the vulnerable. The receptive hand on the bottom is ready to receive His healing power through our joyful, sensitive Franciscan ministry.



Mission

The University of Saint Francis was founded as Saint Francis College in 1890 in Lafayette, Indiana, by the Sisters of Saint Francis of Perpetual Adoration as a teacher-training school for the sisters. It was accredited in 1923 by the Indiana State Department of Public Instruction to offer a two-year normal course in education. In 1937 the curriculum was expanded to a four-year program, and in September 1939, the first laywomen were admitted. In 1940 a charter was obtained from the State of Indiana empowering St. Francis College to grant degrees in various fields. In 1944 the college was relocated to Fort Wayne, Indiana

On July 1, 1998, the name of Saint Francis College was changed to the University of Saint Francis. This change was deemed appropriate for several reasons: the growth in enrollment, the offering of a fairly large number of graduate programs, and a designation that would indicate to international students that Saint Francis was an institution offering postsecondary education.

MISSION

Rooted in the Catholic and Franciscan traditions of Faith and Reason, the University of Saint Francis engages a diverse community in learning, leadership, and service.

MISSION STATEMENT: (2024)

“The University of Saint Francis offers formation of the whole person by providing an encounter with the heart and mind of Jesus Christ so that God, who is Love, may be loved. Through our Catholic identity, Franciscan charism, and liberal arts tradition, we prepare students for personal and professional lives of virtue, service, and joy.”

<p>FRANCISCAN VALUES</p> <p>As a part of the USF community, you will experience Franciscan values that encourage us to:</p> <ul style="list-style-type: none"> • Reverence the unique dignity of each person; • Encourage a trustful, prayerful community of learners; • Serve one another, society, and the Church; • Foster peace and justice; and • Respect creation. 	<p>CATHOLIC SOCIAL TEACHING</p> <p>“The Church's Catholic Social Teaching [CST] is a rich treasure of wisdom about building a just society and living lives of holiness amidst the challenges of modern society” (US Conference of Catholic Bishops, 2016). More information on CST is available at http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm). The key themes at the heart of Catholic social tradition are:</p> <ul style="list-style-type: none"> • Life and Dignity of the Human Person • Call to Family, Community, and Participation • Rights and Responsibilities • Option for the Poor and Vulnerable • The Dignity of Work and the Rights of Workers • Solidarity • Care for God’s Creation
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The University of Saint Francis holds fast to the teachings and faith of the Roman Catholic Church and the virtues of the wisdom/tradition inspired by St. Francis and St. Clare of Assisi.

Both the Catholic and Franciscan intellectual traditions are rooted in the Liberal Arts tradition. The Liberal Arts, encompassing the humanities and the natural and social sciences, convey specific content knowledge, but they also form a certain discipline of mind that promotes skilled judgment and intellectual insight. They are action-oriented, exciting in students’ habits of active engagement, exploring, and connecting knowledge across disciplines. When these thinking skills are combined with professional education in business, the health sciences, education, counseling, social work, or the creative arts, students at the University of Saint Francis are transformed into intentional learners and highly competent professionals oriented toward those they serve.

University of Saint Francis **Nursing Mission** Statement is as follows: Rooted in Franciscan Values, faculty engage a diverse community of learners to serve society holistically as compassionate, professional nurse leaders.



Division of Franciscan Health

Security and Confidentiality Agreement

PHILOSOPHY

The St. Elizabeth Student Nurse/Employee recognizes his/her responsibility to work in a manner which supports the philosophy of the Franciscan Health Lafayette (FHLA). In keeping with this philosophy, the undersigned is hereby advised of Franciscan Health – Lafayette Central, Franciscan Health – Lafayette East and the School of Nursing’s confidentiality policy regarding medical center, patient, physician, or employee information. This document applies to all students/employees.

GENERAL

As a student of Franciscan Health and its School of Nursing, I understand that in the performance of my education/job, I may come in contact with confidential clinical, financial, patient, and/or employee information through written or computerized records, documents, ledgers, internal correspondence, conversation and discussion, computer programs and files. I understand that I must be mindful of patient, student and employee rights to privacy in every public and private conversation, and that I am obligated to maintain the confidentiality of the data mentioned above at all time, both at school, work and during my off-campus hours.

Patient information, including personal data, patient’s physical and/or mental condition, medical care and treatment, is considered confidential information and must not be discussed with anyone other than those who are directly involved with the patient’s treatment or those who have direct authorization to obtain such information. The patient information contained in the computer network should be protected to the same degree as that in the patient’s chart.

Student/employee information, including personal data, grades, employment, salary, length of service, and the like is considered confidential information which must not be discussed with anyone other than those who are directly responsible for the work performance of the student or those who have direct authorization to obtain such information.

Agency information, including FHLA and/or School of Nursing financial status, appointment of agency personnel, plans for expansion and major capital expenditures, change in agency sponsored services, and similar subjects, is considered to be of a confidential nature and is not to be discussed with anyone other than those who are directly responsible for these agency operations or those who have direct authorization to obtain such information.

USER ACCESS

Access to automated resources and systems may be controlled through individual User ID’s and passwords. Users access these automated systems through their own individual passwords only. Passwords will be selected by the users themselves to ensure that no one else has knowledge of their password.

It is important that the user understand that their User ID and personal password act as their own access code and should be treated as the legal equivalent of a personal signature. Under this premise, the user accepts the responsibility to:

- Maintain them to ensure continued access to necessary educational/job functions.
- Use them only to access data required for education/job performance.
- Protect them from unauthorized use by never sharing them, and by ensuring that workstation/terminal is completely signed off before leaving it unattended for any length of time.

PERSONAL COMPUTER USE

No one shall use the systems or resources of FHLA or the School of Nursing for any personal use without the prior approval of his or her administrative representative. This includes, but is not limited to, access from a FHLA/School of Nursing facility or any remote site.

It is the policy of FHLA and the School of Nursing that the terms of the license agreements accompanying copyrighted software be strictly adhered to and, unless specifically permitted by the license agreement, that computer software not be copied by a student for his/her personal use, for the personal use of another individual, whether that individual is employed by the medical center or not, or for the use of another student, another department, or another computer within the same department, even if such is for legitimate school/medical center business. Violation of the terms of any license agreement may be sufficient cause for termination of system use, dismissal from school, termination of employment, as well as cause for possible legal consequences.

Any software application, programs or reports developed in the normal course of duty at FHLA or the School of Nursing are the exclusive property of Franciscan Health.

I understand that any violation of these confidentiality considerations may result in disciplinary action, which could include suspension or termination with or without notice, at the discretion of Franciscan Health or the School of Nursing. I further understand that I could be subject to legal action should I breach any provision of this agreement. Therefore, I affirm by my signature that I have been apprised of all aspects of this agreement and fully understand and accept responsibility for the ongoing implications of this commitment.

Student Signature

Date

Original will be placed in Student's permanent record.



Values and Behaviors

*Franciscan Health owned and operated by Franciscan Alliance, Inc.
Mission is to Continue Christ's Ministry in Our Franciscan Tradition*

To help you understand how our Franciscan values are demonstrated, we have listed the values and some examples of behaviors which typify those values. Please review them carefully. All Franciscan Health and School of Nursing employees/students are requested to adhere to these values.

Respect for Life

The gift of life is so valued that each person is cared for with such joy, respect, dignity, fairness, and compassion that he or she is consciously aware of being loved.

- I promptly greet everyone in a warm and caring manner/ tone of voice, using the person's name whenever possible.
- No matter how I feel, I display a caring attitude.

Fidelity to our Mission

Loyalty to and pride in Franciscan St. Elizabeth Health and the School of Nursing are exemplified by members of the students and staff through ministering to our patients, visitors, staff, peers and colleagues.

- I do not discuss my concerns/problems with peers and colleagues and/or anyone other than the person involved or the appropriate management staff. Whenever I have a concern or problem with another person, I go directly to that person and discuss my issue.
- I will maintain confidentiality at all times.
- I listen to others' ideas and follow up with appropriate people to see how I can remedy the situation. I do not make excuses. I do not badmouth other people or departments.

Compassionate Concern

In openness and concern for the welfare of the individual, especially the aged, the poor, and disabled, we work with select associations and organizations to provide a continuum of care commensurate with the individual's needs.

- I will be attentive to others needs for assistance.
- I look for ways to compliment others and thank others whenever they assist me in some way.

Joyful Service

The witness of Franciscan presence throughout the institution encompasses but is not limited to joyful availability, compassionate, respectful care, and stewardship in the services of the Church.

- I go out of my way to help others. Whenever someone needs assistance, I ask them in a respectful and caring manner how I may help. It is my job to help them or find someone else who can and does help them.
- If I receive a question or complaint, I own it until it is answered, resolved, or I appropriately delegate it. (No more, "It's not my job;" instead, "What else can I do for you?")

Christian Stewardship

Christian Stewardship is evidenced by just and fair allocation of human, spiritual, physical, and financial resources in a manner respectful of the individual, responsive to the needs of society, and consistent with Church teachings.

- I take pride in our environment, so whenever I see something that is not the way it should be (for example: a burned out light, a broken knob, trash on the floor), I own it and ensure that it gets fixed or fix it myself.
- I encourage others to express their ideas and opinions while listening with understanding and purpose.
- I am committed to continuous improvement – looking for better, faster, less costly or more efficient ways of doing things.

I, _____ commit to upholding the Franciscan Health Mission, and St. Elizabeth
(Please print your name)
School of Nursing's Values and Behaviors.

Your Signature (legible)

Date

A Historical Perspective of St. Elizabeth School of Nursing

- 1875 Six Sisters of the Poor Sisters of St. Francis Seraph of Perpetual Adoration of Olpe Germany arrived in Lafayette and established St. Elizabeth Hospital
- 1876-1897 – From the very beginning, as the Sisters continued to offer health and nursing care to the sick of the Lafayette community, they began a training program for the Sisters of their community in order to give the best care for the sick as possible. However, this program was not yet formally organized into a structured program. Lectures were offered by the Medical Staff and by Sisters who were trained in the German training school of nursing.
- 1890 St. Francis College of Lafayette was established by the Sisters of St. Francis for the teacher training of the Sisters.
- 1897 A formal organized program of lecture, classes in the sciences and clinical (ward) work under the supervision of a Trained Nurse Supervisor (Sister Supervisor) was established. This period of training had the students rotate through all the services of the Hospital. The period of training lasted three years.
- 1900 A committee of professors of Purdue University, physicians and Sisters of St. Francis community formed to establish Articles of Incorporation for an association for the purpose of forming a training school for nurses. The name of this Association was St. Elizabeth Hospital Training School for Nurses. (January 24, 1900)
- June 24, 1900, The first graduating exercise was held and six Sisters received their diplomas from the St. Elizabeth Hospital Training School for Nurses.
- 1919 The School was recognized by the Indiana State Board of Nurses Registration and Nursing Education as an accredited School of Nursing
- 1935 The name of the School was changed from the St. Elizabeth Hospital Training School for Nurses to the St. Elizabeth Hospital School of Nursing.
- Between 1897-1937, - the School was exclusively for training and educating of the Sisters of St. Francis (total graduated 226).
- September 1937 – In an attempt to meet the communities growing need for graduate nurses, the School admitted the first class of women who were not members of the Sisters of St. Francis. (St. Francis College adopted a four-year liberal arts curriculum and the College admitted its first lay women in 1939).
- 1940 The first non-Sister's class of fifteen (15) women graduated from the School of Nursing.
- 1941 The Board of Trustees in an effort to establish Nursing Education on a collegiate level placed the St. Elizabeth Hospital School of Nursing within St. Francis College as the Department of Nursing Education. The School was renamed the St. Elizabeth School of Nursing. In 1942-1943, the three-year program was to be phased out, however because of the shortage of nurses for war service, the three year program continued.
- 1944 The St. Francis College moved to its present campus in Fort Wayne (renamed the University of Saint Francis in 1998)
- From 1942 through the mid 1950's, St. Francis College in conjunction with the St. Elizabeth School of Nursing offered a Bachelor of Science in Nursing and the St. Elizabeth School of Nursing continued to offer the three-year diploma program.
- 1952 The School voluntarily applied for and received national accreditation for schools of nursing (National League for Nursing [NLN] accreditation) when it first became available. The School has consistently held national accreditation (The last accreditation was granted in 2015 for eight (8) years [the maximum allowed] by the Accreditation Commission for Education in Nursing, Inc. - ACEN [formerly known as the National League for Nursing Accrediting Commission – NLNAC]).

From the School's establishment to the mid 1930's, the School's science courses were taught by professors from Purdue University. When St. Francis College opened as a liberal arts college until it moved to Fort Wayne, courses in science and liberal arts were part of the School's curriculum. After St. Francis College moved, the School of Nursing again entered into an affiliation with Purdue University until 1981 for the science and liberal arts courses of the School. In 1981 through 1985, the School affiliated with St. Francis College, and in 1985 began its affiliation with Saint Joseph's College in Rensselaer.

- 1962 The first male graduated from the School

- 1998 St. Elizabeth Medical Center and Lafayette Home Hospital merge to form Greater Lafayette Health Services, Inc., which is a wholly own subsidiary of the Sister of St. Frances Health Services, Inc. , the School of Nursing become a department of Greater Lafayette Health Service, Inc., however retains the name of St. Elizabeth School of Nursing.

- 2004 St. Elizabeth School of Nursing and Saint Joseph's College established the Cooperative Consortium Nursing Program (CCNP) as a seamless integrated Diploma-Bachelor of Science in Nursing (BSN) curriculum.

- 2007 Greater Lafayette Health Service, Inc., changes its name to St. Elizabeth Regional Health.

- 2010 The Sisters of St. Francis Health Services, Inc. changed its corporate name to Franciscan Alliance, Inc., and for consistency and clarity of the Franciscan Alliance's unified mission, the word "Franciscan" was added and placed before each of the hospitals names of the corporation, and the word "Health" was added at the end. Thus St. Elizabeth Regional Health has become Franciscan St. Elizabeth Health.

- 2016 September 12, 2016, the corporate legal name of St. Elizabeth's School of Nursing parent organization changed from Franciscan St. Elizabeth Health to Franciscan Health Lafayette. The name change was made to unify names for each hospital in the Franciscan Alliance system.

- 2017 In May 2017, St. Elizabeth School of Nursing ended its partnership with Saint Joseph's College due to the College's closure. St. Elizabeth School of Nursing then entered into a partnership with University of Saint Francis (Fort Wayne, Indiana). The St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (Diploma-BSN) was established. Graduates of July 2017 were the first to earn their Diploma from St. Elizabeth School of Nursing and their BSN from the University of Saint Francis.

- 2017 August 28, School of Nursing students began classes for the first time in a new building. Portions of St. Elizabeth Medical Center were renovated to create the Franciscan Education Center. The Franciscan Education Center provides space for the St. Elizabeth School of Nursing, EMS Education, Community Education, Staff Education and a high fidelity SIMULATION Lab.

- 2022 The Year 2022 marked the 125th anniversary of the 1st class of the Sisters of St. Francis Order who established the School in 1897 and began a training program in order to provide the best care possible for those in need from the Lafayette community.

The School has graduated over 3,000 individuals.

The School Seal



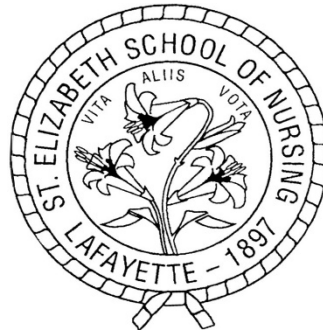
St. Elizabeth was born in Hungary in 1207, the daughter of Alexander II, King of Hungary. At the age of four she was sent for education to the court of the Landgrave of Thuringia, to whose infant son she was betrothed. In 1221, she married Louis of Thuringia and in spite of her position at court began to lead an austere simple life, practiced penance, and devoted herself to works of charity.

Her husband highly esteemed her virtue and encouraged her in her exemplary life. They had three children when tragedy struck - Louis was killed while fighting with the Crusaders. After his death, Elizabeth left the court, made arrangements for the care of her children, and in 1228 becoming a tertiary of St. Francis of Assisi (a member of a Franciscan Order-Community). She built the Franciscan hospital at Marburg and devoted herself to the care of the sick until her death at the age of 24 in 1231.

There is legend that once when she was taking food to the poor and sick, her husband Prince Louis stopped her and looked under her mantle to see what she was carrying; the food had been miraculously changed to roses.

St. Elizabeth is the patron saint of bakers, death of children, falsely accused, the homeless, and nurses. Her symbols are alms, flowers, bread, the poor, and a pitcher. She is often represented as a woman wearing a crown and tending to beggars carrying a load of roses in her apron or mantle.

The School Pin



St. Elizabeth Hospital was the first institution established by the Sisters of St. Francis of Perpetual Adoration when they immigrated to the United States from Olpe Germany in 1875. And formally established the first School of Nursing under the sponsorship of St. Elizabeth Hospital and the Sisters of St. Francis in the United States in 1897. In June 1920, the Sister of St. Francis who had also established and conducted the St. Joseph School of Nursing in Omaha, Nebraska, awarded its first graduating class with a newly designed school pin. This pin design was later adopted for use in 1923 by all the hospital schools of nursing conducted by the Sisters of St. Francis.

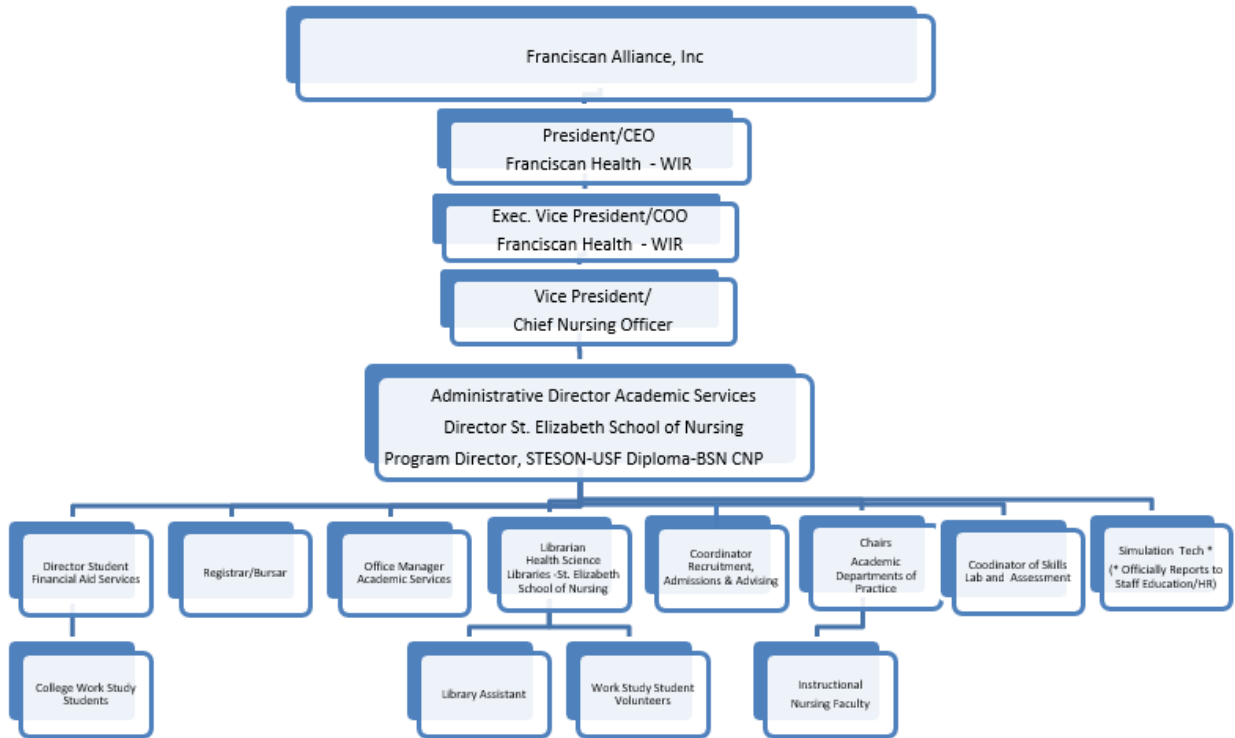
The symbols of the pin have special meaning to the Sisters of St. Francis who founded these Schools of Nursing. The three lilies represent St. Joseph, the Provider for Jesus and Mary. The lilies also represent purity of intention. The ring with the name of the School within is light blue which represents Mary, the mother of Jesus. The outer woven ring represents a cord that was worn as a belt by St. Francis of Assisi, the Founder of the Franciscan Order-Communities.

Tradition has it that St. Francis' cord had three tied knots on it, these knots were symbolic of a life committed to poverty, chastity, and obedience -- a Life of Service to Others. The words engraved on the pin, "*Vita Aliis Vota*," translated to English are -- "Life Devoted to Others."

In 1997, in recognition of the Centennial of the St. Elizabeth School of Nursing Establishment, the School's pin and seal were redesigned to include the 1897 year of Establishment. This redesigned pin was first given at the May 1997 Commencement.

ORGANIZATIONAL CHARTS

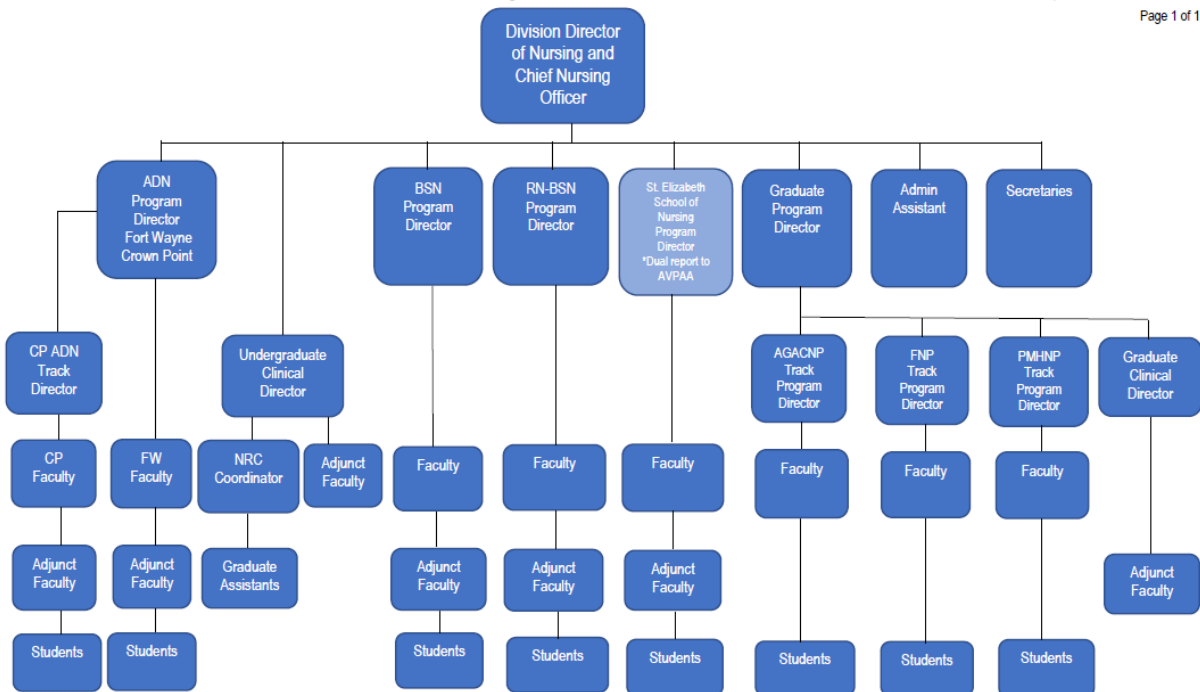
St. Elizabeth School of Nursing - Academic Year 2024-2025



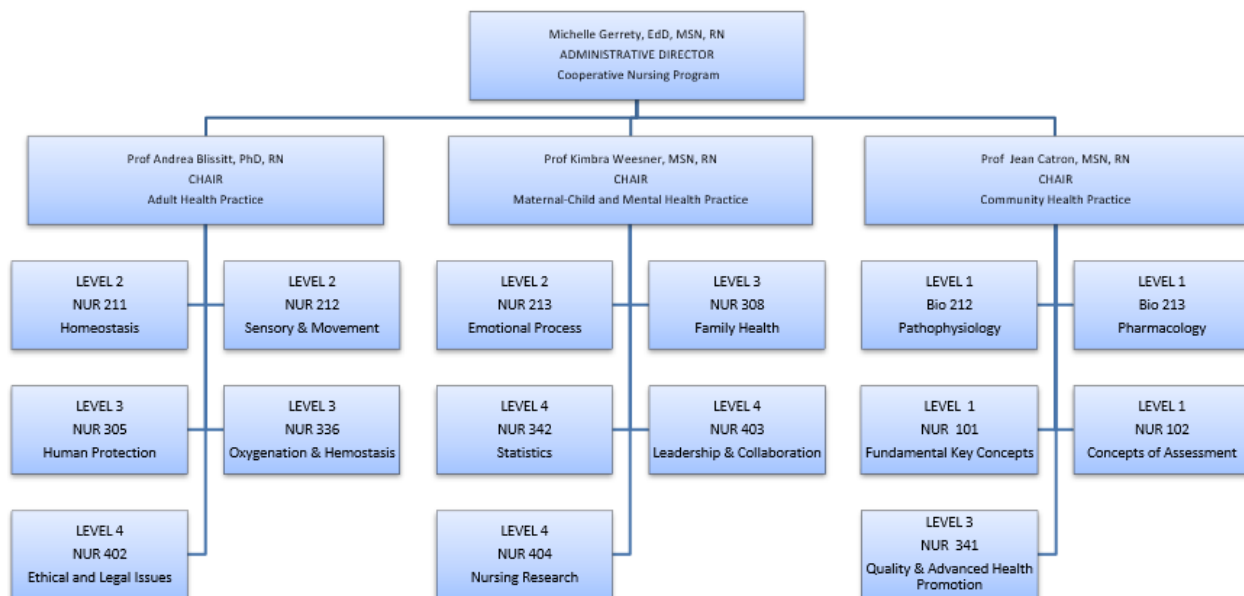
University of Saint Francis - Division of Nursing – Academic Year 2024-2025

University of Saint Francis
Division of Nursing
Organizational Chart

Policy 1.1
Reviewed 07-09
Updated 7/1/2022, 8/23/2022
Page 1 of 1



CURRICULUM ORGANIZATION PLAN – ACADEMIC YEAR 2024-2025



EXPECTED LINES OF COMMUNICATION FOR EXPRESSING CONCERNS OR ISSUES AFFECTING STUDENT COURSE PERFORMANCE

(See Reportable Complaints Procedure No 9732-II-100020 – See Academic Calendar and Handbook)

- Step 1 Address the issue with the course faculty/clinical instructor who gave the grade or feedback or with whom you have the issue.
- Step 2 If unresolved after Step 1 make an appointment to address the issue with the Course PCI (unless this is the same individual of Step 1).
- Step 3 If unresolved after Step 2 make an appointment to address the issue with Course’s Department Chair (unless this is the same individual as in Step 1, if so move to Step 4).
- Step 4 If unresolved after Step 3 make an appointment to address the issue with an administrative Officer of the Nursing Program (Administrative Director/St. Elizabeth School of Nursing.)

Expected Lines of Communication for Expressing Concerns or Issues Affecting Student Services

(i.e. Nursing Business Office-Student Records, Financial Aid, Library Services, Skills Lab and Assessment, etc.)

- Step 1 Address the issue with the School’s staff member with whom you have the issue.
- Step 2 If unresolved after Step 1 make an appointment to address the issue with the Administrative Director/St. Elizabeth School of Nursing (unless this is the same individual of Step 1. If it is, contact the Vice President of Nursing/Chief Nursing Officer)

OFFICIAL NOTIFICATION PRACTICE

Official Notification:

Official notifications may be made via the student’s School of Nursing mailbox, his/her franciscanalliance.org e-mail address, in class or in clinical. The **primary** means for providing information to students (e.g., exam results, information about clinical or course activities, etc.) is through the franciscanalliance.org e-mail address. Official notices of policy changes or important school-wide information also will be provided to students via franciscanalliance.org e-mail. The student is responsible for checking these sources regularly, preferably each official school day. It is suggested that students check mailboxes both before and after class. Remember to bring your mailbox key. Check for e-mail communications a minimum of daily. Computers can be accessed in the School of Nursing, near Student Services if needed, and during any hours the library is open. Students will be held responsible for information distributed in class or clinical whether the student is physically present or not.

COURSE CATALOG INFORMATION

PURPOSE, MISSION AND CURRICULUM PLAN

PURPOSE

St. Elizabeth School of Nursing, a private Roman Catholic post-secondary institution, has entered into an agreement with the University of Saint Francis (USF) to offer a Cooperative Nursing Program of study that stimulates learners, preparing to practice professional registered nursing as diploma/bachelor's prepared graduates, to think analytically, pursue independent learning experiences, and develop a greater awareness of and sensitivity toward themselves and others. This is accomplished by the synthesis of knowledge obtained from the nursing, arts, sciences, and humanities through the visions and values of our Catholic identity and Franciscan traditions. Our purpose is to:

- Prepare graduates to practice proficiently with compassion as nurse generalists in a variety of care settings for clients across the lifespan.
- Promote an environment which values life-long learning of individuals who are confident in confronting the issues and complexities of delivering quality care today and in the future, with intelligence, faith, service, and stewardship.
- Prepare graduates to assume leadership roles giving witness to the Franciscan values.

OUR MISSION: *PREPARING NURSES TO CONTINUE CHRIST'S HEALING MINISTRY.*

THE NURSING FACULTY'S BELIEF OF HUMANITY

We as a Faculty view individuals as thinking, feeling, and unique beings with inherent dignity and worth. Within the individual there is a spiritual essence that provides meaning and substance to the person's life and being.

Inherent in these values are respect for the uniqueness and diversity of the human experience. Humans influence and are influenced by their environment, and have meaning within the roles, relationships, and societal structures of families and communities. Each individual is accountable for social consciousness that guides the recognition and acceptance of responsibilities to self, others and the environment. It is this social consciousness that motivates individuals to interact with others in a mutually beneficial manner.

THE NURSING FACULTY'S BELIEF ON EDUCATION\LEARNING

Education is a social process whereby learning takes place. The conceptual approach for learning allows the learner to grow in their understanding of concepts and to make links when applying concepts to various areas of nursing practice. Active learning involves physical and mental activities through which meaning is attributed and problem-solving ability is acquired. Active participation allows learners to develop a personal code of ethics and to cultivate a professional ethic.

Learning is a life-long process that is enhanced when educational activities are meaningful to the learner. The learner's life experiences combine with cultural and ethnic heritage in unique patterns to influence what is learned and how it is learned. Learning is facilitated in a supportive environment where individuals can utilize personal experiences and are actively involved in the process. Educators are responsible for assessing and designing learning environments for the attainment of learning outcomes. The learners, in the educational process, must assume personal accountability for their own growth and development. Educator-learner interactions are reflective of cooperative and active learning experiences.

THE NURSING FACULTY'S BELIEF OF HEALTH

Health is a dynamic state influenced by individual, environmental, and hereditary factors. Health is perceived according to the individual's cultural and developmental perspectives. Individuals respond holistically and uniquely in adapting to stressors, whether they are physiological, psychological, spiritual, developmental, or sociocultural. The state of health for individuals, families, and communities is influenced by adaptation to internal and external environmental factors. Health care involves the processes which identify potential and existing situations that promote, maintain or compromise the level of optimal health.

THE NURSING FACULTY'S BELIEF OF NURSING

Nursing as a profession is a dynamic art and science, which responds to the health needs of individuals, families, and communities as influenced by their physical, spiritual, cultural, and intellectual environments. Nursing as an art advocates for caring relationships, commitment, and dedication to facilitate health, wellness, and comfort. Nursing science combines the elements of theory, safety principles, applied research, and evidence-based clinical practice. The combination is achieved through integration of humanities, arts, sciences, and life experiences. The professional nurse utilizes the nursing process in caring for individuals, families, and communities.

OUTCOMES/COMPETENCIES (End of program student learning outcomes)

Upon completion of the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program, the graduate will *utilize the nursing process to*:

1. Integrate evidence based clinical decision making while delivering safe and effective nursing care.
2. Facilitate compassionate, respectful, and culturally competent relationships.
3. Exemplify leadership, accountability, and responsibility consistent with established professional, legal, and ethical standards, Franciscan Values, and Catholic social teaching.
4. Collaborate with healthcare professionals, individuals, families, and communities to promote health.

Note: Students show evidence of meeting USF BSN end of program student learning outcomes via Portfolio.

PROGRAM INFORMATION

The curriculum offered by the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program is a seamless integrated Diploma-Bachelor of Science in Nursing (BSN) curriculum that prepares the graduates to become eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). The St. Elizabeth School of Nursing-USF Cooperative Nursing Program (CNP) (Diploma-BSN program) provides students with:

- A diploma-based nursing experience rich in clinical learning milieus and multiple opportunities to get early "hands-on" clinical experiences in a variety of clinical settings.
- Learning experiences required to obtain a bachelor's degree in nursing founded on *The Essentials: Core Competencies for Professional Nursing Education* (2021) (aacnursing.org) that will prepare graduates to be competent, effective nursing leaders.

The Diploma-BSN Cooperative Nursing Program provides the learner with best of both types of entry-level options (DIPLOMA and BSN); excellent clinical skills due to early (and often) hands-on clinical experiences throughout the program along with the theoretical knowledge from nursing, arts, sciences and humanities needed to provide safe and effective nursing care in a variety of today's healthcare/practice settings.

After successful completion of the NCLEX-RN examination, the graduate is licensed to practice as a Registered Nurse. To register in any other state, the nurse must apply for licensure by endorsement and meet the requirements of that state. When graduates of the Cooperative Nursing Program apply for Licensure by Examination (NCLEX-RN) or Endorsement, the "State Approved School of Nursing" to be designated on the application is St. Elizabeth School of Nursing-Lafayette IN as a Diploma program. **Designated (NCSBN) school code: US48309100.**

FIRST TIME ENTERING STUDENT August 2016 OR AFTER

The St. Elizabeth School of Nursing - University of Saint Francis Diploma-BSN Cooperative Nursing Program (CNP) (**FIRST TIME ENTERING STUDENT August 2016 OR AFTER****) requires **120 semester credits**. (See Program Completion Requirements below for details.) and can be completed with flexibility in mind. We work closely with our students to customize a plan of study that best fits their individual needs.

The Cooperative Nursing Program's (CNP) curriculum is based on a conceptual framework of the overall mission and core values of the institution, Quality and Safety Education for Nurses (QSEN) concepts, and *The Essentials: Core Competencies for Professional Nursing Education* (2021) (aacnursing.org). The core values of the CNP are: Safe

and Effective Care, Clinical Decision Making, Community, and Faith. The *nursing process* is integrated and refined throughout the program. The curriculum integrates key concepts which flow from the program's core values and program outcomes. Each course addresses the key concepts by threading them throughout each course. Each course is based on selected curricular concepts.

All nursing courses provide the learner with a variety of creative and innovative ways to learn. This approach assists the learner in understanding and applying the key and curricular concepts. The curriculum integrates creating active learning strategies allowing learners to develop self-awareness, self-direction, critical thinking, personal responsibility and professional accountability. Curricular concepts develop from simple to complex as learners acquire knowledge through active participation in sequential and concurrent growth experiences. Learning/teaching practices integrate principles of adult learning while focusing on an individualized approach to all learners. (See "**Concept Based Curriculum**" below for more details about the Curriculum offered by the St. Elizabeth School of Nursing - University of Saint Francis Diploma-BSN Cooperative Nursing Program Effective August 2016.)

Students gain the theoretical knowledge from nursing, arts, sciences, and humanities needed to provide safe and effective nursing care in a variety of today's healthcare/practice settings. USF's Franciscan Core Curriculum are General Education course requirements offered as part of the CNP with USF and include courses in the arts, sciences, and humanities such as psychology, sociology, public communication, composition and rhetoric, natural sciences, philosophy and literature or creative arts. For congruence with the University mission and values, all students also take courses in Franciscan Tradition, theology, and either care for creation or social justice.

In a Christian atmosphere that is based on the Franciscan traditions, students grow personally and professionally in a positive learning environment. In addition to theoretical preparation, learners develop basic skills through selected learning experiences in simulated laboratories, a variety of clinical facilities, and community agencies.

DIPLOMA-BSN Program Hour Requirements for Completion (Effective for First-time Entering students August 2017 OR AFTER)**

REQUIRED:

General Education – 13 courses (39 credits)

Science – 5 courses (15 credits)

- BIO 221, 222 Anatomy & Physiology 1 & 2 (with Lab)
- BIO 223 Intro Microbiology (with Lab)
- BIO 212 Analysis of Pathophysiological Concepts
- BIO 213 Analysis of Pharmacotherapeutics

Nursing (non-clinical) = 6 credits

Nursing Clinical = 60 credits

Nursing Total = (66 credits)

Total program requirements = 120 credits

See details below or 2017-2019 (Volume 50) School of Nursing Course Catalog for more information on required nursing curriculum courses. ** Students who entered the program in August 2016 or January 2017 had 121 Total Credit Hours required in the program because Microbiology was 4 credit hours with Saint Joseph's College versus 3 credit hours with educational partnership effective May 2017 (i.e., University of Saint Francis).

NOTE: After Course Catalog Volume 50 (2017-2019), all course catalog information transitioned to the Student Nurse Handbook for respective academic years.

CREDITS

The unit of academic credit is the semester hour. The Cooperative Nursing Program's (CNP) academic calendar is based on the semester system. A standard semester contains 16 weeks of instruction including final examination. One (1) semester hour of nursing credit is equivalent to: 15 hours of didactic (classroom) contact plus outside preparation (1:1 ratio); and a one (1) semester hour of clinical is equivalent to: 45 hours of clinical experience (1:3 ratio) plus appropriate outside preparation. Courses of less than the standard 16-week semester are prorated so they contain the same number of hours as if the course were scheduled for a full 16-week semester.

For each typical one (1) semester credit of didactic, the student is expected to spend one (1) hour per week in classroom didactic activities and two (2) hours per week in outside preparation (homework), thus for a typical three (3) semester didactic credit hours, a student is expected to spend three (3) hours in classroom activities and six (6) hours in outside preparation (homework).

The 1:1 ratio for didactic includes strategies and activities that are student-centered/active learning and 1:3 ratio for clinical includes hours used to provide learning experiences using simulation, In-House Clinical (IHC), On Site Clinical (OSC), etc.

Credits assigned to nursing courses may not necessarily be transferable to other institutions of higher education or schools of nursing and are used solely for the purpose of computing academic progression and/or grade point averages.

Summer sessions may vary in number and length. Academic credit is reported in terms of semester hours, whether earned during a regular 16-week semester, summer session or any special sessions which may be 5-week, 8-week or 11-week sessions.

CURRICULUM

Concept Based Curriculum

(EFFECTIVE AUGUST 2016)

The mission of St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (CNP) is to *prepare nurses to continue Christ's healing ministry*. The foundation of the conceptual framework (Appendix A) is the overall mission and core values of the institution, Quality and Safety Education for Nurses (QSEN) concepts, and *The Essentials: Core Competencies for Professional Nursing Education* (2021) (aacnnursing.org). The core values of the CNP are: safe and effective care, clinical decision making, community, and faith. The **nursing process** is integrated and refined throughout the program. Upon completion of the program the graduates will **utilize the nursing process to**: 1) integrate evidence based clinical decision making while delivering safe and effective nursing care; 2) facilitate compassionate, respectful, and culturally competent relationships; 3) exemplify leadership, accountability, and responsibility consistent with established professional, legal and ethical standards, Franciscan Values, and Catholic social teaching.; and 4) collaborate with healthcare professionals, individuals, families, and communities to promote health. (See Table 1 below.)

The curriculum integrates key concepts (Appendix B) that flow from the program's core values and program outcomes. Each course addresses the key concepts by threading them throughout the course. Each course is based on selected curricular concepts (Appendix C).

All nursing courses provide the learner with a variety of creative and innovative ways to learn. This approach assists the learner in understanding and applying the key and curricular concepts. The curriculum integrates creating active learning strategies allowing learners to develop self-awareness, self-direction, critical thinking, personal responsibility and professional accountability. Curricular concepts develop from simple to complex as learners acquire knowledge through active participation in sequential and concurrent growth experiences. Learning/teaching practices integrate principles of adult learning while focusing on an individualized approach to all learners.

Students gain the theoretical knowledge from nursing, arts, sciences, and humanities needed to provide safe and effective nursing care in a variety of today's healthcare/practice settings. USF's Franciscan Core Curriculum are General Education course requirements offered as part of the CNP with USF and include courses in the arts, sciences and humanities such as psychology, sociology, public communication, composition and rhetoric, natural sciences, philosophy and literature or creative arts. For congruence with the University mission and values, all students also take courses in Franciscan Tradition, theology, and either care for creation or social justice.

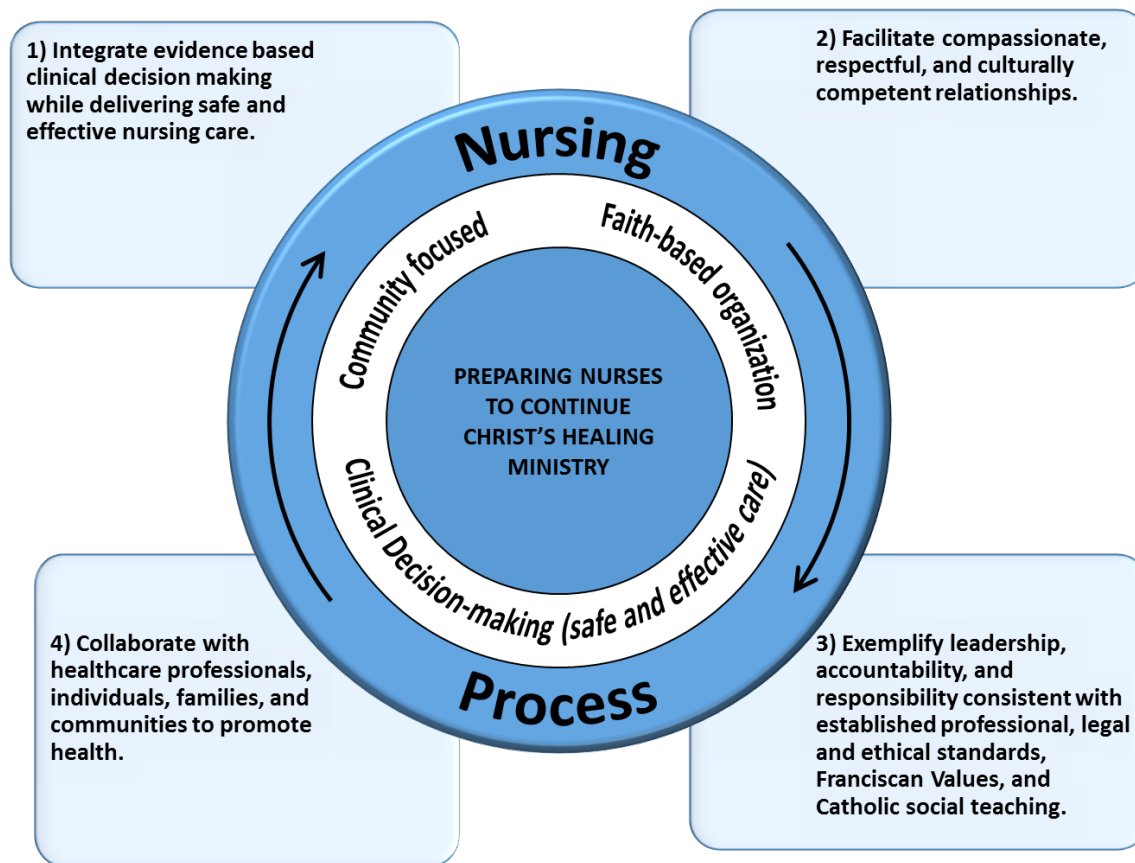
In a Christian atmosphere that is based on the Franciscan traditions, students grow personally and professionally in a positive learning environment. In addition to theoretical preparation, learners develop basic skills through selected learning experiences in simulated laboratories, a variety of clinical facilities, and community agencies.

Table 1

CORE VALUES	PROGRAM OUTCOMES Upon completion of the program the graduates <i>will utilize the nursing process</i> to:	KEY CONCEPTS (See Appendix B)	CURRICULAR CONCEPTS (See Appendix C)	
1. Safe and Effective Care	1. Integrate evidence-based clinical decision making while delivering safe and effective nursing care.	Evidence-based care Safe and effective care Lifespan	Professionalism Stress Coping Spirituality Grief Communication	Anxiety Mood/Affect Cognition Psychosis Addiction Violence/Abuse
2. Clinical Decision Making	3. Exemplify leadership, accountability, and responsibility consistent with established professional, legal and ethical standards, Franciscan Values, and Catholic social teaching.	Nursing Process Clinical decision-making Leadership Accountability Responsibility Professional Standards Legal standards	Development Nutrition Patient Education Health Promotion Adherence Assessment Fluid/Electrolytes: Nutrition Elimination	Perfusion Gas Exchange Clotting Acid/Base Intracranial Regulation Healthcare Quality Advanced Health Promotion
3. Community	4. Collaborate with healthcare professionals, individuals, families and communities to promote health.	Inter-professional Collaboration Health Promotion	Glucose Regulation Functional Ability Pain Mobility Sleep	Health Disparities Self-Management Care Coordination Safety Technology
4. Faith	2. Facilitate compassionate, respectful and culturally competent relationships.	Compassion Respect Cultural Competency Ethical standards	Cellular regulation Infection Inflammation Immunity Thermoregulation	Clinical Judgement Ethics Healthcare Law Healthcare Economics
			Tissue Integrity Family Dynamics Culture Sexuality Reproduction Caregiving Palliative Care	Healthcare Policy Healthcare Organization Leadership Collaboration

Appendix A

Conceptual Framework of the Cooperative Nursing Program



The figure above is a visual depiction of the **conceptual framework of the Cooperative Nursing Program (CNP)**. Our Mission is in the center circle (the basis of all that we do), the core values of the CNP (Safe and effective care, clinical decision making, community, and faith) are depicted in the first circle surrounding our Mission, and the numbered boxes depict the four end-of-program Outcomes/Competencies of the CNP. The nursing process is integrated and refined throughout the entire program. Upon completion of the program the graduates will *utilize the nursing process to*: integrate evidence based clinical decision making while delivering safe and effective nursing care; facilitate compassionate, respectful, and culturally competent relationships; exemplify leadership, accountability, and responsibility consistent with established professional, legal and ethical standards, Franciscan Values, and Catholic social teaching; and collaborate with healthcare professionals, individuals, families, and communities to promote health (hence the 4 numbered boxes).

Appendix B

Key Concept Definitions

Accountability: ANA Code of Ethics: answerable to oneself and others for one's own actions.

Clinical decision making: The use of research, best practice, and education in a nursing process format to address healthcare issues to meet the client's/population's/community's, characteristics, values and needs with best research, evidence, and resources with practitioner expertise.

Compassion: The feeling of emotion, when a person is moved by the suffering or distress of another and by the desire to relieve it.

Cultural Competence: Ability to interact effectively with people of different cultures and socio-economic backgrounds using a combination of bodies of knowledge, a body of belief and a body of behavior. Concept of cultural competence provides a positive aspect in providing services which are respectful of and response to health beliefs and practices as well as cultural and linguistic needs of the diverse patient.

Ethical standards: Rules or principles that determine which human actions are right or wrong.

Evidence-based practice: The integration of clinical expertise, client values, and the best research evidence into the decision making process for client care.

Health Promotion: The process of influencing perceptions and empowering individuals to self-initiate actions to benefit physical, mental, and social well-being.

Inter-professional Collaboration: The Intellectual collaboration between healthcare team members in order to yield the best client outcome.

Leadership: the act of empowering others to achieve their highest potential.

Legal Standards: standards set by local, state, and national governing bodies. Legal standards guide nursing in regards to: accreditation, continuing education, client rights, professional obligations, client care, and privacy.

Life Span: The time between inception and death (reference)

Nursing Process: The common thread uniting different types of nurses who work in varied areas ; The essential core of practice for the registered nurse to deliver holistic, patient-focused care.

Professional Standards: Professional identification and application of evidenced based qualities guiding nursing practice.

Respect: The act of esteeming another. This demands that we have a sense of authenticity, integrity, and self-knowledge. Also demands that we honor the wholeness and uniqueness of another.

Responsibility: Liability associated with the performance of duties of a particular role.

Safe and Effective Care: Providing safe care can be described as prevention of harm to patients with emphasis on errors prevention, learning from occurred errors and building a culture of safety that involves health care professional, organizations and clients. Safe care should be delivered via effective health services for clients that will increase the likelihood of desired health outcomes and are consistent with evidence-based knowledge.

Appendix C

Curricular Concept Definitions

Professionalism: The assimilation of nursing skills and knowledge integrated with dignity and respect for all human beings, incorporating the assumptions and values of the profession while maintaining accountability and self-awareness

Stress: Emotional, physical, and spiritual response experienced when you perceive an imbalance between demands and resources, which determines the end result of health, disability or dysfunction.

Coping: Communication is a process of interaction between people where symbols are used to create, exchange, and interpret messages about ideas, emotions, and mind states.

Spirituality: A personal concept understood in terms of individual attitudes and beliefs related to God or to the nonmaterial forces of life and nature.

Grief: a strong, sometimes overwhelming emotion for people who experience loss.

Communication: Communication is a process of interaction between people where symbols are used to create, exchange, and interpret messages about ideas, emotions, and mind states.

Development: The sequence of physical, psychosocial, and cognitive developmental changes that take place over the human lifespan.

Nutrition: Science of optimal cellular metabolism and its impact on health and disease

Patient Education: Patient education is a process of assisting people to learn health-related behaviors so that they can incorporate these behaviors into everyday life.

Health Promotion: The process of enabling people to increase control over and to improve their health.

Adherence: Extent to which a person's actions or behavior coincides with advice or instruction that are intended to prevent, monitor, or improve a condition.

Assessment: Systematic and dynamic ways to collect, analyze, and record data. ANA

Fluid/Electrolytes: The process of regulating the extracellular fluid volume, body fluid osmolality, and plasma concentrations of electrolytes.

Nutrition: The science of optimal cellular metabolism and its impact on health and disease.

Elimination: The passage of stool through the intestinal tract and dispelling the stool by means of intestinal smooth muscle contraction. The passage of urine through the urinary tract by means of the urinary sphincter and urethra.

Glucose Regulation: The process of maintaining optimal blood glucose levels.

Functional Ability: The individual's ability to perform the normal daily activities required to meet basic needs.

Sensory Perception: Psychological method of recognizing and interpreting an object through one or more of the senses

Pain: Perception of unpleasant feeling conveyed to the brain by sensory neurons.

Mobility: Ability to utilize body mechanics in order to stand, bend, walk, and climb.

Sleep: The natural periodic suspension of consciousness which is necessary and natural and allows the shift in physiological and neurological activity and is intended to be restorative.

Cellular regulation: The term cellular regulation refers to all functions carried out within the cells to maintain homeostasis, including their responses to extracellular signals (e.g., hormones, neurotransmitters) and the way that each cell produces an intracellular response.

Infection: The invasion and multiplication of microorganisms in body tissues, which may be clinically unapparent or result in local cellular injury due to competitive metabolism, toxins, intracellular replication, or antigen-antibody response.

Inflammation: An immunologic defense against tissue injury, infection, or allergy that is a protective process initiated to minimize or remove the pathologic agent or stimuli triggering the inflammation and to promote healing.

Immunity: The normal physiologic response to microorganisms and proteins as well as conditions associated with an inadequate or excessive immune response.

Thermoregulation: The process of maintaining core body temperature at a near constant value.

Tissue Integrity: The state of structurally intact and physiologically functioning epithelial tissue such as the integument (including skin and subcutaneous tissue) and mucous membranes.

Family Dynamics: Interrelationships between and among individual family members or the forces at work within a family that produce particular behaviors or symptoms.

Culture: The shared patterns of behaviors and interactions, cognitive constructs and understanding that are learned by socialization. Thus, it can be seen as the growth of a group identity fostered by social patterns unique to the group.

Sexuality: A broad concept that includes aspects of the physical, psychological, social, emotional, and spiritual makeup of an individual. Sexuality is not limited to the physical or biological elements and behavior, but encompasses the manner in which individuals use their own roles, relationships, values, customs, and gender. Sexual health requires a positive and respectful approach to sexuality and sexual responses, as well as the possibility of having pleasurable and safe sexual experiences, free of coercion, discrimination and violence.

Reproduction: The total process by which an organism produces offspring.

Caregiving: Caregiving is a situation in which a lay individual (e.g., family member, significant other) provides direct care to another individual (e.g., older adult person, individual with a chronic illness) with a health-related condition.

Palliative Care: The reduction or relief of the undesirable effects or symptoms resulting from an incurable disease (without providing a cure).

Anxiety: An alert to the human condition of impending doom, either real or imagined, accompanied by autonomic responses that serve as a protective mechanism.

Mood/Affect: The way a person feels, and the term affect is defined as the observable response a person has to his or her own feelings; the mood spectrum is a continuum of all possible moods that any person may experience.

Cognition: Cognition refers to all processes involved in human thought. The process of thought that embodies perception, attention, visual-spatial cognition, language, learning, memory, and executive function with the higher-order thinking skills of comprehension, insight, problem solving, reasoning, decision making, creativity, and metacognition.

Psychosis: A change in the brain that disrupts a person's interpretation and/or experience of the world secondary to complex neurobiological changes; hallucinations, delusions, and/or disorganized thinking are hallmark characteristics.

Addiction: A compulsive and maladaptive dependence on a substance (e.g., alcohol, cocaine, opiates, or tobacco) or a behavior (e.g., gambling, Internet surfing, pornography); the dependence typically produces adverse psychological, physical, economic, social, or legal ramifications.

Violence/Abuse: Interpersonal violence is the intentional use of physical force or power, threatened or actual, against oneself, another person, or a group or community that either results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment, or deprivation.

Perfusion: Flow of blood through arteries, arterioles, capillaries, venules, and veins delivering oxygen and nutrients to and removing waste products from cells.

Intracranial Regulation: Maintenance of the balance of brain tissue, blood, and cerebrospinal fluid within the cranium.

Gas Exchange: The process by which oxygen is transported to cells and carbon dioxide is removed from cells.

Clotting: A physiologic process in which blood is converted from a liquid to a semisolid gel.

Acid/Base: The process of balancing acids produced by normal metabolism, and bases which neutralize or promote excretion of those acids, in order to optimize cellular function.

Healthcare Quality: The degree in which the client's health status has been affected by providing cost-effective, competent, client-focused care.

Health Disparities: Differences in the incidence, prevalence, mortality, and burden of diseases and other adverse health condition that exist among specific populations.

Self-Management: The day-to-day tasks an individual must undertake to control or reduce the impact of disease on physical health status.

Care Coordination: A set of activities purposefully organized by a team of personnel that includes the patient, to facilitate the appropriate delivery of the necessary services and information to support optimal health and care across settings and over time.

Advanced Health Promotion: Activities and actions that promote well-being and self-care of clients in multiple settings.

Safety: Freedom from accidental injury; ensuring patient safety involves the establishment of operational systems and processes that minimize the likelihood of errors and maximizes the likelihood of intercepting them when they occur.

Technology: The knowledge and use of tools, machines, materials, and processes to help solve human problems, for the purpose of concept analysis, the focus is on "health information technology (health IT) as the essential antecedents for health informatics.

Clinical Judgement: An interpretation or conclusion about a patient's needs, concerns, or health problems, and/or the decision to take action (or not), use or modify standard approaches, or improvise new ones as deemed appropriate by the patient's response.

Ethics: The study or examination of morality through a variety of different approaches.

Healthcare Law: The collection of laws that have a direct impact on the delivery of health care or on the relationships among those in the business of health care or between the providers and recipients of health care.

Healthcare Organization: Healthcare organizations are purposefully designed, structured social systems developed for the delivery of health care services by specialized workforces to dividend communities, populations or markets.

Health Policy: Choices made by society or social entities that relate to public goals and priorities as well as the choices made for allocating resources to those goals and priorities.

Healthcare Economics: The allocation of healthcare limited resources among unlimited demands and how to pay for these resources.

Leadership: Leadership is an interactive process that provides needed guidance and direction. Has been described as a process of social influence in which a person can enlist the aid and support of others in the accomplishment of a common task.

Collaboration: Collaboration is a development of partnerships to achieve the best possible outcomes that reflect the particular needs of the patient, family or community, requiring an understanding of what others have to offer.

References:

Giddens, J. F. (2013). *Concepts for nursing practice*. St. Louis, MO: Mosby

Miller-Keane Encyclopedia and Dictionary of Medicine, Nursing, and Allied Health, Seventh Edition. © 2003 by Saunders.

SAMPLE CURRICULUM PLAN (4-year)

STESON-USF Diploma-BSN Cooperative Nursing PROGRAM (CNP)

ACADEMIC PLANNING: PROGRAM – STESON-USF Diploma-BSN CNP 4 YEAR PLAN

Effective August 2021

Fall 12-18 credit hours (placements if needed)		Spring 12-18 credit hours	
NUR 101 Fundamental Key Concepts	5 credits	NUR 102 Key Concepts of Assessment	5 credits
FCC ENGL 101 Composition and Rhetoric	3 credits	FCC ENGL 104 Rhetoric and Research	3 credits
BIOL 221 Anatomy & Physiology 1	3 credits	BIOL 222 Anatomy & Physiology 2	3 credits
BIOL 221 Anatomy & Physiology LAB	0 credits	BIOL 222 Anatomy & Physiology LAB	0 credits
FCC FYS200 Engage: Intro to Franciscan Education	3 credits	BIOL 223 Microbiology + LAB	3 credits
Semester credit hours	14 credits	Semester credit hours	14 credits
		Total year 1 total	
		28 credits	
Fall 12-18 credit hours		Spring 12-18 credit hours	
BIO 212 Pathophysiology	3 credits	NUR 211 Health and Illness Concepts I	5 credits
NUR 213 Health and Illness Concepts III	6 credits	NUR 212 Health and Illness Concepts II	5 credits
FCC Franciscan Tradition (THEO 105)	3 credits	BIO 213 Pharmacology	3 credits
PSYC 121 General Psychology (FCC Behavioral Science)	3 credits	FCC Theology (<i>Pre-requisite THEO 105</i>)	3 credits
Semester credit hours	15 credits	Semester credit hours	16 credits
		Total year 2	
		59 credit hours	
Fall 12-18 credit hours		Spring 12-18 credit hours	
NUR 305 Health and Illness Concepts V	6 credits	NUR 336 Health and Illness Concepts VI	6 credits
NUR 308 Health and Illness Concepts IV	6 credits	NUR 341 Professional Nursing & Health Concepts I ***	3 credits
NUR 342 Statistics (FCC Math)	3 credits	FCC Philosophy 123 (Ethics)	3 credits
Semester credit hours	15 credits	NUR 404 Research	3 credits
		Semester credit hours	
		15 credits	
		Total Year 3	
		89 credit hours	
Fall 12-18 credit hours		Spring 12-18 credit hours	
NUR 402 Professional Nursing and Health Concepts II	6 credits	NUR 403 Professional Nursing & Health Concepts III ^^^	7 credits
FCC Elective	3 credits	FCC COMM 121 Public Communication	3 credits
FCC Sociology-related Course	3 credits	FCC Elective	3 credits
FCC Elective	3 credits	FCC Creative Arts OR Literature	3 credits
Semester credit hours	15 credits	Semester credit hours	16 credits
		Total year 4	
		120 credit hours total	

*Franciscan Core Curriculum are General Education (GE) courses are approved by the University's Curriculum Council. FCC label indicates a course that meets general education requirement. The above is a **RECOMMENDATION** of how a course sequence of the Franciscan Core Curriculum (FCC) could be planned. Please see your Academic advisor for additional information. Courses may be offered in 8, 11, or 16-week time frames.*

Please note: This schedule is subject to change based on course offerings and curriculum developments that may occur throughout the academic year.

NOTE: * FCC Social Justice; ^^^ FCC Capstone**

Science = 15 credits
 General Education = 39 credits
Nursing (Clinical 60+ Non-clinical 6) = 66 credits
Diploma-BSN CNP = 120 Total Credits

SAMPLE CURRICULUM PLAN (3-year)

STESON-USF Diploma-BSN Cooperative Nursing Program (CNP)

ACADEMIC PLANNING: PROGRAM – STESON-USF Diploma-BSN CNP 3 YEAR PLAN

Effective August 2021

Fall 14 credit hours		Spring 14 credit hours	
NUR 101 Fundamental Key Concepts	5 credits	NUR 102 Key Concepts of Assessment	5 credits
FCC ENGL 101 Composition & Rhetoric (or ENGL 103)	3 credits	FCC ENGL 104 Rhetoric and Research	3
BIOL 221 Anatomy & Physiology 1	3 credits	BIOL 222 Anatomy & Physiology 2	3 credits
BIOL 221 Anatomy & Physiology LAB	0 credits	BIOL 222 Anatomy & Physiology LAB	0 credits
FCC FYS200 Engage: Intro to Franciscan Education	3 credits	BIOL 223 Microbiology + LAB	3 credits
Semester credit hours	14 credits	Semester credit hours	14 credits
Summer Year 1 (9 credit hours)			
BIO 212 Pathophysiology	3 credits		
FCC Literature OR Creative Arts	3 credits		
USF FCC Elective	3 credits		
Semester credit hours (credit hours total)	9 credits	Total Year 1	37 credits
Fall 12-18 credit hours		Spring 12-18 credit hours	
NUR 211 Health and Illness Concepts I	5 credits	NUR 213 Health and Illness Concepts III	6 credits
NUR 212 Health and Illness Concepts II	5 credits	FCC COMM 121 Public Communication	3 credits
FCC Franciscan Tradition (THEO 105)	3 credits	NUR 342 Statistics (FCC Math)	3 credits
BIO 213 Pharmacology	3 credits	PSYC 121 Psychology (FCC Behavioral Science)	3 credits
Semester credit hours	16 credits	Semester credit hours	15 credits
Summer Year 2 (12-15 credit hours)			
NUR305 Health and Illness Concepts V:	6 credits	FCC Theology (Pre-req. THEO 105) {2 nd 8 weeks}	3 credits
NUR308 Health and Illness Concepts IV:	6 credits		
Semester credit hours (credit hours total)	15 credits	Total Year 2	83credit hours
Fall 12-18 credit hours		Spring 12-18 credit hours	
NUR 336 Health and Illness Concepts VI	6 credits	NUR 402 Professional Nursing and Health Concepts II	6 credits
NUR 341 Professional Nursing & Health Concepts I **	3 credits	USF FCC Elective	3 credits
NUR 404 Research	3 credits	USF FCC Elective	3 credits
FCC Philosophy 123/Ethics	3 credits	Sociology-related Course	3 credits
Semester credit hours	15 credits	Semester credit hours	15 credits
Summer Year 3 (7 credit hours)			
NUR 403 Professional Nursing & Health Concepts III (FCC Capstone)	7credits		
Semester credit hours (credit hours total)	7 credits	Total Year 3	120 credit hours

Franciscan Core Curriculum are General Education (GE) courses are approved by the University's Curriculum Council. FCC label indicates a course that meets USF general education requirement. The above is a RECOMMENDATION of how a course sequence of the Franciscan Core Curriculum (FCC) could be planned. Please see your Academic advisor for additional information. Courses may be offered in 8, 11, or 16-week time frames.

Please note: This schedule is subject to change based on course offerings and curriculum developments that may occur throughout the academic year.

NOTE: ** FCC Social Justice

Science = 15credits
 General Education = 39 credits
 Nursing (Clinical 60+ Non-clinical 6) =66 credits
Diploma-BSN CNP = 120 Total Credits

SAMPLE CURRICULUM PLAN (2-year) (2nd Degree with Sciences Completed)

STESON-USF Diploma-BSN Cooperative Nursing PROGRAM (CNP)

ACADEMIC PLANNING: PROGRAM – STESON-USF Diploma-BSN CNP **

Effective August 2021

Fall 12-18 credit hours (placements if needed)		Spring 12-18 credit hours	
NUR 101 Fundamental Key Concepts	5 credits	NUR 211 Health and Illness Concepts I	5 credits
NUR 102 Key Concepts of Assessment	5 credits	NUR 212 Health and Illness Concepts II	5 credits
BIO 212 Pathophysiology	3 credits	BIO 213 Pharmacology	3 credits
FCC Franciscan Tradition (THEO 105)	3 credits		
Semester credit hours	16 credits	Semester credit hours	13 credits
Summer Year 1 (6 credit hours)			
NUR 213 Health and Illness Concepts III		6 credits	
Summer credit hours (credit hours total)	6 credits	Total Year 1	35 credits
Fall 12-18 credit hours		Spring 12-18 credit hours	
NUR305 Health and Illness Concepts V:	6 credits	NUR 336 Health and Illness Concepts VI	6 credits
NUR308 Health and Illness Concepts IV:	6 credits	NUR 341 Professional Nursing & Health Concepts I ***	3 credits
NUR 342 Statistics (FCC Math)	3 credits	NUR 404 Research	3 credits
Semester credit hours	15 credits	Semester credit hours	12 credits
Summer Year 2 (13 credit hours)			
NUR 402 Professional Nursing and Health Concepts II		6 credits	
NUR 403 Professional Nursing & Health Concepts III	FCC Capstone	7 credits	
Summer credit hours (credit hours total)	13 credits	Total Year 2	40 credit hours

****NOTE:** Science and General Education Requirements are the same for all students completing the STESON-USF Diploma-BSN Cooperative Nursing PROGRAM. Type and number of General Education Courses to be completed by each student with previous degrees or credits earned **will be determined on an individual basis after a transfer evaluation**. This **SAMPLE plan assumes transfer evaluation grants credit for 9 Science credit hours and 36 General Education credit hours for completed previous degree and science courses from an accredited institution**. However, the granting of credits toward the Science and/or General Education requirements may vary based on the individualized transfer evaluation. Therefore, an **ACTUAL** curriculum plan **will be developed for each individual student based on his/her respective transfer evaluation results**.

Franciscan Core Curriculum are General Education (GE) courses are approved by the University's Curriculum Council. FCC label indicates a course that meets USF general education requirement. The above is a RECOMMENDATION of how a course sequence of the Franciscan Core Curriculum (FCC) could be planned.

Please see your Academic advisor for additional information.

Courses may be offered in 8, 11, or 16-week time frames.

Please note: This schedule is subject to change based on course offerings and curriculum developments that may occur throughout the academic year.

NOTE: *** FCC Social Justice

Science (9 Credit Hours Transferred + 6 Credit Hours of PATHO/PHARM) = 15 credits

General Education (36 Credit Hours for 2nd degree + THEO 105) = 39 credits

Nursing (Clinical 60+ Non-clinical 6) = 66 credits

Diploma-BSN CNP = 120 Total Credits

{Curriculum plans can also be viewed by visiting our website at www.steson.org.}

COURSE OFFERING SCHEDULE

It is the Nursing program and its affiliate university (University of Saint Francis - USF) policy to RESERVE THE RIGHT TO CANCEL any course for low enrollment. In order for a course of the nursing program to be offered, the number of students registered and enrolled must be at least ten (10). The Nursing program also reserves the right to assign students to class/course sections and to limit the number of students who may enroll in a course.

SUBJECT TO CHANGE

Biology (Nursing Supported) Prerequisite to entering Nursing Level 2 courses: Fall, Spring and Summer

BIO 212 Analysis of Pathophysiological Concepts (Eleven Week Summer)

BIO 213 Analysis of Pharmacotherapeutics (Eleven Week Summer)

Level 1: - All courses, all terms – Fall, Spring and Summer (Except NUR101) (Based on Student enrollment or progression plans)

NUR 101 – Fundamental Key Concepts to Nursing Skills (5)

NUR 102 – Key Concepts of Assessment (5)

Level 2: - All courses, all terms –Fall, Spring & Summer (Except NUR211) (Based on Student enrollment or progression plans)

NUR 211 Health and Illness Concepts I: Homeostasis & Regulation (5)

NUR 212 Health and Illness Concepts II: Sensory and Movement (5)

NUR 213 Health and Illness Concepts III: Emotional Process (6)

Level 3: All courses, all terms – Fall, Spring and Summer (Except NUR342) (Based on Student enrollment or progression plans)

NUR 305 Health and Illness Concepts V: Human Protection (6)

NUR 308 Health and Illness Concepts IV: Family Health (6)

NUR 336 Health and Illness Concepts VI: Oxygenation and Hemostasis (6)

NUR 341 Professional Nursing & Health Concepts I: Healthcare Quality & Advanced Health Promotion (3)

NUR 342 Statistics (3)

Level 4: Fall, Spring and Summer (Except NUR404) (Based on Student enrollment or progression plans)

NUR 402 Professional Nursing and Health Concepts II: Ethical and Legal Issues (6)

NUR 403 Professional Nursing and Health Concepts III: Leadership and Collaboration (7)

NUR404 Nursing Research (3)

NOTE: *Courses may be offered in 5, 8, 11, or 16-week sessions.*

PROGRESSION AND REGISTRATION GUIDELINES & GRADUATION REQUIREMENTS

Requests for Permission to take a Course at Another College/University after being Admitted and Enrolled.

A student must **request and receive permission prior** to registering and enrolling in a course from another accredited college/university if they wish to seek transfer credit after they have been admitted and enrolled in courses of the Cooperative Nursing Program. Requests for permission will be reviewed by the Director, School of Nursing or Registrar, who will coordinate requests for approval with respective University Registrar. Students are allowed to transfer in **no more than 7** credit hours after they have been admitted and enrolled in courses of the Cooperative Nursing Program. The student must:

- Complete the Transfer Course Verification Form (See Registrar for form).
- Obtain signature from Advisor on form after consulting with Registrar of Nursing Program.
- Request and submit one (1) official copy of transcript of course grade upon completion to the Registrars' offices. For consideration of transfer credit for courses required in the nursing program a passing grade or better must be earned (See Grading Policy and/or Graduation Requirements for details). Transfer grades are not computed in a student's Cum-GPA.

Maximum Combined Summer Course Registration and Load.

No student will be allowed to register or enroll in more than a combined total of 12 (twelve) semester hours during the Summer (5 and 8 Week) and Summer (11 Week) terms without permission of a Nursing Program Director or designee.

Federal Regulations require the School to combine all summer mini-sessions into one (1) semester for purposes of packaging Federal Financial Aid. Since this package is calculated based on registration for all terms, students should be advised of the consequences of dropping courses. It is highly recommended that students be strongly encouraged to meet with the Financial Aid Director prior to any decision being made about withdrawal or dropping of classes.

Semester Credit Overload

A student must receive permission from the Director, School of Nursing or Registrar to register for a semester credit overload. A student would be considered applying for a semester credit overload if their total semester credit count is greater than 19 semester hours. Permission will not be granted if the student:

- Has been on any form of Probation during their enrollment.
- Does not have a minimum Cum-GPA of at least 3.0.

If a Credit Overload permission is granted, the student will be charged a credit overload fee of the current per credit semester charge for the entire course credits that placed the student in overload status. (i.e., if the student's registration for normal progression was 17 semester hours and requested and received permission to add another 3 semester hour course for a total semester credit load of 20 hours, the student's overload fee would be the current per-credit hour charge times three [3].)

Credit Overload permissions will only be granted for a combined Summer session registrations of greater than 12.5 hours if by not granting the Credit Overload the student would be prevented from program completion at the end of that Summer Credit Overload registration. Credit Overload fees will apply.

Pre and Co – Requisite Rules

- Bio 212 - Pathophysiology prior to or concurrent with Bio 213 – Pharmacology
- NUR 101 – Pre- or Co-requisite to NUR 102
- Completion of Bio 212 – Pathophysiology – Pre-requisite to Level 2 Clinical Nursing courses NUR 211 and/or 212.
- Completion of Bio 213 – Pharmacology – Pre-requisite to all Level 3 Clinical Nursing courses
- NUR 404 – Nursing Research has a Pre-requisite of all Level 2 courses and NUR342 Statistics.
- For other Pre- and Co-requisite details, please see *Course Descriptions* section below.

Progression after being Placed on Nursing Probation:

A student who has been placed on Nursing Probation due to failure in a Clinical Nursing course will not be eligible to register or enroll in more than one Clinical Nursing courses in the semester that immediately follows the Probation. If the student is successful in the immediate semester/term after being placed on probation, the student may be allowed to enroll in two Clinical Nursing courses (accelerated placement) if the following conditions are met. The student must:

- receive a passing grade or better in the Clinical Nursing Course and all other courses taken in the semester after probation is established
- have taken an active role in the implementation of his/her Probation contract
- have received a recommendation for accelerated placement by both
 - his/her Faculty Advisor/Probation manager, and
 - the instructor(s) in the Clinical Nursing course in which the student is currently enrolled.

Criteria used in determining recommendation is at the discretion of the individual instructor and/or advisor.

Progression after being Re-instated in the Clinical Nursing Curriculum Plan (CNC):

A student, who has been re-instated in the Clinical Nursing Curriculum Plan (whether the student was Dismissed from the program or Dropped from Clinical Nursing) will not be eligible to register or enroll in more than one (1) Clinical course after being re-instated in the Clinical Nursing Plan.

Exceptions may apply if the student has:

- a maximum course load of no greater than 13 semester hours in a full-term (16 week) semester with the second clinical course.
- received a passing grade or better in the Clinical Nursing Course and all other courses taken in the semester prior.
- continued to take an active role in the implementation of his/her Probation contract.
- received a recommendation for accelerated placement by both
 - his/her Faculty Advisor/Probation manager, and
 - the instructor(s) in the Clinical Nursing course in which the student is currently enrolled.

Criteria used in determining recommendation is at the discretion of the individual instructor and/or advisor.

DIPLOMA-BSN PROGRAM COMPLETION (Graduation) REQUIREMENTS (EFFECTIVE FOR FIRST-TIME STUDENTS ENTERING PROGRAM August 2017) ** (See note below)****

REQUIRED:

- Achieve a minimum of 120 semester credits and a cumulative grade point average (Cum-GPA) of 2.7 in the Cooperative Nursing Program for the Diploma from St. Elizabeth School of Nursing and the BSN degree from University of Saint Francis. The last 30 semester hours must be taken in residence.
- Achieve a required “C” grade or better in:
 - Human Anatomy & Physiology I and II (6 Semester Credits)
 - Introductory Microbiology (3 Semester Credits)
 - General Education
 - English 101: Composition and Rhetoric
 - Sociology 101: Introduction to Sociology (Change effective August 2020)
 - Psychology 121: Introduction to Psychology (Change effective August 2020)
- Achieve a required “C-” grade or better in:
 - English 104: Research and Rhetoric
- All nursing courses of the Nursing Program must be passed with at least an overall 80% or better per the GRADING Policy requirements (#9732-I-100011). (Including Bio 212 - Pathophysiology [3 Semester Credits] and Bio 213 - Pharmacology [3 Semester Credits]).
- To qualify for a passing grade or better in all nursing courses including Bio 212 Pathophysiology and Bio 213 Pharmacology, the student must demonstrate an overall unrounded average of 80% or better on all tests and quizzes of the course and satisfactorily complete all course requirements (e.g., clinical requirements, successful completion of the medication competency within the allotted time and number of possible qualifying tests etc.). If unrounded

80% overall test and quiz average is not met, the final course grade will be recorded as the overall test and quiz average.

- Achieve a cumulative GPA of 2.00 or better in USF General Education requirements.
- Show evidence of reasonable professional competency in nursing as demonstrated by achieving a satisfactory observed score on program determined national standardized examinations during the student's last year of nursing course work.
- Have met financial and/or other graduation requirements as published in the Student Handbook.
Students are ultimately responsible to ensure that CNP requirements and graduation requirements are met.

**** Students who entered the program in August 2016 or January 2017 have same Program Completion Requirements except the students had 121 Total Credit Hours required in the program because Microbiology was 4 credit hours with Saint Joseph's College versus 3 credit hours with educational partnership effective May 2017 (i.e., University of Saint Francis).**

UNIVERSITY OF SAINT FRANCIS GENERAL EDUCATION INFORMATION

The **Franciscan Core Curriculum** (FCC) is an endeavor on the part of the faculty of the University of Saint Francis to incorporate the Franciscan values into the General Education curriculum and to integrate the liberal arts tradition within the academic majors.

This framework creates the opportunity for students to discover the connections between the Core Curriculum outcomes and the lives we hope they lead both professionally and personally.

Franciscan Core Curriculum Vision Statement:

The Franciscan Core Curriculum promotes learning, leadership and service to prepare students for lives of integrity. Graduates of the University of Saint Francis embody the Franciscan Values in their personal and professional lives, lead with expertise and responsibility, reason with evidence and clarity, serve with compassion, and advocate with empathy.

Franciscan Core Curriculum Outcomes

- Apply the Franciscan values to reflect on one's vocation and serve the community.
- Apply scientific or mathematical reasoning to analyze problems and make knowledgeable decisions.
- Demonstrate effective writing and speaking to communicate to diverse audiences.
- Demonstrate leadership and collaboration to build community.
- Develop digital and information literacy to make informed decisions.
- Employ the philosophical tradition to analyze assumptions about reality.
- Examine historical or social context to understand human behavior.
- Examine the richness of Catholic-Christianity, the life of St. Francis, and the Franciscan movement in dialogue with one's own life.
- Examine the theological tradition and its contribution to the pursuit of truth across time and cultures.
- Interpret literature or creative arts to understand the human experience.

The first-year seminar or Engage is an introduction to college level study and service, collaboration and leadership. The capstone is a place of integration where the knowledge, skills and values gained in the Franciscan Core Curriculum and the student's particular major are brought to bear in an original project.

Students will take courses from specific academic disciplines to meet each of the Franciscan Core Outcomes.

First-Year Seminar-Engage and Foundations Course (Cornerstone)

- Apply the Franciscan values to reflect on one's vocation and serve the community.
- Demonstrate leadership and collaboration to build community.

Science or a Math Course

- Apply scientific or mathematical reasoning to analyze problems and make knowledgeable decisions.

Composition and Rhetoric Course

- Demonstrate effective writing and speaking to communicate to diverse audiences.

Fundamentals of Public Communication Course

- Demonstrate effective writing and speaking to communicate to diverse audiences.

Rhetoric and Research Course

- Demonstrate effective writing and speaking to communicate to diverse audiences.
- Develop digital and information literacy to make informed decisions.

Philosophy Course

- Employ the philosophical tradition to analyze assumptions about reality.

History or a Behavioral Science Course

- Examine historical or social context to understand human behavior.

Franciscan Tradition Course

- Examine the richness of Catholic-Christianity, the life of St. Francis, and the Franciscan movement in dialogue with one's own life.

Care for Creation or a Social Justice Course

- Apply the Franciscan values to reflect on one's vocation and serve the community.

Theology Course

- Examine the theological tradition and its contribution to the pursuit of truth across time and cultures.

Creative Art or a Literature Course

- Interpret literature or creative arts to understand the human experience.

Major Specific Capstone Course

- Apply the Franciscan values to reflect on one's vocation and serve the community.
- Develop digital and information literacy to make informed decisions.

For more details, please visit <https://www.sf.edu/academics/general-education/>

(See *USF Course Catalog* for more details, course descriptions, and credit hour information - can be found at <http://catalogs.sf.edu/>)

USF General Education Distance Education/Online Information

Students of the Nursing Program complete required General Education Courses via distance education/online delivery format. The University of Saint Francis utilizes Canvas as its Learning Management System for the provision of online distance education courses in the general education curriculum. While course content and pedagogical approaches may vary by discipline, the fully online courses are generally asynchronous, with required participation by students (such as posting on the discussion board or completion of various assignments) each week. Although asynchronous, most fully online courses are not self-paced, and students complete the course by following the instructor's syllabus, receiving constructive feedback from the instructor, and demonstrating achievement of course learning outcomes through assignments that are submitted according to due dates established by the instructor. Fully online courses generally incorporate the use of discussion boards, pre-recorded lectures, various types of assignments, exams, and interactive multimedia content. Faculty members in online courses are accessible via e-mail, phone, video conference, and virtual office hours.

To ensure students are successful with this delivery format, USF has created a means to provide students with technology support. Specifically, Canvas© is the learning management system utilized at USF. Student orientation to the platform occurs in FYS200 Engage: Intro to Franciscan Education, a course taken in the first semester which covers topics to facilitate student success in college. Students with 30 or more transfer credits will not be required to take Engage, but will still have access to technology support services for their online learning questions and needs. For example, tutorials and FAQs are available 24/7 through Canvas. Technical support for students and faculty is also offered through the help desk at USF. The help desk is staffed from 8:00am- 8:00pm, when 96.6% of support calls are received and processed. Outside of scheduled hours, all support calls go to a drop box that is monitored 24/7 to ensure that urgent issues are addressed in a timely fashion.

SAN DAMIANO CROSS



Saint Francis was born into a wealthy merchant family in Assisi in the Umbrian region of Italy. He went often to pray in a nearby chapel called San Damiano. One day he heard a voice from the cross: "Francis, go and repair my house which, as you see, is all being destroyed." Without hesitation Francis took a costly piece of silk from his father's warehouse, sold it, and with the money bought stones to repair the chapel. Later he came to see that the request was to build up the house of God, the Church. Angry with Francis for his thievery, his merchant father took Francis to the court of the bishop. Francis gave up his inheritance in order to devote himself completely to the mission received from God.

The San Damiano crucifix is referred to as an icon cross because it contains images in a way similar to icons done in the Eastern Christian tradition: Jesus, Mary the mother of Jesus, John, Mary Magdalene, Mary the mother of James and the centurion who expressed his belief in Christ are featured on the painting. The Roman soldier who pierced the side of Jesus and the soldier who offered Him the sponge dipped in wine are pictured at the bottom. There is a small rooster as a reminder of Peter's denial, as well as a reminder not to put too much reliance on our own strength.

COURSE DESCRIPTIONS

GENERAL EDUCATION (Offered via online delivery format except where indicated.)

FYS 200 – ENGAGE: INTRO TO FRANCISCAN EDUCATION 3 CREDIT HOURS

FYS 200 is a course that connects students to the university, the community, and Catholic and Franciscan spiritual and intellectual traditions. Through an exploration of the university's Franciscan Values and its liberal arts tradition, students will become connected to the university's unique mission and values while sharpening skills that will ease the transition to college-level online study. The course is designed to orient students to the University of Saint Francis, prepare students to be successful in the online environment, and introduce them to the life and ministry of Saint Francis and his followers.

ENGLISH 101 – RHETORIC & COMPOSITION 3 CREDIT HOURS

Principles and techniques of expository writing; review of the fundamentals of grammar, usage, mechanics, and style. Preparation and writing of the documented research paper. *A grade of C or above is required.*

ENGLISH 104 – RHETORIC AND RESEARCH 3 CREDIT HOURS

ENGL 104 builds on the concepts introduced in ENGL 101. Students will engage in intensive writing instruction focused on inquiry and research. They will learn to ask research questions and how to find, assess, use, cite, and document varied primary and secondary sources that will support their arguments.

COMMUNICATION 121 – PUBLIC COMMUNICATION 3 CREDIT HOURS

Fundamental concepts and skills for effective Public Speaking: preparation and delivery of informative, persuasive, entertainment and group presentations. Includes instruction in use of visual aids, organizing materials, demographics, listening and evaluation skills as a respectful audience member. Group activities will evaluate the ability to interact in a respectful manner, listen to group members and communicate orally and nonverbally as a group member.

PSYCHOLOGY 121 – GENERAL PSYCHOLOGY 3 CREDIT HOURS

Principles and methods in the field of psychology, including individual differences, personality, behavior disorders and therapy, physiological and psychological effects of drugs, measurement, learning, and motivation. *A grade of C or above is required.*

SOCIOLOGY 101 – INTRO TO SOCIOLOGY 3 CREDIT HOURS

Introduction to the theoretical paradigms, methods of inquiry, and analytical tools of sociology. Develop the critical thinking skills necessary to actualize the sociological imagination. While learning how to think sociologically, will be exposed to various sub-specializations, key concepts, and major findings in the field. (Sociology 135 equivalent) *A grade of C or above is required.*

THEOLOGY 105 - THE FRANCISCAN TRADITION 3 CREDIT HOURS

This course will allow students to discover the lives of Francis and Clare in their historical and cultural contexts. It will encourage students to reflect theologically on their relationships with God, neighbor, Church, and Creation in light of USF's Franciscan values. It will also offer students an occasion to experience and reflect ethically upon Francis' continuing impact through service learning.

PHILOSOPHY 123 – ETHICAL FOUNDATIONS 3 CREDIT HOURS

Using critical thinking to analyze and resolve questions and problems in ethics. Focus on principle ethical theories and theorists of the philosophical tradition, including Aristotle, Thomas Aquinas, and others. Discerning and informing one's own approach to moral questions and problems through an engagement and application of the philosophical tradition.

CREATIVE ARTS OR LITERATURE

3 CREDIT HOURS

Various courses may be taken to meet the Creative Arts OR Literature requirement. See current USF course semester catalog.

THEOLOGY (*Prerequisite is THEO 105.*)

3 CREDIT HOURS

Various courses may be taken to meet this Theology requirement. See current USF course semester catalog.

FCC Elective – 9 hours. See current USF course semester catalog for available offerings.

NOTE: More details on USF Gen Ed Course Descriptions can be found at <http://catalogs.sf.edu/> Courses may be offered in 5, 6, 8, 11, or 16-week time frames, depending on term.

BIOLOGICAL AND PHYSICAL SCIENCES (Offered at St. Elizabeth School of Nursing)**BIOLOGY 221 (BIO 221) - HUMAN ANATOMY AND PHYSIOLOGY I****3 credit hours**

Structure and function of various cells, tissues, organs, and organ systems of the human body, with special emphasis on the integumentary, skeletal, muscular, nervous system and sense organs. Mammalian dissection in laboratory. (Lecture 2 hours, Lab 3 hours) Fall Semester and Spring.

BIOLOGY 222 (BIO 222) - HUMAN ANATOMY AND PHYSIOLOGY II**3 credit hours**

Structure and function of various systems of the human body with special emphasis on the circulatory, respiratory, digestive, endocrine, urinary and reproductive systems. Mammalian dissection in laboratory. (Lecture 2 hours, Lab 3 hours) Spring and Summer Semester. **Prerequisite BIO221.**

BIOLOGY 223 (BIO 223) – INTRODUCTORY MICROBIOLOGY**3 credit hours**

The study of the biology of microorganisms and their significance to human health with emphasis on microbial structure and function, pathogenicity, control and chemotherapeutic agents. (Lecture 2 hours, Lab 3 hours) Spring and Summer Semester (and Fall based on Student enrollment or progression plans).

BIOLOGY 212 (BIO 212) - ANALYSIS OF PATHOPHYSIOLOGICAL CONCEPTS**3 credit hours**

This course is designed to involve the learner in the conceptual analysis of pathophysiological processes. The learners will build on their previous knowledge of the biological and physical sciences. **Prerequisite: BIO 221, 222, 223.** Fall, Spring, and Summer Semester. Three contact hours per week for fifteen (15) weeks.

BIOLOGY 213 (BIO213) - ANALYSIS OF PHARMACOTHERAPEUTICS**3 credit hours**

This course is designed to involve the learner in analyzing various pharmacology concepts. The structure of this course will be based on pharmacological classifications. The learners will build on previous knowledge from the biological and physical sciences. **Prerequisite: BIO 221, 222, 223. Pre or Co-requisite: BIO 212.** Fall, Spring, and Summer Semester (Summer offering based on Student enrollment or progression plans.): Three contact hours per week for fifteen (15) weeks.

NOTE: Courses may be offered in 6, 8, 11- or 16-week time frames, depending on term.

NURSING (Offered at St. Elizabeth School of Nursing)

(Note: Summer offerings are based on Student enrollment and/or published progression plans.)

LEVEL 1

NUR 101 – FUNDAMENTAL KEY CONCEPTS TO NURSING SKILLS

5 credit hours

This course focuses on the development of fundamental nursing skills. This course introduces the key concepts of comfort, nursing process, safe and effective care, evidenced based practice, communication, legal and professional standards, compassion, respect, accountability, and responsibility. This course introduces the curricular concepts with application to self and clients of professionalism, stress, coping, communication, development, nutrition. Learners will apply to self and clients the concepts and fundamental nursing skills in structured settings across the lifespan.

Fall and Spring Semester: Three (45) lecture contact hours, 2 (90) clinical contact hours over fifteen weeks.

NUR 102 – KEY CONCEPTS OF ASSESSMENT

5 credit hours

This course focuses on the recognition of normal assessment findings. This course introduces the key concepts of clinical decision making, cultural competency, inter-professional collaboration, health promotion, lifespan, nursing process, and leadership. This course introduces the curricular concepts of patient education, health promotion, adherence, spirituality, grief, motivation, and assessment. Learners will apply the concepts and fundamental nursing skills in structured settings across a lifespan. **Co- or Pre-requisite: NUR101.**

Fall, Spring, and Summer Semesters Three (45) lecture contact hours, 2 (90) clinical contact hours over 15 weeks.

LEVEL 2

NUR 211 – HEALTH AND ILLNESS CONCEPTS I: HOMEOSTASIS AND REGULATION

5 credit hours

This course focuses on the analysis of the curricular concepts of fluid/electrolytes, nutrition, elimination, and glucose regulation. This course introduces the curricular concepts of fluid/electrolytes, nutrition, elimination, and glucose regulation. Learners will apply the concepts in clinical environments across the lifespan. **Prerequisites: NUR101, NUR102, BIO212. Recommended Co- or Pre-requisite: NUR212.**

Fall, Spring and Summer Semester: Three (45) lecture contact hours, 2 (90) clinical contact hours over fifteen weeks.

NUR 212 – HEALTH AND ILLNESS CONCEPTS II: SENSORY AND MOVEMENT

5 credit hours

This course focuses on the analysis of the curricular concepts of functional ability, sensory perceptions, pain, sleep, and mobility. This course introduces the curricular concepts of functional mobility, sensory perceptions, pain, sleep, and mobility. Learners will apply the concepts in clinical environments across the lifespan. **Prerequisites: NUR101, NUR102, BIO212. Recommended Pre-requisite: NUR211.**

Fall and Spring Semester: Three (45) lecture contact hours, 2 (90) clinical contact hours over fifteen weeks.

NUR 213– HEALTH AND ILLNESS CONCEPTS III: EMOTIONAL PROCESS

6 credit hours

This course focuses on the analysis of the curricular concepts of mood, affect, cognition, psychosis, addiction, violence/abuse, caregiving, coping, stress, and anxiety. This course introduces the circular concepts of mood, affect, cognition, psychosis, addiction, violence/abuse caregiving, coping, stress, and anxiety. Learners will apply the concepts in clinical environments across the lifespan. **Prerequisites: NUR101, NUR102.**

Fall, Spring and Summer Semester: Three (45) lecture contact hours, 3 (135) clinical contact hours over 15 weeks.

LEVEL 3

NUR 305 – HEALTH AND ILLNESS CONCEPTS V: HUMAN PROTECTION 6 credit hours

This course focuses on the analysis of the curricular concepts of cellular regulation, infection, inflammation, immunity, thermoregulation, and tissue integrity. This course introduces the curricular concepts of cellular regulation, infection, inflammation, thermoregulation, and tissue integrity. **Prerequisites:** NUR211, NUR212, NUR213.

Fall, Spring & Summer Semesters: Three (45) lecture contact hours, 3 (135) clinical contact hours over 15 weeks.

NUR 308 – HEALTH AND ILLNESS CONCEPTS IV: FAMILY HEALTH 6 credit hours

This course focuses on the analysis of the curricular concepts of family dynamics, culture, sexuality, and reproduction. This course introduces the curricular concepts of family dynamics, culture, sexuality, and reproduction. Learners will apply the concepts in clinical environments across the lifespan. **Prerequisites:** NUR211, NUR 212, NUR213.

Fall, Spring & Summer Semesters: Three (45) lecture contact hours, 3 (135) clinical contact hours over 15 weeks.

NUR 336 – HEALTH AND ILLNESS CONCEPTS VI: OXYGENATION AND HOMEOSTASIS

6 credit hours

This course focuses on the analysis of the curricular concepts of perfusion, intra cranial pressure, gas exchange, clotting/coagulation, and acid-base balance. This course introduces the curricular concepts of perfusion, intra cranial pressure, gas exchange, clotting/coagulation, and acid-base balance. Learners will apply the concepts in clinical environments across the lifespan. **Prerequisites:** NUR305, NUR308.

Fall, Spring & Summer Semesters: Three (45) lecture contact hours, 3 (135) clinical contact hours over 15 weeks.

NUR 341 – PROFESSIONAL NURSING AND HEALTH CONCEPTS I: HEALTHCARE QUALITY AND ADVANCED HEALTH PROMOTION 3 credit hours

This course focuses on the analysis of the curricular concepts of healthcare quality, care coordination, health disparities, self-management, and advanced health promotion/disease prevention. This course introduces the curricular concepts of healthcare quality, care coordination, health disparities, self-management, and advanced health promotion/disease prevention. Learners will apply the concepts in clinical environments/practice experiences and communities across the lifespan.

Co- or Pre-requisite: NUR336.

Fall, Spring and Summer Semesters: One (15) lecture contact hours, 2 (90) clinical contact hours over fifteen weeks.

NUR 342 – STATISTICS

3 credit hours

This course presents an introduction to inferential statistics beginning with a brief overview of descriptive statistics and probability, including discrete and continuous distributions, and the central limit theorem. The main emphasis is on estimation, hypothesis testing, and selected tests for small samples. It culminates in analyses of variance and bivariate data with correlation and linear regression. USF MATH 302 is an acceptable equivalent to NUR342.

Fall and Spring Semester (*Summer offerings are based on Student enrollment or progression plans*): Three (45) lecture contact hours over fifteen weeks.

LEVEL 4

NURSING 402 (NUR 402) - PROFESSIONAL NURSING AND HEALTH CONCEPTS II: ETHICAL AND LEGAL ISSUES 6 credit hours

This course focuses on the analysis of the curricular concepts of Professionalism, Clinical Judgment, Ethics, Safety, Technology & Informatics, Evidence, Health Care Economics, Health Policy, and Health Care Law and Palliative Care. This course introduces the curricular concepts of Professionalism, Clinical Judgment, Ethics, Safety, Technology & Informatics, Evidence, Health Care Economics, Health Policy, and Health Care Law and Palliative Care. Learners will apply the concepts in clinical environments/practice experiences facilitating the provision of multi-client care across the lifespan. **Prerequisites:** NUR336 and NUR341

Fall, Spring & Summer Semesters: Three (45) lecture contact hours, 3 (135) clinical contact hours over 15 weeks.

NURSING 403 (NUR 403) - PROFESSIONAL NURSING AND HEALTH CONCEPTS III: LEADERSHIP & COLLABORATION **7 credit hours**

This course focuses on the analysis of the all of the curricular and key concepts while focusing on the curricular concepts of healthcare organization, leadership, and collaboration. This course introduces the curricular concepts of healthcare organization, leadership, and collaboration. Learners will apply the concepts in clinical environments/practice experiences in collaboration with a designated preceptor. Students develop a portfolio to validate attainment of program outcomes and to serve as a model for continued professional growth. As part of the portfolio process, the students will refine their philosophy of nursing by incorporating a nursing theorist framework, BSN conceptual framework, and Franciscan values. **Pre or co-requisites: NUR402**

Fall, Spring & Summer Semesters: Three (45) lecture contact hours, 4 (180) clinical contact hours over 15 weeks.

NURSING 404 (NUR 404) - NURSING RESEARCH **3 credit hours**

Basic concepts and principles of research are considered within the context of nursing. The research report is used as the framework for understanding research. Emphasis is placed on the importance of evidence-based nursing by critiquing clinical research articles in order to determine whether research findings are reflected in nursing practice. **Prerequisite: Level 2 Nursing Courses and NUR342**

Fall and Spring Semesters: Three (45) lecture contact hours over fifteen weeks.

NOTE: Courses may be offered in 8, 11, or 16-week time frames, depending on term.

STUDENT RIGHTS AND RESPONSIBILITIES

I. STUDENT RIGHTS TO RECORDS (See Records Policy 9732-I-100021):

1. Beginning with the 1995-1996 academic year, the Nursing Program began using an on-line automated student records system. Only authorized personnel have access to this system. In addition to the automated system, the Nursing Program maintains an educational record on each student. Students enrolled in the Nursing Program may inspect and review their own educational records. The following materials are kept in the student's educational record.
 - a. Application form
 - b. Copy of birth certificate, US citizenship or permanent visa, if required.
 - c. Official high school transcript or GED/HiSET (High School Equivalency Test) Score if applicable
 - d. Official college transcripts from all post-secondary schools attended
 - e. Request(s) for credit by examination
 - f. Approval(s) for credit by examination
 - g. Summary of standardized test scores
 - h. Letter of acceptance
 - i. Any letter of correspondence acquired before, during and after attendance in Nursing Program
 - j. Probation status report, if applicable (Files after 08/99)
 - k. School of Nursing or Nursing Program transcript (available via electronic record system)
 - l. Request for Copy of Records Form
 - m. Student Directory Information (FERPA) (Files after 1999)
 - n. Information changes (i.e., name, address, phone)
 - o. Copies of Disclosure Statements (Files after 08/96)
 - p. Transcript Evaluation-Transfer Credit approval
 - q. Receipt for Student Handbook and Consumer Information
 - r. Informed Consent regarding Hepatitis B And HIV
 - s. Certification of Standard (Universal) Precautions Training (Clinical Students only – files after 08/96)
 - t. Proof of Annual Mandatory Competency In-services (files after 1999)
 - u. Security and Confidentiality Agreement/Confidentiality Contract (files after 08/96)
 - v. Probation Forms (If applicable- files after 08/99)
 - w. Background Check (Files after 08/99)
2. Students or graduates of the School of Nursing or Nursing Program are allowed to inspect and review their own educational records only in the presence of a member of the Nursing Program's faculty or administrative staff.
3. A record is kept of persons who have requested or obtained access to a student's or graduate's educational record and the specific legitimate interest that such party has in inspecting and reviewing this information.
4. Students should direct their requests in writing to the Nursing Program's Registrar/Bursar. No records can be inspected or reviewed outside the Nursing Program's jurisdiction.
5. The student or graduate of the Nursing Program is not allowed access to confidential letters of recommendation if a waiver giving up his/her rights to access has been signed.
6. Educational records of all current and previous students and graduates of the School of Nursing or Nursing Program are kept per Records Policy 9732-I-100021.
7. The Nursing Program may release information from an educational record to appropriate persons in connection with an emergency, only if the knowledge of such information is necessary to protect the health and safety of the student.
8. Any student, graduate, or party so designated by the student or graduate, may have the right to obtain copies of his/her educational record upon written request signed and dated by the student/graduate.
9. The student/graduate must, however, pay the expense of reproduction of the record or parts contained therein. Written consent from the student or graduate for reproduction is mandatory. The student/graduate shall make direct request for this service to the Registrar/Bursar of the Nursing Program. A record of this request for reproduction is kept on file. A waiver can be signed by the student/graduate giving the Nursing Program the right to send information contained in the educational record to parties requesting verification of graduation, recommendations for employment and transcripts, etc.
10. Student/graduate health and financial aid records of the school are maintained in files separate from the student/graduate educational records and are according to policies related to student health and financial aid regulations.
11. The Buckley Amendment and the General Education Provisions Act called "Family Educational Rights and Privacy Act of 1974." (FERPA) ensures that student records will not be released without the written consent of the student except in emergency situations or in the following situations:
 - A. To Nursing Program officials, including faculty, and regulatory and accrediting agency(s) who have legitimate cause to view the records.
 - B. In connection with application for the receipt of financial aid.
 - C. Where the information is classified as directory information. Directory Information includes name, address, telephone number, dates of attendance, date of graduation, and birth date. At the student's written request, any or

all of these items will be withheld. After 1999, students will annually provide written declarations of Directory Information Status by means of the Student Directory Information (FERPA) form. A student may change their Directory Information Status at any time during the academic year.

- D. No other information about the student shall be released without the student's written consent.
- E. The Nursing Program's Administrative Officers and the Nursing Program's Registrar/Bursar shall be the designated FERPA Officials.

II. GENERAL RIGHTS - Students have the right to:

1. Develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. Exercise his/her freedom with responsibility.
3. Participate in the development of policies and procedures which provide and safeguard the student's freedom to learn.
4. Not be discriminated against on the basis of age, color, race, creed, sex, national origin, handicap or financial status, in any aspect of the educational program
5. Be free to take reasoned exception to the data or views offered in any courses of study and to reserve judgment about matters of opinion, but he/she is responsible for learning the content of any course of study in which he/she is enrolled.
6. Be protected through orderly procedures against prejudiced and capricious academic evaluation, but he/she is responsible for maintaining standards of academic performance established for each course in which he/she is enrolled.
7. Have information about his/her views, beliefs and political associations be considered confidential and not released without their knowledge or consent.
8. Have a responsible voice in the determination of his/her curriculum.
9. Organize and be free to examine and discuss all questions of interest to him/her and to express opinions publicly and privately.
10. Invite and to hear any person of his/her choosing, thereby taking the responsibility of furthering their education.
11. Have clearly defined means to participate in the formulation and application of institutional policies affecting academic and student affairs.
12. Expect the institution to clarify those standards of behavior which it considers essential to its educational mission and its community life.
13. Expect disciplinary proceedings be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
14. Belong or refuse to belong to any organization of their choice.
15. Personal privacy in his/her living space to the extent that the welfare of others is respected.
16. Expect the grading systems to be reviewed periodically with him/her and the faculty for clarification and better student/faculty understanding.
17. As citizens and members of the academic community, be subject to the obligations which accrue to him/her by virtue of this membership and should enjoy the same freedoms of citizenship.

STUDENT RESPONSIBILITIES:

1. Exercise care in the use of all Nursing Program, University and affiliated healthcare institutions (Hospital) property.
2. Respect the dignity and rights of all patients, Nursing Education, University, Hospital personnel and personnel related to educational activities and affiliations.
3. Demonstrate Christian behavior and attitude in all academic affairs and activities.
4. Pay all required tuition and activity fees in a timely manner and notify the Registrar/Bursar of concerns for possible financial payment arrangements.
5. Adhere to the Nursing Program, University, and appropriate Hospital policies and procedures.
6. Do not bring or use any illegal drugs or alcohol on the campus of the educational program and Hospital property.
7. Support class organizations and official functions.
8. Prepare for class and clinical laboratory course assignments and requirements.
9. Seek clarification of class and clinical laboratory assignments, objectives and requirements from the appropriate course instructor.
10. Seek assistance for academic problems from the appropriate course instructor(s) or Chair of the Academic Department of Practice in a timely manner to facilitate correction.
11. Exhibit professional conduct and integrity in classroom, clinical and personal activities.
12. Attend all class and clinical laboratory sessions.
13. Notify the appropriate course instructor or Chair of the Academic Department of Practice of all absences prior to the start of class or clinical laboratory.
14. Adhere to the student nurse dress code. Dress appropriately for all related educational and professional activities.
15. Complete course evaluations in an objective and timely manner.

16. Actively participate and cooperate in the teaching/learning process throughout the curriculum.
17. Accept constructive criticism in a manner that is conducive to positive change related to academic affairs and professional conduct.
18. Demonstrate fair practice especially during course tests or in the preparation of assignments.
19. Notify the Registrar/Bursar and Nursing Program business office of any change in name, address, and/or telephone number.
20. Complete an exit interview (electronically or in person) with Nursing Program Administrator or designee prior to graduation.
21. Actively participate on those councils of the Nursing Faculty Committee to which they have been selected/appointed.
23. Adhere to a "Code of Ethics for Nurses."

Code of Ethics for Nurses

THE AMERICAN NURSES' ASSOCIATION'S "CODE OF ETHICS FOR NURSES"

1. The nurse practices with compassion and respect for the inherent dignity, worth, and uniqueness of every person.
 - 1.1 Respect for Human Dignity
 - 1.2 Relationships With Patients
 - 1.3 The Nature of Health
 - 1.4 The Right to Self-Determination
 - 1.5 Relationships With Colleagues and Others
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community or population.
 - 2.1 Primacy of the Patient's Interests
 - 2.2 Conflict of Interest for Nurses
 - 2.3 Collaboration
 - 2.4 Professional Boundaries
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
 - 3.1 Protection of the Rights of Privacy and Confidentiality
 - 3.2 Protection of Human Participants in Research
 - 3.3 Performance Standards and Review Mechanisms
 - 3.4 Professional Responsibility in Promoting a Culture of Safety
 - 3.5 Protection of Patient Health and Safety by Acting on Questionable Practice
 - 3.6 Patient Protection and Impaired Practice
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
 - 4.1 Authority, Accountability, and Responsibility
 - 4.2 Accountability for Nursing Judgments, Decisions, and Actions
 - 4.3 Responsibility for Nursing Judgments, Decisions, and Actions
 - 4.4 Assignment and Delegation of Nursing Activities or Tasks
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character, and integrity, maintain competence, and continue personal and professional growth.
 - 5.1 Duties to Self and Others
 - 5.2 Promotion of Personal Health, Safety and Well-Being
 - 5.3 Preservation of Wholeness of Character
 - 5.4 Preservation of Integrity
 - 5.5 Maintenance of Competence and Continuation of Professional Growth
 - 5.6 Continuation of Personal Growth
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
 - 6.1 The Environment and Moral Virtue
 - 6.2 The Environment and Ethical Obligation

6.3 Responsibility for the Health care Environment

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
 - 7.1 Contributions Through Research and Scholarly Inquiry
 - 7.2 Contributions Through Developing, Maintaining, and Implementing Professional Practice Standards
 - 7.3 Contributions Through Nursing and Health Policy Development
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
 - 8.1 Health Is a Universal Right
 - 8.2 Collaboration for Health, Human Rights, and Health Diplomacy
 - 8.3 Obligation to Advance Health and Human Rights and Reduce Disparities
 - 8.4 Collaboration for Human Rights in Complex, Extreme or Extraordinary Practice Settings
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession and integrate principles of social justice into nursing and health policy.
 - 9.1 Articulation and Assertion of Values
 - 9.2 Integrity of the Profession
 - 9.3 Integrating Social Justice
 - 9.4 Social Justice in Nursing and Health Policy

From ANA's Code of Ethics for Nurses with Interpretive Statements, 2015 ("the Code") Copyright American Nurses Association. 2015. Detailed Interpretive Statement Information from: Fowler, M. D.M. (2015). *Guide to the code of ethics for nurses: Development, application, and interpretation* (2nd Ed.). Silver Spring, MD: American Nurses Association. Retrieved from <http://www.1440n.com/ANA/15-335/3/> August 2017.

FACULTY RIGHTS AND RESPONSIBILITIES

I. FACULTY RIGHTS:

- A. The faculty of St. Elizabeth School of Nursing (School) and the University of Saint Francis (University) Cooperative Nursing Program (CNP hereinafter referred to as “Nursing Program” or “Program”) have the right to expect from students:
 - 1. Fulfillment of their educational responsibilities
 - 2. Acknowledgment of their need for assistance
 - 3. Courteous behavior in classroom/clinical
 - 4. Understanding of the individuality of each faculty
- B. The faculty of the Nursing Educational Program have the right to expect from administration:
 - 1. Support - monetary and verbal
 - 2. Flexible scheduling of hours
 - 3. Placement in areas of expertise - classroom and clinical
 - 4. Evaluation process on continual basis
 - 5. Academic freedom
 - 6. Equitable workload
- C. The faculty of the Nursing Educational Program have the right to expect from the parent institution:
 - 1. Acknowledgment and use of faculty expertise
 - 2. Appointments to appropriate committees of the institution
 - 3. Collegial relationship to improve outcome standards
- D. The faculty of the Nursing Program have the right to expect from peers:
 - 1. Acknowledgment of areas of expertise
 - 2. Support for accomplishments
 - 3. Willingness to discuss teaching-related issues
 - 4. Respect for academic freedom
 - 5. Confidentiality and mutual professionalism

II. FACULTY RESPONSIBILITIES:

The faculty of the Nursing Program have the responsibility to:

- 1. Support the policies, philosophy and religious directives of the institution
- 2. Give input into the policies & procedures of the institution
- 3. Consider the needs of the institution when teaching assignments are designated and hours scheduled
- 4. Prepare students for role of the beginning professional nurse
- 5. Assess and evaluate students’ work in a timely and objective manner
- 6. Make professional judgments regarding student ability
- 7. Post and maintain office hours
- 8. Keep abreast of current changes that affect their areas of education, theory, and practice
- 9. Promote the personal and professional integrity of peers
- 10. Provide a positive learning environment
- 11. Respect the dignity of the individual
- 12. Recognize the individuality of the student

SUBJECT TO CHANGE

Release date: 7.5.2023; UPDATED 7.8.2024

For most up-to-date calendar visit:

<https://steson.org/academic-calendar>**ACADEMIC CALENDAR****2024-2025****FALL SEMESTER 2024-1**

July 26, 2024	Friday	<ul style="list-style-type: none"> Deadline for financial arrangements with St. Elizabeth School of Nursing (STE) Financial Aid Services for Term 20241
August 22	Thursday	<ul style="list-style-type: none"> Orientation - all 1st time entering students – STE Campus
August 23	Friday	<ul style="list-style-type: none"> All students must be bank cleared to attend class for Term 20241
August 26	Monday	<ul style="list-style-type: none"> Classes begin at regular scheduled times Term 20241 Sessions 0 and 1 (16-week and 1st 8-week Terms)
August 27	Tuesday	<ul style="list-style-type: none"> Opening Liturgy – St. Francis Chapel - Franciscan Health Lafayette Central 12:15pm
August 30	Friday	<ul style="list-style-type: none"> Final day to make course changes (add/drop period) Session 1 (1st 8-week Term)
August 30	Friday	<ul style="list-style-type: none"> Last day to make course changes (add/drop period) (16-week Term)
September 2	Monday	<ul style="list-style-type: none"> Census Date Fall Term - 20241
September 20	Friday	<ul style="list-style-type: none"> Labor Day (No Classes) – School of Nursing Offices Closed
September 27	Friday	<ul style="list-style-type: none"> Last day for tuition refund
October 11	Friday	<ul style="list-style-type: none"> Last day for course withdrawal Session 1/Term 20241 (1st 8-week Term)
October 17-18	Thursday - Friday	<ul style="list-style-type: none"> Nursing Student Recognition Ceremony for all Level 2-4 students (6pm) [SUBJECT to CHANGE]
October 18	Friday	<ul style="list-style-type: none"> Mid-semester break. No Classes
October 18	Friday	<ul style="list-style-type: none"> Last day of Term 20241, Session 1 (1st 8-week Term)
October 21	Monday	<ul style="list-style-type: none"> Mid-term (16-week Term), Mid-semester break. No Classes
October 22	Tuesday	<ul style="list-style-type: none"> Classes resume at regular scheduled times Session 0 (16-week Term)
October 25	Friday	<ul style="list-style-type: none"> Classes begin at regular scheduled time Session 2 (2nd 8-week Term)
October 28	Monday	<ul style="list-style-type: none"> Mid-semester grades Term 20241 Session 0 (16-week Term) and Final course grades Session 1 (1st 8-week Term) due to Registrar - 10:00 a.m.
November 1	Friday	<ul style="list-style-type: none"> Last day to make course changes (add/drop period) (2nd 8-week Term)
November 15	Friday	<ul style="list-style-type: none"> All students must be Bank cleared for Term 20242 registration
November 22	Friday	<ul style="list-style-type: none"> Registration for Spring Semester 20242 begins
November 27-29	Wednesday - Friday	<ul style="list-style-type: none"> Last day for course withdrawal Session 0/Term 20241 (16-week Term)
December 2	Monday	<ul style="list-style-type: none"> Last day for Credit by Exam (Theory and Clinical) for courses in Term 20242
December 5	Thursday	<ul style="list-style-type: none"> Last day for course withdrawal Session 2/Term 20241 (2nd 8-week Term)
December 9	Monday	<ul style="list-style-type: none"> Thanksgiving recess - No Classes - School of Nursing Offices Closed
December 12	Thursday	<ul style="list-style-type: none"> Classes resume at regular scheduled times
December 13	Friday	<ul style="list-style-type: none"> Deadline for financial arrangements with St. Elizabeth School of Nursing (STE) Financial Aid Services for Term 20242
December 13	Friday	<ul style="list-style-type: none"> Final Exams begin
December 16	Monday	<ul style="list-style-type: none"> NCLEX Celebration – Graduates & Faculty Lunch at St. Elizabeth School of Nursing 12:00 – 3:00 PM.
December 17	Tuesday	<ul style="list-style-type: none"> Final Exams End
December 20	Friday	<ul style="list-style-type: none"> Graduating Senior grades due to Registrar - 10:00 a.m.
December 20	Friday	<ul style="list-style-type: none"> Term 20241 Ends – Sessions 0&2 (16-week and 2nd 8-week term)
December 20	Friday	<ul style="list-style-type: none"> Mid-Year Conferring of Diplomas - 6:00 p.m. Location TBD
December 20	Friday	<ul style="list-style-type: none"> Deadline for removal of “I” grades & petition for grade changes for Session 1/Term 20241 (1st 8-week Term)
December 20	Friday	<ul style="list-style-type: none"> Winter break begins, No classes (December 16, 2024-January 12, 2025)
December 20	Friday	<ul style="list-style-type: none"> Final Grades due to Registrar - 10:00 a.m.
December 20	Friday	<ul style="list-style-type: none"> Final grades available via MySTE

SPRING SEMESTER 2024-2

December 5, 2024	Thursday	<ul style="list-style-type: none"> Deadline for financial arrangements with St. Elizabeth School of Nursing (STE) Financial Aid Services for Term 20242
------------------	----------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

January 9, 2025	Thursday	• All students must be bank cleared to attend class for Term 20242
January 10	Friday	• Orientation- all newly admitted and transfer students – STE campus
January 13	Monday	• Classes begin at regular scheduled times Term 20242 Sessions 0 and 1 (16-week and 1st 8-week Terms)
		• Second Semester Opening Liturgy – St. Francis Chapel at Franciscan Health - Lafayette Central
January 17	Friday	• Last day to make course changes (add/drop) Session 0 (16-week Term)
January 17	Friday	• Census Date Spring Term - 20242
		• Last day to register for independent study projects for Spring Semester
January 31	Friday	• Last day for tuition refund
January 31	Friday	• Deadline for removal of “I” grades and petition for grade changes for Sessions 0 and 2/Term 20241 (16-week and 2 nd 8-week Terms)
February 14	Friday	• Last day for course withdrawal Session 1/Term 20242 (1st 8-week Term)
February 14	Friday	• All students must be Bank cleared for Summer 20243 and Fall 20251 registration
February 17	Monday	• Registration Summer 20243 and Fall 20251 begins
March 7	Friday	• Last day of Term 20242, Session 1 (1st 8-week Term)
March 7	Friday	• Mid-semester Term 20242 (16-week Term)
March 9-14	Sunday–Friday	• Optional Spring Nursing Mission Trip
March 10-14	Monday-Friday	• Mid-semester Break – No Classes
March 10	Monday	• Classes begin at regular scheduled time Session 2 (2nd 8-week Term)
March 11	Tuesday	• Final day to make course changes (add/drop period) Session 2 (2nd 8-week Term)
March 17	Monday	• Classes resume at regular scheduled times Session 0 (16-week Term) 20242
March 18	Tuesday	• Mid-semester grades Session 0 (16-week Term) and Final course grades Session 1 (1st 8-week Term) due to Registrar - 10:00 a.m. Term 20242
March 21	Friday	• Last day for course withdrawal Session 0/Term 20242 (16-week Term)
March 28	Friday	• Good Friday- No classes- School of Nursing Offices Closed
March 31	Monday	• Classes resume at regular scheduled times
April 11	Friday	• Last day for course withdrawal Session 2/Term 20242 (2nd 8-week Term)
April 28	Monday	• Final exams begin
May 1	Thursday	• NLEX Celebration – Graduates & Faculty Lunch at St. Elizabeth School of Nursing 12:00 – 3:00 PM.
May 2	Friday	• Final Exams and Term 20242 end
		• Senior (Graduating) grades due to Registrar – 10:00 AM
		• Conferring of Diplomas - St. Elizabeth School of Nursing 6:00 PM Location TBD
		• Deadline for removal of “I” grades & petition for grade changes for Session 1/Term 20242 (1st 8-week Term)
May 3	Saturday	• USF Commencement ceremony — Fort Wayne, IN
May 6	Tuesday	• Final Grades Due to Registrar - 10am
May 9	Friday	• Final grades available via MySTE

SUMMER SESSIONS 2024-3 COURSES

NOTE: 1-WEEK DELAY IN START OF STESON NUR & BIO212/213

May 2	Friday	• All students must be bank cleared to attend class for Term 20243 Sessions 0 and 1 (16-week and 1 st 8-week courses) For USF Gen Ed and Science courses
May 5	Monday	• Classes begin at regular scheduled times Term 20243 Sessions 0 and 1 (16-week & 1st 8-week Terms) For USF Gen Ed and Science courses
May 6	Tuesday	• Final day to make course changes (add/drop period) Sessions 0 and 1 Term 20243 (Census Date Term 20243) (16-week & 1st 8-week Terms) For USF Gen Ed and Science courses
May 9	Friday	• All students must be bank cleared to attend class for Term 20243 St. Elizabeth School of Nursing Courses and BIO 212/213 and USF Gen Ed courses (1 st 6-week Term).

May 9	Friday	<ul style="list-style-type: none"> Last day to make course changes (add/drop) for Session 0 Term 20243 16-week Term for USF Gen Ed courses.
May 12	Monday	<ul style="list-style-type: none"> Census Date Session 0 Term 20243 16-week Term Classes begin at regular scheduled times Term 20243 Sessions 2 & 4 (11-week, & 1st 6-week Terms) St. Elizabeth School of Nursing Courses, BIO 212/213, and USF Gen Ed courses (1st 6-week Term)
May 13	Tuesday	<ul style="list-style-type: none"> Final day to make course changes (add/drop period) Sessions 2 and 4 Term 20243 (11-week and 1st 6-week Terms) St. Elizabeth School of Nursing Courses, BIO 212/213, and USF Gen Ed courses (1st 6-week Term)
May 13	Tuesday	<ul style="list-style-type: none"> Census Date Summer Term 20243
May 23	Friday	<ul style="list-style-type: none"> Last day for tuition refund Term 20243
May 26	Monday	<ul style="list-style-type: none"> Memorial Day – No Classes- School of Nursing Offices Closed
June 6	Friday	<ul style="list-style-type: none"> Last day for course withdrawal Session 1/Term 20243 (1st 8-week Term) For USF Science courses
June 13	Friday	<ul style="list-style-type: none"> Last day for course withdrawal Session 4/Term 20243 (1st 6-week Term) USF Gen Ed courses
June 20	Friday	<ul style="list-style-type: none"> Last Day of Session 4/Term 20243 (1st 6-week Term) For USF Gen Ed courses
June 24	Tuesday	<ul style="list-style-type: none"> Final grades due to Registrar by 10:00 a.m. for Session 4/Term 20243 (1st 6-week Term) For USF Gen Ed courses.
June 27	Friday	<ul style="list-style-type: none"> Last Day of Session 1/Term 20243 (1st 8-week Term) For USF Science courses Last day for course withdrawal Session 2/Term 20243 (11-week Term) For St. Elizabeth School of Nursing Courses and BIO 212/213 Deadline for removal of “I” grades and petition for grade changes for Session 0 and Session 2/Term 20242 (16-week and 2nd 8-week Terms)
June 30	Monday	<ul style="list-style-type: none"> Classes begin at regular scheduled times Term 20243 Session 3 (2nd 8-week Term) For USF Science courses Final grades due to Registrar by 10:00 a.m. for Session 1/Term 20243(1st 8-week Term) For USF Science courses
July 1	Tuesday	<ul style="list-style-type: none"> Final day to make course changes (add/drop period) Session 3 (2nd 8-week Term) For USF Science courses
July 4	Friday	<ul style="list-style-type: none"> Independence Day No Classes – School offices closed Last day for course withdrawal Session 2 Term 20243 (11-week Term)/St. Elizabeth School of Nursing Courses and BIO 212/213 Last day for course withdrawal Session 0/Term 20243 (16-week Term) For USF Gen Ed courses
July 7	Monday	<ul style="list-style-type: none"> Classes begin at regular scheduled times Term 20243 Session 5 (2nd 6-week Term) USF Gen Ed courses
July 8	Tuesday	<ul style="list-style-type: none"> Final day to make course changes (add/drop period) Term 20243 Session 5 (2nd 6-week Term) USF Gen Ed courses (6-week Term)
July 18	Friday	<ul style="list-style-type: none"> Last day for Credit by Exam (Theory & Clinical) for courses in Term 20251
July 24	Thursday	<ul style="list-style-type: none"> NCLEX Celebration – Graduates & Faculty Lunch at St. Elizabeth School of Nursing 12:00 – 3:00 PM.
July 25	Friday	<ul style="list-style-type: none"> Last Day of Session 2/Term 20243 (11-week Term) St. Elizabeth School of Nursing Courses and BIO 212/213 Senior (Graduating) grades due to Registrar – 8am St. Elizabeth School of Nursing Courses Conferring of Diplomas-St. Elizabeth School of Nursing- 6p.m. Location TBD
July 29	Tuesday	<ul style="list-style-type: none"> Final grades due to Registrar by 10:00 am Term 20243 Session 2 (11-week Term) St. Elizabeth School of Nursing Courses and BIO 212/213
August 1	Friday	<ul style="list-style-type: none"> Last day for course withdrawal Session 3/Term 20243 (2nd 8-week Term) For USF Science courses
August 15	Friday	<ul style="list-style-type: none"> Last Day of Session 5/Term 20243 (2nd 6-week Term) USF Gen Ed courses
August 19	Tuesday	<ul style="list-style-type: none"> Final grades due to Registrar by 10:00 am Term 20243 Session 5 (2nd 6-week Term) USF Gen Ed courses
August 22	Friday	<ul style="list-style-type: none"> Term 20243- Sessions 0 and 3 End (16-week & 2nd 8-week Terms)

- | | | |
|--------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August 26 | Tuesday | <ul style="list-style-type: none"> • Deadline for removal of “I” grades and petition for grade changes for Session 1/Term 20243 (1st 8-week Term) |
| September 12 | Friday | <ul style="list-style-type: none"> • Final grades due to Registrar by 10:00 am Term 20253 Sessions 0 and 3 (16-week & 2nd 8-week Terms) for USF Gen Ed and Science courses |
| October 17 | Friday | <ul style="list-style-type: none"> • Deadline for removal of “I” grades and petition for grade changes for Session 2/Term 20243 (11-week Term) • Deadline for removal of “I” grades and petition for grade changes for Session 0 and Session 3/Term 20243 (16-week and 2nd 8-week Terms) |

ACADEMIC CALENDAR 2025-2026

SUBJECT TO CHANGE

Release date: July 8, 2024

See website for most up-to-date calendar.

FALL SEMESTER 2025-1

<p>July 25, 2025 Friday</p> <p>August 21 Thursday</p> <p>August 22 Friday</p> <p>August 25 Monday</p> <p>August 26 Tuesday</p> <p>August 29 Friday</p> <p>August 29 Friday</p> <p>September 1 Monday</p> <p>September 19 Friday</p> <p>September 26 Friday</p> <p>October 16-17 Thursday - Friday</p> <p>October 17 Friday</p> <p>October 17 Friday</p> <p>October 20 Monday</p> <p>October 21 Tuesday</p> <p>October 24 Friday</p> <p>October 27 Monday</p> <p>October 31 Friday</p> <p>November 14 Friday</p> <p>November 21 Friday</p> <p>November 26-28 Wednesday - Friday</p> <p>December 1 Monday</p> <p>December 4 Thursday</p> <p>December 8 Monday</p> <p>December 11 Thursday</p> <p>December 12 Friday</p> <p>December 12 Friday</p> <p>December 15 Monday</p> <p>December 16 Tuesday</p> <p>December 19 Friday</p>	<ul style="list-style-type: none"> • Deadline for financial arrangements with St. Elizabeth School of Nursing (STE) Financial Aid Services for Term 20251 • Orientation - all 1st time entering students – STE Campus • All students must be bank cleared to attend class for Term 20251 • Classes begin at regular scheduled times Term 20251 Sessions 0 and 1 (16-week and 1st 8-week Terms) • Opening Liturgy – St. Francis Chapel - Franciscan Health Lafayette Central 12:15pm • Final day to make course changes (add/drop period) Session 1 (1st 8-week Term) • Last day to make course changes (add/drop period) (16-week Term) • Census Date Fall Term - 20251 • Labor Day (No Classes) – School of Nursing Offices Closed • Last day for tuition refund • Last day for course withdrawal Session 1/Term 20251 (1st 8-week Term) • Mid-semester break. No Classes • Last day of Term 20251, Session 1 (1st 8-week Term) • Mid-term (16-week Term), Mid-semester break. No Classes • Classes resume at regular scheduled times Session 0 (16-week Term) • Classes begin at regular scheduled time Session 2 (2nd 8-week Term) • Mid-semester grades Term 20251 Session 0 (16-week Term) and Final course grades Session 1 (1st 8-week Term) due to Registrar - 10:00 a.m. • Last day to make course changes (add/drop period) ((2nd 8-week Term) • All students must be Bank cleared for Term 20252 registration • Registration for Spring Semester 20252 begins • Last day for course withdrawal Session 0/Term 20251 (16-week Term) • Last day for Credit by Exam (Theory and Clinical) for courses in Term 20252 • Last day for course withdrawal Session 2/Term 20251 (2nd 8-week Term) • Thanksgiving recess - No Classes - School of Nursing Offices Closed • Classes resume at regular scheduled times • Deadline for financial arrangements with St. Elizabeth School of Nursing (STE) Financial Aid Services for Term 20252 • Final Exams begin • NCLEX Celebration – Graduates & Faculty Lunch at St. Elizabeth School of Nursing 12:00 – 3:00 PM. • Final Exams End • Graduating Senior grades due to Registrar - 10:00 a.m. • Term 20251 Ends – Sessions 0&2 (16-week and 2nd 8-week term) • Mid-Year Conferring of Diplomas - 6:00 p.m. Location TBD • Deadline for removal of “I” grades & petition for grade changes for Session 1/Term 20251 (1st 8-week Term) • Winter break begins, No classes (December 15, 2025-January 12, 2026) • Final Grades due to Registrar - 10:00 a.m. • Final grades available via MySTE
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SPRING SEMESTER 2025-2

<p>December 4, 2025 Thursday</p> <p>January 8, 2026 Thursday</p>	<ul style="list-style-type: none"> • Deadline for financial arrangements with St. Elizabeth School of Nursing (STE) Financial Aid Services for Term 20252 • All students must be bank cleared to attend class for Term 20252
------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

January 9	Friday	• Orientation- all newly admitted and transfer students – STE campus
January 12	Monday	• Classes begin at regular scheduled times Term 20252 Sessions 0 and 1 (16-week and 1st 8-week Terms)
		• Second Semester Opening Liturgy – St. Francis Chapel at Franciscan Health - Lafayette Central
January 16	Friday	• Last day to make course changes (add/drop) Session 0 (16-week Term)
January 16	Friday	• Census Date Spring Term - 20252
		• Last day to register for independent study projects for Spring Semester
January 30	Friday	• Last day for tuition refund
January 30	Friday	• Deadline for removal of “I” grades and petition for grade changes for Sessions 0 and 2/Term 20251 (16-week and 2 nd 8-week Terms)
February 13	Friday	• Last day for course withdrawal Session 1/Term 20252 (1st 8-week Term)
February 13	Friday	• All students must be Bank cleared for Summer 20253 and Fall 20251 registration
February 16	Monday	• Registration Summer 20253 and Fall 20261 begins
March 6	Friday	• Last day of Term 20252, Session 1 (1st 8-week Term)
March 6	Friday	• Mid-semester Term 20252 (16-week Term)
March 8-13	Sunday–Friday	• Optional Spring Nursing Mission Trip
March 9-13	Monday-Friday	• Mid-semester Break – No Classes
March 9	Monday	• Classes begin at regular scheduled time Session 2 (2nd 8-week Term)
March 10	Tuesday	• Final day to make course changes (add/drop period) Session 2 (2nd 8-week Term)
March 16	Monday	• Classes resume at regular scheduled times Session 0 (16-week Term) 20252
March 17	Tuesday	• Mid-semester grades Session 0 (16-week Term) and Final course grades Session 1 (1st 8-week Term) due to Registrar - 10:00 a.m. Term 20252
March 20	Friday	• Last day for course withdrawal Session 0/Term 20252 (16-week Term)
March 30	Monday	• Classes resume at regular scheduled times
April 3	Friday	• Good Friday- No classes- School of Nursing Offices Closed
April 10	Friday	• Last day for course withdrawal Session 2/Term 20252 (2nd 8-week Term)
April 27	Monday	• Final exams begin
April 30	Thursday	• NLEX Celebration – Graduates & Faculty Lunch at St. Elizabeth School of Nursing 12:00 – 3:00 PM.
May 1	Friday	• Final Exams and Term 20252 end
		• Senior (Graduating) grades due to Registrar – 10:00 AM
		• Conferring of Diplomas - St. Elizabeth School of Nursing 6:00 PM Location TBD
		• Deadline for removal of “I” grades & petition for grade changes for Session 1/Term 20252 (1st 8-week Term)
May 2	Saturday	• USF Commencement ceremony — Fort Wayne, IN
May 5	Tuesday	• Final Grades Due to Registrar - 10am
May 8	Friday	• Final grades available via MySTE

SUMMER SESSIONS 2025-3 NOTE 1-WEEK DELAY IN START OF STESON NUR & BIO212/213 COURSES

May 1	Friday	• All students must be bank cleared to attend class for Term 20253 Sessions 0 and 1 (16-week and 1st 8-week courses) For USF Gen Ed and Science courses
May 4	Monday	• Classes begin at regular scheduled times Term 20253 Sessions 0 and 1 (16-week & 1st 8-week Terms) For USF Gen Ed and Science courses
May 5	Tuesday	• Final day to make course changes (add/drop period) Sessions 0 and 1 Term 20253 (Census Date Term 20253) (16-week & 1st 8-week Terms) For USF Gen Ed and Science courses
May 8	Friday	• All students must be bank cleared to attend class for Term 20253 St. Elizabeth School of Nursing Courses, BIO 212/213, and USF Gen Ed Courses (1st 6-week Term).
May 8	Friday	• Last day to make course changes (add/drop) for Session 0 Term 20253 16-week Term for USF Gen Ed courses.

May 11	Monday	<ul style="list-style-type: none"> • Census Date Session 0 Term 20243 16-week Term • Classes begin at regular scheduled times Term 20253 Sessions 2 & 4 (11-week & 1st 6-week Terms) St. Elizabeth School of Nursing Courses, BIO 212/213 USF Gen Ed Courses.
May 12	Tuesday	<ul style="list-style-type: none"> • Final day to make course changes (add/drop period) Sessions 2 & 4 Term 20253 (11-week & 1st 6-week Terms) St. Elizabeth School of Nursing Courses, BIO 212/213 and USF Gen Ed Courses (1st 6-week Term)
May 12	Tuesday	<ul style="list-style-type: none"> • Census Date Summer Term 20253
May 22	Friday	<ul style="list-style-type: none"> • Last day for tuition refund Term 20253
May 25	Monday	<ul style="list-style-type: none"> • Memorial Day – No Classes- School of Nursing Offices Closed
June 5	Friday	<ul style="list-style-type: none"> • Last day for course withdrawal Session 1/Term 20253 (1st 8-week Term) For USF Science courses
June 12	Friday	<ul style="list-style-type: none"> • Last day for course withdrawal Session 4/Term 20253 (1st 6-week Term) USF Gen Ed courses
June 19	Friday	<ul style="list-style-type: none"> • Last Day of Session 4/Term 20253 (1st 6-week Term) USF Gen Ed courses
June 23	Tuesday	<ul style="list-style-type: none"> • Final grades due to Registrar by 10:00 am Term 20253 Session 4 (1st 6-week Term) USF Gen Ed courses
June 26	Friday	<ul style="list-style-type: none"> • Last Day of Session 1/Term 20253 (1st 8-week Term) For USF Science courses • Last day for course withdrawal Session 2/Term 20253 (11-week Term) For St. Elizabeth School of Nursing Courses and BIO 212/213 • Deadline for removal of “I” grades and petition for grade changes for Session 0 and Session 2/Term 20252 (16-week and 2nd 8-week Terms)
June 29	Monday	<ul style="list-style-type: none"> • Classes begin at regular scheduled times Term 20253 Session 3 (2nd 8-week Term) For USF Science courses • Final grades due to Registrar by 10:00 a.m. for Session 1/Term 20253(1st 8-week Term) For USF Science courses
July 3	Friday	<ul style="list-style-type: none"> • Independence Day Observed No Classes – School offices closed • Last day for course withdrawal Session 2 Term 20253 (11-week Term)/St. Elizabeth School of Nursing Courses and BIO 212/213. • Last day for course withdrawal Session 0/Term 20253 (16-week Term) For USF Gen Ed courses
July 6	Monday	<ul style="list-style-type: none"> • Classes begin at regular scheduled times Term 20253 Session 5 (2nd 6-week Term) USF Gen Ed Courses
July 7	Tuesday	<ul style="list-style-type: none"> • Final day to make course changes (add/drop period) Term 20253 Session 5 (2nd 6-week Term) USF Gen Ed courses (6-week Term)
July 17	Friday	<ul style="list-style-type: none"> • Last day for Credit by Exam (Theory & Clinical) for courses in Term 20261
July 23	Thursday	<ul style="list-style-type: none"> • NCLEX Celebration – Graduates & Faculty Lunch at St. Elizabeth School of Nursing 12:00 – 3:00 PM.
July 24	Friday	<ul style="list-style-type: none"> • Last Day of Session 2/Term 20253 (11-week Term) St. Elizabeth School of Nursing Courses and BIO 212/213 • Senior (Graduating) grades due to Registrar – 8am St. Elizabeth School of Nursing Courses • Conferring of Diplomas-St. Elizabeth School of Nursing- 6p.m. Location TBD
July 28	Tuesday	<ul style="list-style-type: none"> • Final grades due to Registrar by 10:00 am Term 20253 Session 2 (11-week Term) St. Elizabeth School of Nursing Courses and BIO 212/213
July 31	Friday	<ul style="list-style-type: none"> • Last day for course withdrawal Session 3/Term 20253 (2nd 8-week Term) For USF Science courses
August 14	Friday	<ul style="list-style-type: none"> • Last Day of Session 5/Term 20253 (2nd 6-week Term) USF Gen Ed courses
August 18	Tuesday	<ul style="list-style-type: none"> • Final grades due to Registrar by 10:00 am Term 20253 Session 5 (2nd 6-week Term) USF Gen Ed courses
August 21	Friday	<ul style="list-style-type: none"> • Term 20253- Sessions 0 and 3 End (16-week & 2nd 8-week Terms) for USF Gen Ed and Science courses • Deadline for removal of “I” grades and petition for grade changes for Session 1/Term 20253 (1st 8-week Term)
August 25	Tuesday	<ul style="list-style-type: none"> • Final grades due to Registrar by 10:00 am Term 20253 Sessions 0 and 3 (16-week & 2nd 8-week Terms) for USF Gen Ed and Science courses

- | | | |
|--------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 11 | Friday | <ul style="list-style-type: none">• Deadline for removal of “I” grades and petition for grade changes for Session 2/Term 20253 (11-week Term)• Deadline for removal of “I” grades and petition for grade changes for Session 0 and Session 3/Term 20253 (16-week and 2nd 8-week Terms) |
| October 16 | Friday | |

HONOR SYSTEM AND CODE

*“I have not received, knowingly given, nor tolerated
the use of unauthorized aid on this work”*

HONOR SYSTEM AND CODE	
Honor Pledge and Code - Statement of Understanding	64
Honor System	65
Purpose	65
Offense Definitions and Examples	66
The Honor Council	67
Reporting Violations	68
Consequences of Violations	68
Appeals	68
Conflict of interest-Confidentiality Statement	71

**Reports of Honor Code violations may be made by emailing
the Honor Council Faculty Advisor: Kimbra.Weesner@franciscanalliance.org**

Or by written notification and delivered to Honor Council Faculty Advisor at:

**St. Elizabeth School of Nursing
Kimbra Weesner
1501 Hartford St. Office 3156
Lafayette, IN 47904-9988**

**HONOR PLEDGE AND CODE
STATEMENT OF UNDERSTANDING**

Acceptance of Admission to St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program includes agreement to abide by the provisions of the Honor System. To signify understanding and support, each student must sign the following general Honor Pledge statement at the time of enrollment.

I _____, a member of the student body of the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program, hereby pledge upon my honor to abide by all of the regulations governing the Cooperative Nursing Program. I will conduct my personal life with integrity, refraining from any action which would discredit myself, the members of the student body of the Cooperative Nursing Program or the nursing profession.

I hereby pledge that I understand and will uphold the Honor System. I am aware that a breach of the Honor System will result in judicial proceedings before the Honor Council as specified in the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program Honor System. I understand that, if found guilty by the Honor Council of lying (which includes falsification of records), cheating, stealing, or plagiarizing, I will be penalized and may be permanently dismissed from the program. This signed pledge covers all work done while under the jurisdiction of the Cooperative Nursing Program.

In addition, the following short Honor Code Statement must be written on all work for which I am to receive a grade/credit and signed in order to receive the grade/credit. In the case of oral presentations, I will verbalize the Honor Code before beginning.

***“I have not received, knowingly given, nor tolerated
the use of unauthorized aid on this work”***

This pledge to uphold the Honor System is valid for the term of my enrollment at the School of Nursing from the date of signature.

Student Signature

Date

**St. Elizabeth School of Nursing – University of Saint Francis
COOPERATIVE NURSING PROGRAM
HONOR SYSTEM**

I. PURPOSE

The purpose of the Honor System is to promote integrity that is essential to the practice of nursing and pursuit of education. The Honor System is a code of personal ethics designed to assure the preservation of personal and group integrity and to provide an opportunity for self-government and self-discipline.

The St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program’s Honor System will provide faculty, administration, and students with guidelines in dealing with those students who do not use honest practice. The members of the Cooperative Nursing Program view academic integrity as part of professionalism and will not tolerate any form of dishonest practice. Infractions not within the Honor System or deemed not within the Honor Council jurisdiction by the members of the Council and considered disruptive to student life and the learning environment will be considered by the Administrator of the Nursing Program.

II. THE HONOR PLEDGE and STATEMENT OF UNDERSTANDING

Acceptance of Admission to St. Elizabeth School of Nursing –University of Saint Francis Cooperative Nursing Program includes agreement to abide by the provisions of the Honor System. To signify understanding and support, each student must sign the following general Honor Pledge statement:

I _____, a member of the student body of the St. Elizabeth School of Nursing- University of Saint Francis Cooperative Nursing Program, hereby pledge upon my honor to abide by all the regulations governing the Cooperative Nursing Program. I will conduct my personal life with integrity, refraining from any action which would discredit myself, the members of the student body of the Cooperative Nursing Program or the nursing profession.

I hereby pledge that I understand and will uphold the Honor System. I am aware that a breach of the Honor System will result in judicial proceedings before the Honor Council as specified in the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program Honor System. I understand that, if found guilty by the Honor Council of lying (which includes falsification of records), cheating, stealing, or plagiarizing, I will be penalized and may be permanently dismissed from the program. This signed pledge covers all work done while under the jurisdiction of the Cooperative Nursing Program.

In addition, the following short Honor Code Statement must be written on all work for which I am to receive a grade/credit and signed in order to receive the grade/credit. In the case of oral presentations, I will verbalize the Honor Code before beginning.

*“I have not received, knowingly given, nor tolerated
the use of unauthorized aid on this work”*

III. THE HONOR SYSTEM

- A. At enrollment at St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (hereinafter referred to as “Nursing Program”) each student must agree to abide by and uphold this Honor System. New student orientation on the Honor Code shall be conducted each academic year. To signify such understanding and support, each student at the time of enrollment, will sign an Honor Pledge and Code Statement of Understanding. The Honor System applies to all members of the student body while under the jurisdiction of the Nursing Program (i.e., all NUR courses and BIO212/213). Unethical behavior at affiliating academic institutions will be reviewed and disciplined under the policies and practices at that university.
- B. All work for which a student receives grade and/or credit shall be governed by the Honor System. The Honor Code is: ***“I have not received, knowingly given, nor tolerated the use of unauthorized aid on this work.”*** This Honor Code must be written on all work and signed by the student in order to receive grade/academic credit. In the case of oral presentations, the student must verbalize the Honor Code.
- C. It shall be the duty of the nursing faculty to indicate as clearly and unambiguously as possible both at the beginning and throughout the semester, the possibilities, or limitations of authorized aid; however, it shall be the responsibility of the student, when in doubt, to ask the instructor what is or is not authorized aid.
- D. Offenses considered to be in violation of the Honor System and Code include, but are not limited to:
 - 1. **Lying** – Making any oral or written statement which the individual knows or should have known, to be untrue. Examples of lying include, but are not limited to the following actions:
 - a) Making a false statement to an instructor or other Nursing Program staff members, or a staff member of an affiliate clinical or academic agency.
 - b) Falsifying evidence or testifying falsely in an Honor hearing or proceeding.
 - c) Altering clinical records by including information/data of patient outcomes, assessment, or procedures that were not completed or included in the plan of care.
 - d) Altering other academic material.
 - 2. **Cheating** – Giving or receiving, offering, or soliciting information on any test or other assignment, not authorized by the instructor. Examples of cheating include, but are not limited to, the following actions:
 - a) Copying from another student’s paper.
 - b) Use of notes, crib sheets or any other unauthorized material during a test or other graded activity.
 - c) Working with another student on any test, take home quiz, nursing care study/concept map, computer, or laboratory work (i.e. Skills or SIM Lab) or any other assignment, when the instructor has expected independent and unaided effort. Such collaboration includes the exchange of material or ideas verbally or non-verbally.
 - d) Re-submitting, without prior permission, the same academic work previously submitted in identical or similar form.
 - e) Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be the unreleased contents of an examination.
 - f) Bribery or solicitation of any person to obtain examination information.
 - g) Substitution for another person during an examination.

3. **Stealing** – Taking or attempting to take, without right or permission. Examples of stealing include, but are not limited to, the following actions:
 - a) Removing the contents from another’s mailbox, backpack, etc.
 - b) Taking library books or journals (including the tearing out of an article from the journal), computer programs, or any other academic materials without properly checking them out.
 - c) Destroying, hiding, or otherwise making unavailable for common use library, computer, or other reference material.
 - d) Use of computer services and Internet access for inappropriate nonacademic purpose.

In the case of property stolen from an individual of the Nursing Program’s campus in Lafayette, local law enforcement officers will be responsible for investigation and search in conjunction with Franciscan Health Lafayette (FHLA) Security Department. Reporting and investigation will be done according to FHLA and law enforcement policy.

4. **Plagiarizing:** St. Elizabeth School of Nursing’s position regarding plagiarism:

Plagiarism is when authors present the words, ideas, or images of another as your own; it denies authors or creators of content the credit they are due (APA, 2020, p. 254). Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit, including those obtained through confidential review of others’ research proposals and manuscripts (Gray, 2023, p. 124). Examples of plagiarism include, but are not limited to, the following actions:

- a. Quoting word for word from a source without using quotation marks, or footnotes, or bibliographic citation.
 - b. Summarizing and paraphrasing ideas without acknowledging the source.
 - c. Submitting work for credit which has not been written by the student (using commercial term paper companies, pre-existing files or papers of other students, any material found on the internet).
 - d. Use of notes or documents without the specific prior approval of the student and instructor involved. Examples: Activities required as “tickets to class”, generic preps for clinicals, etc.
 - e. Use of any artificial intelligence (AI) software to prepare and/or develop graded assignments. Faculty may screen student assignment submissions for AI detection using plagiarism detecting software. Student work that is detected to have been AI generated will be considered plagiarism and a violation of the St. Elizabeth School of Nursing Honor System.
5. **The Copyright Law** of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copy request if, in the judgment of the professional staff, fulfillment of the request would involve violation of Copyright Law.

IV. **THE HONOR COUNCIL**

A. Purpose

The Honor Council shall hear student 2nd appeals regarding Honor Code violation decisions. Appeals are initiated by the student with the violation.

- B. Honor Council Members:
1. will represent the entire student body.
 2. will be recruited from all Levels of students based on willingness to serve.
 3. may not have Honor Code convictions or actions pending.
 4. may not be on Probation or Corrective Action.
 5. will be required to sign a Conflict of Interest and Confidentiality Statement in order to serve on the Honor Council.
 6. will serve until graduation, as long as they remain eligible and serve satisfactorily.
 8. All Honor Council members including the Honor Council Faculty Advisor have voting privileges within the council.

V. REPORTING HONOR SYSTEM VIOLATIONS

- A. All members of the Nursing Program (students, faculty, and administrative staff) are responsible for reporting violations of the Honor System. Reporting is mandatory.
- B. Any suspected violation of the Honor System/Code shall be reported to the Honor Council Faculty Advisor by email or by written letter.

Reports of Honor Code violations may be made by emailing the Honor Council Faculty Advisor
Kimbra.Weesner@franciscanalliance.org

Or: by written notification and delivered to Honor Council Faculty Advisor at:
St. Elizabeth School of Nursing
Kimbra Weesner
1501 Hartford St. Office 3156
Lafayette, IN 47904-9988

VI. Consequences of Violations of the Honor System/Code

The penalties for violation of the Honor System will apply to each student from the first day of enrollment to the day of graduation. If an Honor Code Violation has occurred, the Course PCI and/or faculty member will meet with the student and discuss the violation. The documentation of the violation will be placed in the Honor Council file by the Honor Council Faculty Advisor.

- A. **First offense:** A grade of zero [0] on the assignment/exam/paperwork and initiation of Corrective Action at the level of “Second Reminder” (see appeal process below, may appeal to Faculty Member and then Honor Council)
- B. **Second offense:** Failure (F) of the course and Corrective Action escalated to “Final Reminder.” (see appeal process below, may appeal to Faculty Member and then Honor Council)
- C. **Third offense:** Failure (F) of the course and dismissal from the Nursing Program and Corrective Action escalated to “Dismissal.” (see appeal process below, may appeal to Faculty member, then Honor Council and finally to Administrative Council)

VII. Steps to Appeal the Reported Violation Decision

- i. 1st Appeal to the Faculty Member:

The student shall, in good faith, attempt to settle the disputed incident by meeting with the faculty member who reported the Honor Council violation. The student is responsible for bringing relevant materials that support their appeal to this meeting. The meeting shall be within 3 business days of the student notification of the violation. The student will be notified of the decision within 3 business days.

ii. 2nd Appeal to the Honor Council:

If the student is not satisfied with the result of the meeting with the faculty member, the student may appeal the decision to the Honor Council. The student should submit a letter requesting an appeal including a summary of the disputed violation and explanation of the disputed elements of the violation to the Honor Council Faculty Advisor, within 3 days of notification of the decision by the faculty member. The letter should also include a clear statement of what outcome the student seeks. The Honor Council will meet within 3 business days of the receipt of the appeal request.

1. A minimum of 3 Honor Council student members and the Honor Council Faculty Advisor must be present in order to conduct the Appeal meeting.
2. A staff or faculty member will be present to take minutes during the appeal.
3. Honor Council members will review the submitted letter of request as well as other documentation submitted by the student and/or faculty member.
4. The student may request their academic advisor, or another faculty/staff member accompany them to the meeting as a support person; however the support person will not be permitted to participate in the meeting.
5. The student will be given 15 minutes to explain the violation in question.
6. Honor Council members may ask questions to clarify information regarding the violation.
7. After the student has presented their case and the Honor Council members have had the opportunity to ask questions, the student will be asked to leave the room.
8. Honor Council members may then discuss the violation.
9. A written closed vote will be taken by Honor Council members present as well as the Honor Council Faculty Advisor. The vote will be a Yes or a No vote. Yes, the violation decision and penalty are upheld or No, the violation decision is dismissed.
10. The student will be notified of the decision within 3 business days by the Honor Council Faculty Advisor.
11. For 1st and 2nd offenses the Honor Council decision is final.

iii. 3rd Appeal to the Administrative Council:

For a student who has incurred a third offense and is facing dismissal from the program, the student has the option of appealing to the Administrative Council. To initiate this option the student shall submit a written request within 3 business days of receiving the Honor Council appeal decision to the Nursing Program Director. The student may attach previously submitted documents, but no additional materials are to be submitted. The Program Director will convene the Administrative Council to consider the issues involved in the Honor Code dispute within 5 business days.

1. Administrative Council members will review the submitted letter of request as well as other documentation submitted by the student and/or faculty member.
2. The student may request their academic advisor or other faculty/staff member accompany them to the meeting as a support person, however the support person will not be permitted to participate in the meeting.
3. The student will be given 15 minutes to explain the violation in question.
4. Administrative Council members may ask questions to clarify information regarding the violation.

5. After the student has presented their case and the Administrative Council members have had the opportunity to ask questions, the student will be asked to leave the room.
6. Administrative Council members may then discuss the violation.
7. A written closed vote will be taken by Administrative Council members present. The Administrative Council vote may:
 - a. uphold previous appeal decisions of dismissal of the student from the Nursing Program.
 - b. uphold the violation but modify the consequences of the violation.
 - c. dismiss the violation.
8. The student will be notified of the decision within 3 business days by the Program Director.

Approved: St. Elizabeth Student Body – Fall Semester 1998-1999 Ratified: Student Senate – Fall 1998
 Endorsed: St. Elizabeth School of Nursing Faculty Organization – Fall 1998 Approved: John R. Jezierski 01/99

Revised: 07/2011, 07/2014, 07/2016, 06/2021 (Revised examples of violations and updated references. See Curriculum Council Minutes of July 7, 2016, r/t Plagiarism)

Revised to align with University of Saint Francis Academic Integrity process. June 2024

References

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>
- Grove, S. K., & Gray, J. R. (2023). *Understanding nursing research: Building an evidence-based practice* (8th ed.). Elsevier.
- University of Saint Francis. (2023-2024). *Division of nursing BSN student handbook: Academic Integrity. [Course Expectations - University of Saint Francis - Acalog ACMS™ \(sf.edu\)](#)*

**ST. ELIZABETH SCHOOL OF NURSING – UNIVERSITY OF SAINT FRANCIS
COOPERATIVE NURSING PROGRAM**

HONOR COUNCIL
Conflict of Interest –Confidentiality Statement

Conflict of Interest

Service as a member of the Honor Council creates situations that can cause conflicts of interest, prompt questions of ethics, or otherwise raise issues regarding the objectivity and credibility of the process.

Ethical Judgments and Considerations:

- Honor Council members should not participate in any decision-making capacity if they have a close, active association with the student involved in this case.
- All elements of the Honor Council process, including the content of questions and answers, interpretation, and analysis, are to be treated in the most private and professional manner. Ethical considerations demand that information acquired through the process may not be used for purposes other than decision making for the appeal.
- Documents, reports, and other materials used during the Appeals shall be treated as confidential.
- All materials pertinent to the Honor Council appeal hearing are privileged communications and may not be shown or discussed elsewhere.
- Under no circumstances may an Honor Council member discuss the proceedings outside of the Honor Council appeals hearing. A breach in confidentiality by any party or parties involved shall be considered an Honor Code violation.

I understand the aim is to avoid any action which may give the appearance that a conflict of interest exists. I further certify that my participating in this proceeding will give a fair and impartial hearing, seek clarification, and execute a vote without prejudice or bias for or against the student requesting the appeal.

Signature: _____

Date: _____

Print Name: _____

Honor Council Faculty Advisor _____

Date: _____

HEALTH, SAFETY AND SECURITY

Health is a dynamic state influenced by individual, environmental, and hereditary factors. Health is perceived according to the individual's cultural and developmental perspectives. Individuals respond wholistically and uniquely in adapting to stressors whether they are physiological, psychological, spiritual, developmental or sociocultural. The state of health for individuals, families, and communities is influenced by adaptation to internal and external environmental factors. Health care involves the processes, which identify potential and existing situations that promote, maintain or compromise the level of optimal health.

Rationale: The school is concerned with the health status of the students. As health care providers, the nurses serve as role models to others through maintenance of their own health.

CONTENT:

HEALTH, SAFETY AND SECURITY	PAGE
Student Health Issues	73
Student Health Services of the Cooperative Nursing Program – 9732-II-450001	74
Tuberculosis Testing for Students of the Cooperative Nursing Program – 9732-II-450002	79
Exposure to Actual or Potential HIV or Other Infectious Diseases –9732-II-450023	82
Statement of Informed Consent – 9732-VIII-450023C	84
Nursing Student Guidance and Assistance Program – 9732-II-450021	88
Information Regarding Nursing Student Assistance Program (NSAP)	91
Confidentiality and Record Keeping Policy and Referral	
NSAP Referral Forms	93
Academic Advising – 9732-II-450020	95
Cooperative Nursing Student Right-to-Know and Campus Safety and Security – 9732-I-100022	97
Nursing Program's Campus Emergency Preparedness Plan – 9732-II-150003	100
Procedure for Action of a Chemically Impaired Cooperative Nursing Student – 9732-II-450031	104
The Nursing Program Drug Prevention Program – 9732-I-450030	109
Code of Student Conduct	113
Impact of Drug and Alcohol Abuse in Schools and Workplace	114
Legal Sanctions (The Law)	115
Health Issues...Alcohol and Tobacco	119
Available Resources	122
Safety and Security – Your Right to Know	124
Campus Security and Safety	124
Reporting a Crime or Emergency	125
Security Awareness and Crime Prevention	126
Alcohol and Substance Abuse Information	127
Sexual Assault Prevention and Response	128
Crime Statistics	129
Emergency Contact Information	132
Accreditation – Right to Know	134
How Our Students Are Doing – (Program Outcomes)	135

STUDENT HEALTH ISSUES

1. Students must show proof of Health insurance obtained through parents, spouse, or personal policy.
2. Accidents or injuries to any student while on campus or during class/clinical must be documented with an electronic occurrence report prepared by appropriate personnel. Assessment and treatment may be provided by the Franciscan Health Emergency or Urgent Care Center. Costs of assessment and treatment by the Emergency or Urgent Care Center will be billed to the student's health care insurance.
3. **STUDENTS WITHOUT VALID HEALTH CARE INSURANCE SHALL BE CONSIDERED SELF-INSURED AND WILL BE RESPONSIBLE FOR PAYMENT OF ALL COSTS.**

NUMBER: 9732-II-450001 **DATE:** April 10, 2017
DEPARTMENT: Nursing Program **REVISED:** June 15, 2023
Student Compliance and
Monitoring Council
REPLACES **REVIEWED:** June 15, 2023
PROCEDURE #: S-45-691-II-0001

STUDENT HEALTH SERVICES OF THE COOPERATIVE NURSING PROGRAM

PURPOSE: This document establishes the procedure for the provision of health care services to the students of St. Elizabeth School of Nursing- University of Saint Francis Cooperative Nursing Program (hereinafter referred to as CNP “Nursing Program”).

GENERAL INFORMATION: N/A

PERSONNEL: Franciscan Health Lafayette Employee Health Nurse; Nursing Program Administrative Officers; Student Compliance and Monitoring Council, Nursing Program faculty, staff and students; Nursing Program’s Health Officer

EQUIPMENT: N/A

- PROCEDURE:** I. It is the practice of St. Elizabeth School of Nursing- University of Saint Francis Cooperative Nursing Program, that:
- A. An organized health program, under the direction of the Nursing Program’s Health Officer or designee, shall assist each student of the Nursing Program in maintaining good physical and mental health and shall provide referral for primary care in the event of illness or injury.
 - B. Practices and procedures relating to the Nursing Student Health Program shall be established and reviewed annually or as needed by:
 - 1. Nursing Program Health Officer
 - 2. Administrative Director, Academic Services /Director, St. Elizabeth School of Nursing
 - 3. Student Compliance and Monitoring Council
 - C. Failure by the candidate/student to comply with the provisions, rules or practices of this procedure may result in the suspension of said student from class or clinical attendance until such time that compliance has been demonstrated.
- II. Prior to entrance into the program the newly admitted and first-time enrolled student shall provide:

- A. Required immunizations as directed by the Franciscan Alliance Corporate Health Vaccination Policy Number 1004.05 as well as the Center for Disease (CDC) Recommended Vaccines for Healthcare Workers <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>
- B. It is mandatory for the student to complete a Health History, Tuberculin Screen, Physical Exam by a licensed healthcare provider, and required drug testing, within the required timeframe prior to entrance. If vaccines requiring more than one dose are not complete, they must be in progress and continue in the timeframe identified by the Healthcare Provider and Centers for Disease Control and Prevention.
- C. A Healthcare Provider is defined as a Physician, Nurse Practitioner (NP), Osteopathic Physician (OP), or Physician's Assistance (PA).

III. Responsibilities:

- A. Upon authorization by appropriate Nursing Program representatives, the Nursing Program's designated health officer shall be responsible for helping to coordinate initial assessment and treatment to students who as a result of either class or clinical attendance have sustained a related illness or injury. The Nursing Program's designated health officer shall maintain a liaison with the (FHLA) Franciscan Health Lafayette Employee Health Nurse.
- B. The Nursing Program Health Officer or designee shall be responsible to ensure all health records are kept up to date.
- C. The designated Nursing Program Health Officer shall inform students about the student health policies and procedures.
- D. Access to emergency treatment for serious illness or injury while on the campus of the Nursing Program in Lafayette or another clinical facility, shall be rendered at any time.
- E. Students experiencing personal or mental health concerns may seek individual counseling from the Nursing Student Assistance Program (NSAP) or be referred by a faculty/staff member to the NSAP program.
- F. All school-related visits to the Employee Health Office or Emergency Care Center may be reviewed by the Employee Health Office Medical Representative and Nursing Program Health Officer.
- G. Franciscan Health Lafayette (FHLA) or the Nursing Program shall assume no financial responsibility for student's medical expenses.

IV. Special Health Services - Specific Diseases, Communicable Diseases, and Prolonged Illnesses:

- A. Any students exposed to an un-isolated infectious disease shall follow the health guidelines established by Franciscan Health Lafayette (FHLA) Employee Health policies and procedures.

B. A student shall be registered as patient through Registration and shall be considered a private patient.

C. A healthcare provider must provide a written release before the student, absent due to an infectious disease, hospitalization, or injury, may resume classes or clinical assignments.

D. Prolonged illness or chronic conditions present before or occurring after admission to the Nursing Program shall be reviewed by the Nursing Program's Student Compliance and Monitoring Council. Upon recommendation of the Council, the student may request a Leave of Absence (LOA) and return to the program based on the 180-day requirements of the LOA or may be requested to withdraw from the Nursing Program.

V. Care During Pregnancy: (if declared by student)

A. A pregnant student shall submit a Healthcare Provider's statement when the pregnancy is confirmed and submit it to the Nursing Program Health Officer or designees. The statement shall include the following information:

1. Date of expected delivery
2. Current written limitations with regard to sitting in a classroom for long periods of time, and the student's limitations, if any, regarding care for patients who are hospitalized for a variety of conditions.

B. The student shall be permitted to remain in the Nursing Program if she and/or her fetus' health are not endangered, and academic performance is maintained at a satisfactory level.

C. The student may be granted a medical leave of absence (LOA) in accordance with the Cooperative Nursing Program Student Leave of Absence policy 9732-I-100009.

D. Following a medical leave of absence, the student shall be re-instated on an individual basis, if the student's attending physician has issued an unrestricted release to resume student activities.

E. The student must submit a "permission to return to class" release from her physician after delivery before she will be allowed to return to any class or clinical activities.

F. Franciscan Health Lafayette (FHLA) shall not assume responsibility for student health care related to pregnancy.

VI. Student Health Program Services - Coverage and Cost:

A. The Student Health Program shall cover the following services:

1. Student's annual Tuberculin testing and TB Questionnaire are given to all students once they have completed their first TB testing prior to entrance. Yearly TB testing is provided at no additional cost to the student.

2. In a case where the student has had a previous positive PPD, a chest x-ray or IGRA blood test is required, to ensure there is no active pulmonary disease or TB infection. After this is done a yearly TB Questionnaire is required.
 3. Yearly flu vaccinations are required. All flu vaccinations are provided at no additional cost to the student.
 4. Yearly random drug tests are required and provided at no additional cost to the student, including the test completed at the time of admission.
 5. All students are required to have their own health insurance. Health Insurance may be available via the Affordable Care Act.
 6. Nursing Program related injuries sustained during a scheduled Program activity and treated at the appropriate health care institution must be documented with an electronic occurrence report and will be billed to the student's medical insurance.
 7. The program will charge a nominal health fee per semester to assist with the cost of health services.
- B. Financial responsibility for any other health services other than those already identified as being provided by the Nursing Program are the responsibility of the student. These may include but are not limited to:
1. Dental care.
 2. The fitting, repair, or replacement of eyeglasses or contact lenses.
 3. Payment of professional service fees to consulting health care providers.
 4. The arrangement and payment of any testing other than those already provided by the Nursing Program
 5. Out-patient care in any institution other than Franciscan Health Lafayette (FHLA).
 6. All medications and outpatient procedures or tests.

VII. Medications:

- A. Students shall not prescribe medications for themselves or others.
- B. Remedies, supplies, drugs, or equipment for treatment shall not be taken from the medical center/hospital.
- C. Violations of the medication policy shall be considered sufficient cause for dismissal from the Nursing Program, as assessed by due process.

VIII. Location of Health Service Facilities:

- A. The Emergency Care Center of the Franciscan Health Lafayette (FHLA) is located on the Franciscan Health Lafayette (FHLA) East campus. The department is open 24 hours daily.

IX. Health Insurance:

- A. Students must show proof of Health insurance obtained through parents, spouse, governmental or personal policy. Students without valid Health insurance shall be considered self-insured and will be responsible for payment of all costs.
- B. Accidents or injuries to any student while on campus or during class/clinical must be documented with an electronic occurrence report. Assessment and treatment may be provided by the Emergency Care Center. Costs of assessment and treatment by the Emergency Care Center will be billed to the student's health care insurance.

4. Will not be permitted to attend classes, In-House Clinical (IHC) or On-Site Clinical (OSC) activities until documented proof of TB testing is completed as designated by the Nursing Program's Health Officer or designee.
5. Report all signs or symptoms of or exposure to tuberculosis to the Nursing Program's Health Officer, submit an electronic Occurrence Report, and follow through when referred because of a positive reaction.

B. The Nursing Program's Health Officer or designee shall:

1. Be the Coordinator and liaison between the Nursing Program and health offices of the affiliated universities, affiliated agencies, and the FHLA Employee Health Office (EHO).
2. Assure adequate records of Student's Health History and Immunization including TB testing and surveillance are maintained electronically and/or within paper files.
3. Notify the Student, Nursing Program Administrators, Nursing Department Chairs, Principal Course Instructors (PCI) and Registrar/Bursar, in writing, of any student who has not met the TB testing requirement for the academic semester by the end of the ADD/DROP period of the semester/term.
4. Be certified by the ISDH to implant and read TST. Order Tuberculosis antigen from pharmacy and other supplies as needed.
5. Assure two-step method of TST screening or IGRA blood test (Quantiferon or T-Spot) is conducted for new students whose Tuberculin status is unknown and/or who may have ongoing exposure to infectious patients.
6. Be an Ancillary Reader of the Nursing Program and maintain a Nursing Program Ancillary Planter and Reader listing.
7. Follow-up all students with a 5mm or greater reading or any questionable local reactions. The student should be referred to their primary care practitioner for further examination and testing. All copies of any chest x-ray, sputum cultures, and lab findings are filed in the student's health record.
8. Screen asymptomatic significant reactors on an annual basis by questionnaire.

Maintain confidentiality of all students with TB

- C. The Principal Course Instructor shall not allow the student to participate in any class, In-House Clinical (IHC) or On-Site Clinical (OSC) activities until documented proof of TB testing is completed as designated by the Nursing Program Health Officer or designee.

D. Nursing Program Ancillary Planter and Reader shall:

1. Be certified by the ISDH to implant and read TST's
2. Complete an orientation with the Nursing Program Health Officer or designee.

3. Document date of TST implanted and site, sign and return the TST Form to the student
4. Document all TST's in millimeters (read within no less than 48 nor more than 72 hours after implanting).
5. Document date and results, sign return TST Form to student or Nursing Program Health Officer.
6. Refer the student to the Nursing Program Health Officer for a 5mm or greater reading or for any questionable local reactions.
7. Not implant or read their own TST, nor accept a student's reading of their own TST.

NUMBER: 9732-II-450023 **DATE:** April 1989
DEPARTMENT: Nursing Program **REVISED:** June 15, 2023
Student Compliance and
Monitoring Council
REPLACES **REVIEWED:** June 15, 2023
PROCEDURE #: S-10-691-VI-0023

**EXPOSURE TO ACTUAL OR POTENTIAL HIV OR OTHER INFECTIOUS
AND/OR COMMUNICABLE DISEASES**

PURPOSE: This document establishes the protocol for the Nursing Program faculty and students who care for individuals with other infectious and/or communicable diseases.

GENERAL INFORMATION: The St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program’s (hereinafter referred to a “Nursing Program”) administration, staff, faculty and students shall treat all individuals with infectious and/or communicable diseases with respect and dignity, equally, humanely, compassionately, and safely while maintaining confidentiality.

REFERENCE:

St. Elizabeth School of Nursing-University of Saint Francis Cooperative Nursing Program:

Franciscan Health Lafayette Related Procedures:

6041-III-004 BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN
952-II-29 RESTRICTION AND REPORTING FOR PERSONNEL WITH OR EXPOSED TO COMMUNICABLE OR INFECTIOUS CONDITIONS
952-II-09 BLOOD AND BODY FLUID EXPOSURE

PERSONNEL: Nursing Program Administrative Officers; Nursing Program faculty, staff and students; Nursing Program’s Health Officer

EQUIPMENT: N/A

PROCEDURE:

- A. All faculty, students and staff shall observe Standard (Universal) blood and body fluid precautions (referred to as Standard (Universal) precautions) for all clients.
- B. All faculty and students must comply with current Center for Disease Control (CDC) recommendations.

- C. Failure to use Standard (Universal) precautions or CDC recommendations may result in disciplinary action. (DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM/DROPPED FROM CLINICAL NURSING CURRICULUM PLAN Policy 9732-I-100016 and Corrective Action Professional Probation Policy 9732-I-100015B)
- D. When a faculty / student or staff member is exposed to blood or body fluid, the following procedure applies:
 - 1. The exposed person must complete the appropriate electronic Occurrence Report. In the case of a student who has been exposed, the student shall consult with the faculty member supervising the clinical experience.
 - 2. The exposed person must follow the policy/guidelines of the institution in which the exposure occurred. If the institution has no policy/guidelines on exposure, see the current Franciscan Alliance Blood and Body Fluid Exposures Procedure (952-II-09) as a guide.
 - 3. The exposed person shall be encouraged, but not required, to obtain testing for HIV infection.
 - 4. The exposed person shall be referred to the Franciscan Health Lafayette (FHLA) Employee Health Program, the Nursing Student Assistance Program (NSAP) or Employee Assistance Program (EAP).
- E. Individuals infected with or have developed HIV, AIDS or ARC may not be discriminated against process in hiring nor Nursing Program admission procedures or decisions.
- F. Infected individuals shall be allowed equal access to Nursing Program facilities, services and programs.
- G. Enrolling students shall be provided information in a Statement of Informed Consent (9732-VIII-100023C) regarding HIV, Hepatitis B and other infectious and/or communicable diseases at the Nursing Program's initial orientation program. The signed Statement of Informed Consent shall be filed in the student's academic file.
- H. Faculty will provide education on exposure to blood and body fluids prior to student's first clinical experience and at regular intervals throughout the curriculum.
- I. Confidentiality of infected individuals shall be maintained as follows:
 - 1. No specific information about the diagnosis shall be shared with faculty, administrative staff, students or those outside the Nursing Program without the written consent of the infected individual.
 - 2. The number of individuals in the Nursing Program aware of the infected person's identity shall be kept to an absolute minimum.
 - 3. Breaches in confidentiality shall result in disciplinary action, which may include termination or dismissal from the Nursing Program.
- J. Requirements for public health reporting shall be strictly observed.

NUMBER: 9732-VIII-450023C **DATE:** April 1992

DEPARTMENT: Nursing Program **REVISED:** June 15, 2023
Student Compliance and *Form updated 7.2023*
Monitoring

REPLACES **REVIEWED:** June 15, 2023
PROCEDURE #: S-10-691-VIII-0023C

STATEMENT OF INFORMED CONSENT

PURPOSE: This document establishes the Statement of Informed Consent regarding HIV, Hepatitis B, Corona Virus and other infectious and/or communicable diseases that enrolling students shall be advised of during the Nursing Program’s initial new student orientation program. The signed statement of Informed Consent shall be filed in the Student’s academic file.

GENERAL INFORMATION: The St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program’s (hereinafter referred to a “Nursing Program”) administration, staff, faculty and students shall treat all individuals with infectious and/or communicable diseases with respect and dignity, equally, humanely, compassionately, and safely while maintaining confidentiality.

REFERENCE:

St. Elizabeth School of Nursing- University of Saint Francis - Cooperative Nursing Program:
Franciscan Health Lafayette (FHLA) Related Procedures:

- 6041-III-004 BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN
- 952-II-29 RESTRICTION AND REPORTING FOR PERSONNEL WOTH OR EXPOSED TO COMMUNICABLE OR INFECTIOUS CONDITIONS
- 952-II-05 EMPLOYEE HEALTH SERVICES OCCURRENCE INVESTIGATION EMPLOYEE/STUDENT/VOLUNTEER
- 952-II-09 BLOOD AND BODY FLUID EXPOSURE

PERSONNEL: Nursing Program Administrative Officers; Nursing Program faculty, staff and students; Nursing Program’s Health Officer

EQUIPMENT: N/A

STATEMENT OF INFORMED CONSENT

St. Elizabeth School of Nursing and University of Saint Francis Cooperative Nursing Program (hereinafter referred to as “Nursing Program”) provides an academic program of study for students. Such study includes on-campus laboratory experiences with models and simulations. Technical skills are demonstrated, practiced, and evaluated. Upon the development of beginning competency, these skills are applied in other settings, such as hospitals, nursing homes, clinics, and community health centers. All study in these settings is conducted under the supervision of Nursing Program faculty and/or licensed health care professionals at the facilities. As a student enrolled at the St. Elizabeth School of Nursing, I understand that participation will include academic, laboratory, and clinical work performed in the classroom, laboratory, hospitals, and other clinical facilities with direct care or exposure to patients with a variety of illnesses. These experiences may include the handling of and/or contact with human bodily fluids and tissues with possible exposure to disease-carrying microorganisms.

The Nursing Program will give instruction to each student in Standard (Universal) Precautions, including the use of Personal Protective Equipment as well as Transmission-Based Precautions according to recommendations from the Centers for Disease Control (CDC). I understand that these procedures protect me, my patients, my family members, and other health care workers from infections and/or communicable diseases. I understand that nursing involves the study and care of people throughout their life span and that these people may be well or ill. By participating in care-giving activities with ill people, I may be exposed to infectious diseases, such as Hepatitis B, Acquired Immunodeficiency Syndrome (AIDS), Corona Virus (COVID-19), Influenza, and other infectious and/or communicable diseases.

I understand that I am expected to understand and strictly adhere to [Standard Precautions](#) guidelines and [Infection Control](#) practices as established by the CDC and the Occupational Safety and Health Administration (OSHA) to reduce the risk of contact, droplet, and airborne transmission of pathogenic microorganisms.

It is understood that testing, diagnosis, and treatment of any infectious and/or communicable disease, including those contracted while acting as a caregiver in my clinical experiences with the Nursing Program, will be paid at my own expense, except as otherwise provided in this Statement of Informed Consent.

I understand the Nursing Program requires that I comply with the immunization/vaccination and antibody/antigen protocol that has been established by the Nursing Program. I understand the St. Elizabeth School of Nursing follows Franciscan Alliance, Inc. (“Franciscan”) policies and procedures. Any admitted student who fails to provide proof of being fully vaccinated by 4:00pm (Eastern) on the Friday before the semester begins shall have their offer of admission revoked.

The Nursing Program cannot guarantee that other non-Franciscan clinical agencies who require Covid-19 vaccination will accept religious or medical exemptions. Consequently, you may be unable to complete the Nursing Program's curriculum if a clinical placement at a non-Franciscan facility does not accept a religious or medical exemption in lieu of vaccination against COVID-19.

In the event that I should be involved with a needle stick or other incident or exposure while caring for a patient with any infectious and/or communicable disease, I agree to follow the most current protocol recommended by the CDC.

If I am involved with a needle stick or other incident or exposure while caring for a patient infected with a diagnosed bloodborne pathogen or while acting as a caregiver in my clinical experience, the Nursing Program will provide up to one (1) year of blood testing for me per the CDC's guidelines. Professional counseling for me and/or significant others will also be provided. The Nursing Program will consider such information to be privileged and confidential. I understand and acknowledge that there is no known cure for some diseases caused by some bloodborne pathogens at this time.

If I am uncomfortable with the idea of caring for patients with infectious and/or communicable diseases, I will discuss my concerns with the Nursing Program.

I agree to inform the Nursing Program's administration of changes in my health status, such as, pregnancy or contraction of a communicable and/or infectious disease. I have been informed and understand that an altered state of my health, such as being immunocompromised, may increase my health risk in relation to care-giving activities for patients with bacterial, viral, or other communicable diseases. I have also been informed that some vaccinations are contraindicated or have decreased effectiveness in immuno-suppressed conditions. Therefore, I agree to seek sound medical advice for changes in my health status, such as those previously discussed in this paragraph.

I agree on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns to release and discharge the Nursing Program, Franciscan and all of its past and present owners, officers, directors, insurers, employees, representatives, successors, assigns, affiliated entities, groups, and divisions (collectively "Released Parties") from any and all claims or causes of action (known or unknown) including, but not limited to, any bodily injury arising out of or which may occur as a result of my participation in educational activities through the Nursing Program or its affiliates.

I understand that I am waiving any right that I may have to file a lawsuit to assert a claim against Released Parties, and I agree to indemnify Released Parties for all reasonable attorneys' fees and costs incurred in enforcing this waiver and release in the event that I do sue the Released Parties. This waiver and release shall survive for so long as any claim, cause of action, or alleged claim or cause of action against Released Parties exists.

I have read the above information and fully understand the learning opportunities, risks, and safeguards provided by the Nursing Program. I have been given an opportunity to ask questions about the admission requirements, conditions of progression, and expected competencies. I understand that nursing involves cognitive learning, affective values, and clinical performance

standards. Any questions I might have had regarding any of these areas have been answered to my satisfaction. I acknowledge that I have read this document in its entirety, and I agree to follow policies and procedures mentioned herein.

This Statement of Informed Consent is effective upon execution, during my enrollment in the Nursing Program, and for so long as any claim, cause of action, or alleged claim or cause of action against Released Parties may exist.

Acknowledged and Agreed:

Student Signature

Date

Printed Name

NUMBER:	9732-II-450021	DATE:	March 1992
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	March 27, 2024
REPLACES PROCEDURE #:	S-45-691-II-0021	REVIEWED:	March 27, 2024

NURSING STUDENT GUIDANCE AND ASSISTANCE PROGRAM

PURPOSE: This document establishes the procedure to provide, within the resources available, a guidance and assistance program to aid the enrolled student to achieve academic success.

GENERAL INFORMATION: **Academic Stressors:** factors that may affect a student's performance, such as inadequate test taking skills, study skills, and poor time management.

Personal Problems: factors that may affect a student's performance, such as marital/relational discord, legal and financial concerns, loss of and grief for a loved one, significant life changes, childcare issues, alcoholism, drug abuse, job stress and family concerns.

Episodic Intervention: short term interventions that are usually self-limiting. The cost of episodic intervention is covered by this program.

On-going Intervention: may require continuing follow-up by referral agencies. The cost of on-going intervention is the responsibility of the student.

Risk Potentials: factors commonly identified in literature and by the experience of this education program that may precipitate personal or academic stressors:

- Student transitioning from post-high school or earned GED/High School Equivalency test (HiSET) into first (1st) college experience
- History of previous college failure or transferring/attending more than two colleges without completing degree requirements
- Student with below average academic standing
- Minority population
- Male

Concerned Referral: referral based upon the demonstration of behavior of concern.

Academic Referral: referral based upon deteriorating academic performance defined as anyone receiving a less than passing grade in any nursing course and/or an overall GPA of concern.

Clinical Referral: referral based upon deteriorating clinical performance which includes but is not limited to failure to meet clinical objectives on a consistent basis.

PERSONNEL: Nursing Program Administration, Nursing Program faculty, staff and students.

EQUIPMENT: N/A

PROCEDURE:

Based upon available resources, the St. Elizabeth School of Nursing-University of Saint Francis Cooperative Nursing Program (hereinafter referred to as “Nursing Program”) shall provide a guidance program that is as comprehensive as possible in order to assist the student with the needed adjustments in the student role. This program may be inclusive of but not necessarily limited to:

- 1) initial study skills
- 2) extended orientation
- 3) extended study skills,
- 4) intrusive academic counseling
- 5) Nursing Student Assistance Program (NSAP)
- 6) academic advisement and counseling
- 7) supportive student services available to the Nursing Program’s students at University of Saint Francis
- 8) referrals to community service agencies, i.e., drug and alcohol abuse programs, professional counselors, etc.

The Student Guidance and Assistance Program offers confidential assistance to students who have any personal problems or academic stressors which impair their academic and/or clinical performance.

The initial cost of this program is covered by the student service fees. However, if after initial assessment, and when necessary, a referral is made to an appropriate outside community resource, fees for services by the referred professional resource will be the student’s responsibility. There is no charge for the Nursing Student Assistance Program (NSAP) at the time of referral to the NSAP counselor.

Academic Advisor Referral: Any student receiving a less than passing grade at midterm in any nursing course and/or an overall GPA of concern will be referred to their academic advisor for initial advisement. Any student requiring further services may be referred to counseling as described in this procedure.

Self-Referral: Students who may be having a problem which they judge may affect their academic/clinical performance is encouraged to voluntarily seek counseling and information regarding guidance and counseling programs available. A good initial source to find available services is the student's Academic Advisor.

A self-referring student to a guidance service shall meet with the individual counselor and no report of service shall be provided to the Nursing Program’s administration or faculty unless the student requests or authorizes this in writing from the Academic Advisor. The student is under no obligation to accept any referral or follow the counselor’s advice.

Faculty Referral: A faculty or administrative staff member may refer a student to a NSAP counselor or specific program if there is a documented pattern of deteriorating academic or clinical performance or demonstration of behaviors of concern.

All anecdotal advisement records of conferences are confidential and private. No records may be released from an individual’s record or file without the direct written request of the student, unless required by law in which case the student would be

notified by the individual holding the record or file. No records of conference will be placed in a student's permanent academic file (except Probation Status Forms). Anecdotal records are generally retained until the student graduates or exits the program.

The Faculty/Administrative Staff of the Nursing Program shall:

1. Intervene when there is a documented pattern of deteriorating academic or clinical performance or demonstration of behavior of concern.
2. Ensure that participation in the Guidance and Counseling Program by a faculty request and/or self-referral will not jeopardize a student's academic standing or career goals.
3. Refer for assistance only at the student's request and/or based on unsatisfactory academics, clinical performance, or demonstration of some behavior of concern.
4. Notify academic advisors of any students with a non-passing grade or below at midterm and of students with a GPA of concern.

Students:

1. Are expected to cooperate with a faculty referral for assistance and return academic or clinical performance to satisfactory standards.
2. Who have a problem for which they judge may affect academic or clinical performances are encouraged to voluntarily seek counseling and information. The emphasis of this program is on prevention and early intervention.
3. Participating in guidance and assistance counseling programs will not necessarily prevent the student from disciplinary action for failing academic or clinical performance and/or policy or procedure infractions.

INFORMATION REGARDING NSAP/EAP CONFIDENTIALITY AND RECORD-KEEPING POLICY

The Nursing Student Assistance Program (NSAP) has a policy to ensure and safeguard your right to confidential treatment of all information you share. A notice of Client Information Regarding NSAP/EAP Confidentiality and Record Keeping is to advise you of your rights in this area and the measures taken to protect your interest and your right to privacy. You may see the complete NSAP/EAP Confidentiality & Record -Keeping Policy if you so desire. What follows below is important information from the policy which you will be asked to read and sign at the time of your appointment to indicate that you have been advised of the policy.

Some of the information requested is required in order to provide services. If you do not wish to give the required information, you understand you may withdraw your request for service and that any narrative information about the problem for which you requested service will be destroyed. You understand that the NSAP/EAP will retain only information about your request which is needed for purpose of accountability.

Much of the information requested is designed to serve you. Some information is not required, and you can freely decide what information to share. You understand you may ask any questions about the necessity of information requested.

You understand that NSAP/EAP maintains written records and the record is open to you upon written request. Records should contain only information that is necessary, relevant, timely and complete to the service requested. If you find the record faulty or incomplete, you may ask that NSAP/EAP Counselor's written correction or additions about the information that pertains to you, or their written objections to information in the record be placed in the record, be signed and dated by you. Records are retained per EAP record retention policy.

The NSAP/EAP does not collect information from other sources without your knowledge and written consent. No information the NSAP/EAP has about you will be shared without your written consent which specifies exactly to whom, the exact nature of the information, and for what purpose the information will be released, unless required by law. You understand that in a situation where the law requires release of information, e.g. a legal subpoena, the NSAP/EAP will notify you immediately. No photographs, observations, or recordings, either audio or video, will be made without your prior written consent.

NSAP/EAP SELF REFERRAL

Students who have a problem which they judge may affect their academic/clinical performance are encouraged to voluntarily seek counseling and information from the NSAP/EAP Counselor.

Should a student or one of her/his family members seek assistance from NSAP/EAP no report is given to the Nursing Program's administration, unless the student requests and authorizes this in writing. The student is under no obligation to accept the NSAP/EAP referral, nor to follow the advice of the NSAP/EAP Counselor.

Family members may seek NSAP/EAP assistance with or without the student's knowledge. The NSAP/EAP Counselor will attempt to work with the student and/or family to resolve their problems in a compassionate, confidential manner which will benefit everyone.

CRITICAL FACTORS OF FACULTY/STAFF REFERRALS

1. A positive concerned attitude coupled with holding the student responsible for his/her action.
2. Quality documentation based on identification of the problems at an early stage, not through diagnosis, but by performance reviews and feedback concerning academic and /or clinical performance and behavior.
3. Sound judgment which the faculty/staff member must use to decide if a personal problem is affecting academic/clinical performance.

Remember if disciplinary action is indicated, it should be administered separately from the NSAP/EAP. Finally, it must be stated that not every problem may be solved by the efforts of the NSAP/EAP; some students will reject all effort to assist them. Basic good will toward the nursing program, and a willingness to do something about the problem must be present if the student is to overcome his/her problem. In some instances, it is more helpful, even more therapeutic, in the long run, to dismiss a student who will not accept the reality of his/her problem and its consequences, than to enable the problem to continue and to pay for this with poor morale and substandard academic/clinical performance.

FOR INFORMATION AND ASSISTANCE CONTACT NSAP

1-800-747-7262



NURSING STUDENT ASSISTANCE PROGRAM/EMPLOYEE ASSISTANCE PROGRAM
CONCERNED REFERRAL FOR NSAP/EAP SERVICE

TO: Nursing Student Assistance Program/Employee Assistance Program

PHONE: 1-800-747-7262

FROM:

PHONE:

DATE:

I am referring _____ for assistance. We met on _____ and discussed this referral and my concern.

Signature of Faculty/Staff Member

I understand that I have been referred to the Nursing Student Assistance Program (NSAP)/Employee Assistant Program (EAP). It is my responsibility to contact the NSAP/EAP. I understand that I have a right to refuse the service offered. The NSAP/EAP is a confidential service that will not jeopardize my academic/clinical security or educational opportunities.

Date

Signature of Student



NURSING STUDENT ASSISTANCE PROGRAM/EMPLOYEE ASSISTANCE PROGRAM

FACULTY REFERRAL FOR NSAP SERVICE

TO: Nursing Student Assistance Program/Employee Assistance Program

PHONE: 1-800-747-7262

FROM:

PHONE:

DATE:

I am referring _____ for assistance. We met on _____ and discussed this referral and have established an acceptable performance standard. This referral is (is not) part of an official disciplinary action.

Signature of Faculty/Staff Member

I understand that I have been referred to the Nursing Student Assistance Program (NSAP)/Employee Assistant Program (EAP). It is my responsibility to contact the NSAP/EAP. I understand that I have a right to refuse the service offered. The NSAP/EAP is a confidential service that will not jeopardize my academic/clinical security or educational opportunities. Accepting help from the NSAP/EAP will not replace established disciplinary procedures.

Date

Signature of Student

NUMBER:	9732-II-450020	DATE:	February 1992
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	March 27, 2024
REPLACES PROCEDURE #:	S-45-691-II-0020	REVIEWED:	March 27, 2024

ACADEMIC ADVISING

PURPOSE: This document establishes the procedure utilized in order to ensure that the student admitted to the St. Elizabeth School of Nursing-University of Saint Francis Cooperative Nursing Program (hereinafter referred to as “Nursing Program”) enrolls in required courses needed to meet progression and graduation requirements.

GENERAL INFORMATION: The Nursing Program shall ensure availability of academic advising for students. Therefore, every student shall be assigned an academic advisor who shall assist the student in planning, sequencing and evaluating their academic schedule in reference to the School curriculum plan

Academic Advisor - A faculty member who assists the student in planning and evaluating their individualized curriculum plan ensuring that the student has a working knowledge of the required courses or their equivalence that will meet the program requirements for program completion in the program of nursing.

Curriculum Plan - The required courses, both nursing and non-nursing that must be taken to be eligible for the Diploma in Nursing from the St. Elizabeth School of Nursing and the BSN from University of Saint Francis.

PERSONNEL: Nursing Program Administration; Nursing Program faculty, staff, and students.

EQUIPMENT: N/A

- PROCEDURE:**
- A. All students of the Nursing Program will be assigned an academic faculty advisor upon enrollment into the program by the designated Nursing Program’s Administrative staff. The academic advisor shall serve that student until the end of their program of study. The academic advisor shall:
 1. Assist the student in planning an individualized plan of study.
 2. Verify that student's file contains documentation of transfer credit, advanced placement, credit by exam and course grades required to meet program requirements.
 3. Meet with student each semester at designated time to complete registration forms.
 4. Ensure that students are aware of implications of dropping or withdrawing from course, i.e., implications on academic status/progress, implications of failing a course or courses, raising of questions of the student’s understanding regarding financial aid implications and requesting that the student schedule a meeting with the financial aid officer.

 - B. All academic advisors shall be responsible for seeing assigned students at least once during the semester for the purpose of discussing the student's plan of study and progress within their curriculum plan. The initial visit shall be made as early in the semester as possible. Students are responsible for

making appointments with their advisor. The academic advisor should make a note of the day and time of the visit and write a brief summary of what was discussed and placed in the faculty's private file for the academic advisee.

- C. The academic advisor shall meet with the student prior to the official pre-registration period in order to complete required registration forms. The focus of the pre-registration interview shall be to assure the student is progressing according to the intended plan of study.
- D. Notification of student early warning, mid-term and final grades, withdrawal, LOA, add or drop courses, advanced placement, transfer and credit by examination shall be sent to the academic advisor for notation in the academic advisor file.
- E. All altered plans of study, shall be documented and will be retained in the student's academic advising file.
- F. If the student is not able to meet with their academic advisor prior to a desired drop/add, withdrawal, or LOA, the respective Nursing Program's Administrator Officer or designee may advise the student, and initiate and approve the student's request.
- G. A student may elect informal counseling and advisement from any faculty member. If as a result of this informal advisement, a student wishes to make an academic change s/he must meet and complete the required process with their assigned advisor.
- H. A student may request a change of academic advisor. Requests should be submitted in writing to the Nursing Program's Registrar or designee. Requests will be honored depending on the availability and number of students assigned to the faculty member.
- I. The Academic Advisor will serve as the Probation Manager for advisees who are placed on any probation. See Probation Policy and Procedure 9732-I-100015.

NUMBER:	9732-I-100022	DATE:	July 25, 1991
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	May 20, 2021
REPLACES POLICY #:	S-10-691-I-0022	REVIEWED:	March 27, 2024

**COOPERATIVE NURSING STUDENTS' RIGHT TO KNOW, DISCLOSURE OF INFORMATION AND
CAMPUS SAFETY AND SECURITY**

PURPOSE: This document establishes the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (hereinafter referred to as “Nursing Program”) policy, requirements for disclosure of information reporting and procedures. Included in this policy are the mechanisms related to regulatory requirements reporting of criminal actions or other emergencies occurring on the campuses of Franciscan Health Lafayette (FHLA) and the St. Elizabeth School of Nursing including the institution's response to such reports.

**GENERAL
INFORMATION:**

For purpose of this policy: Hate Crimes are classified on the basis of the perpetrator’s bias against the victim’s actual or perceived: age, color, race, creed, sex, national origin, handicap or financial status.

Hate Crime enumeration may include but is not necessarily limited to simple assault, larceny-theft, intimidation, and destructive/damage vandalism of property.

See related Procedure: 9732-II-150003 NURSING PROGRAM’S CAMPUS EMERGENCY PREPAREDNESS AND PLAN

The Nursing Program’s Primary Website for purpose of this policy and its reporting requirements shall be: www.steson.org

PERSONNEL: Nursing Program Administrative Officer; Nursing Program faculty, staff and students, Franciscan Health Lafayette Department of Safety and Security.

EQUIPMENT: N/A

POLICY: The Franciscan Health Lafayette Safety and Security Department shall be the established department of the St. Elizabeth School of Nursing designated to carry out the responsibilities as outlined by department policy and procedures in order to meet the compliance requirement of the U.S. Department of Education Program Participation and Integrity (34 CFR 600 and 668) and of Public Law 101-542, The Student Right-to-Know, and Campus Security Act, as amended by Public Law 102-26, The Higher Education Technical Amendments Act of 1991, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, or Higher Education Opportunity Act of 2008 (HEOA) or those Federal and State Laws required of Institutions of Higher Education.

Activities shall include, but not necessarily be limited to:

- A. Disclosure information to the public, prospective and currently enrolled students which shall be available in promotional and consumer material/publications including the Nursing Programs primary Website that is current, and

comprehensive. Disclosure information shall include, but is not necessarily limited to:

1. General, academic or admission information,
 2. Tuition and fees, room, and board as applicable,
 3. Estimated costs for books and supplies and other additional related costs
 4. Program outcomes, such as:
 - a. retention rate
 - b. completion rate
 - c. job placement rate
 - d. pass rate
- B. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.
- C. A statement of current policies concerning security and access to campus facilities and security considerations used in the maintenance of campus facilities.
- D. A statement of current policies concerning campus law enforcement, including--
1. the enforcement authority of security personnel, including their working relationship with state and local police agencies including written memoranda of understanding, for the investigation of alleged criminal offenses; and
 2. Policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.
- E. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.
- F. A description of programs designed to inform students and employees about the prevention of crimes.
- G. Statistics concerning the occurrence on campus, during the most recent calendar year, and during the two preceding calendar years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies--
1. Murder/Non-Negligent Manslaughter
 2. Negligent Manslaughter
 3. Sex Offense, Forcible
 4. Sex Offense, Non-Forcible
 - a) Incest
 - b) Statutory Rape
 5. Robbery
 6. Aggravated Assault
 7. Burglary
 8. Motor Vehicle Theft
 9. Arson; and
 10. Hate Crime (See General Information regarding Hate Crime enumeration)
- H. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution.
- I. Statistics concerning the number of arrests for the following crimes occurring on campus:
1. Illegal Weapons Possession
 2. Drug Law Violations; and
 3. Liquor Law Violations.
- J. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state under-age drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of

Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 1213 of the Higher Education Act of 1965, as amended. Section 1213 of the Higher Education Act of 1965, as amended, contains the drug free campuses requirements added by section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226).

- K. Supporting records, including daily logs regarding campus crime statistics shall be maintained for three (3) years following the publication of the last annual campus security report to which they apply. (Since each Annual Campus and Security Report must contain the previous three (3) years of statistical data, the retention of campus crime statistics/daily logs will be retained for seven (7) years from the initial report in which they were published).

The Director, School of Nursing, in conjunction with the FHLA Director, Safety and Security or their designees shall annually publish and/or post on the Nursing Program's primary website (at the following link: <https://steson.org/safety-and-security>) a Consumer Information and Student Right to Know and Campus Security Report that shall be retrievable, able to be downloaded, indexed and searchable for the above-mentioned items described in: A through J.

The FHLA Safety and Security Department shall collect and in collaboration with Director, School of Nursing, report the required statistics.

NUMBER:	9732-II-150003	DATE:	July 2, 2007
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	February 17, 2022
REPLACES PROCEDURE #:		REVIEWED:	February 17, 2022

NURSING PROGRAM'S CAMPUS EMERGENCY PREPAREDNESS PLAN

PURPOSE: St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (hereinafter referred to as “Nursing Program”) Emergency Preparedness and Plan is to provide a means to utilize available resources to **PREPARE** for potential emergencies or disasters whenever possible and deal efficiently with the effects of inevitable events, **RESPOND** to save lives and protect property, and promote a means to **RECOVER** mission critical business and academic operations.

GENERAL INFORMATION: The Campus Emergency Preparedness and Plan was developed as an Integrated Emergency Operations Plan (EOP) in order to reference emergency/disaster information and the basic source of data to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing **what** is to be done, and **who** is to do it. It may include information relative to **when** and **where** the response will be effective, and even **why** it will be done.

The Franciscan Health Lafayette Safety and Security Department shall be the established department of the St. Elizabeth School of Nursing designated to carry out the responsibilities as outlined by department policy and procedures in order to meet the compliance requirement of the U.S. Department of Education Program Participation and Integrity (34 CFR 600 and 668) and of Public Law 101-542, The Student Right-to-Know, and Campus Security Act, as amended by Public Law 102-26, The Higher Education Technical Amendments Act of 1991, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, or Higher Education Opportunity Act of 2008 (HEOA) or those Federal and State Laws required of Institutions of Higher Education.

NOTE: St. Elizabeth School of Nursing is housed in the Franciscan Education Center on the Franciscan Health Lafayette Central Campus. Safety Policies of the Franciscan Education Center and Franciscan Health Lafayette Central Campus may apply to the St. Elizabeth School of Nursing. Security Officers and a Nursing Supervisor are stationed in the building 24/7 and can provide additional resources in the event of a safety and/or security concern.

Related Procedure: 9732-II-150002 - CANCELLATION OR DELAY NOTIFICATION OF NURSING PROGRAM ACTIVITIES DUE TO INCLEMENT WEATHER

Hospital Incident Management Plan (Hospital Incident Command System - HICS) 9502-III-21. See also additional related Policies and Procedures in an EMERGENCY PREPAREDNESS Binder located in Nursing Program’s Administrative Office, Business Office and Library.

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Students, Franciscan Health Lafayette Department of Safety and Security.

EQUIPMENT: N/A

PROCEDURE: The St. Elizabeth School of Nursing (STESON) and Franciscan Health Lafayette (FHLA) will without delay, and taking into account the safety of the community, determine the

content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The St. Elizabeth School of Nursing (STESON) will be prepared for possible emergencies and will respond to all emergency situations in a safe and timely manner. The STESON, as well as the Safety and Security personnel and equipment of the Franciscan Health Lafayette (FHLA) system will be used to provide priority protection for:

- Priority 1: Life Safety
- Priority 2: Preservation of FHLA property and structures
- Priority 3: Restoration of academic programs and general STESON operations

It is anticipated that, as operations progress from Priority 1 through Priority 2 and 3 responses, the administrative control of the STESON will move initially from its normal operating or organizational structure to the Incident Command System, including the Emergency Operations Center as needed and then back again to the normal organizational structure.

A. Emergency Operations Plan (EOP) Implementation

Activation of the EOP commences when the Director, School of Nursing or the FHLA Director of Safety and Security (designated as the STESON Emergency Management Director) or a designated STESON or FHLA Safety and Security representative determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property. He/she will:

- Confirm that there is a significant emergency or dangerous situation on campus
- Determine the appropriate segment(s) of campus to receive notification
- Determine the content of the notification
- Initiate the notification, alerting the general campus population of the emergency or impending emergency.
- Arrange for the evacuation of threatened areas.
- Alert FHLA Public Relations personnel for coordination of public information.

B. The STESON's Integrated Emergency Operations Plan is designed to react to natural, technological, and human-made emergencies.

1. **Natural**

Severe Weather (Tornadoes, Thunderstorms/Hail) Snow and Icing

Conditions or Other Adverse Weather Conditions: Lafayette is located at the edge of Tornado Alley. Designated in-place building shelters have been identified to protect life. At times there are other adverse weather conditions that affect the travel of students, faculty and staff to or from agencies for learning experiences. See Related Procedure: 9732-II-150002 - CANCELLATION OR DELAY NOTIFICATION OF NURSING PROGRAM ACTIVITIES DUE TO INCLEMENT WEATHER

2. **Technological**

- **Fire:** Nursing Program is located within the Franciscan Education Center in St. Elizabeth Central Building, which has a fire detection system. In the event of a fire, **ACTIVATE THE ALARM** by pulling the closest fire alarm box, which is normally, located near a stairwell and then *exit the building*. Do not use the elevator.
- **Hazardous Materials Accidents** could impact the STESON. Chemical spills are the most widespread materials likely to create problems. Many chemicals used may be sources of possible HAZMAT incidents along with the possibility of a criminal/terrorist utilizing various chemicals and/or substances to perpetrate a crime or attack. A complete Emergency Preparedness Manual is available in the Nursing Program's Administrative Office, Business Office and Library.

3. **Human-Made**

National Emergency (War or Terrorism): National emergencies are a legitimate threat. Any attack on Tippecanoe County or the region could over-task the local emergency response organizations.

C. COMMUNICATIONS

The STESON Emergency Warning Notification (EWN) System will be activated based on the incident level. The Emergency Warning Notification System is a multilayered communications approach and is made up of numerous systems/processes to include email, the emergency notification via TEAMS, phone trees, group texts, TV/radio and more.

Emergency Warning Notification System

Although STESON is located within the FHLA Central building, there are educational activities that occur outside the building. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches in place will help spread the word quickly, based on the circumstances.

The following communication methods make up the STESON Emergency Communication Plan:

1. **SIRENS AND ALARMS:**

- **All Hazards Emergency Warning Sirens** mean to immediately seek shelter (**Shelter in Place**) in a safe location within the building.

"Shelter in place" means seeking immediate shelter inside the Central building. This course of action may need to be taken during a tornado, earthquake, and release of hazardous materials in the outside air, or a civil disturbance.

- **Fire Alarms** mean to immediately **evacuate** the building and proceed to your Emergency Assembly Area.

When you hear either emergency warning notification system you should immediately evacuate or go inside a building to a safe location (as applicable) and use all communication means available to find out more details about the emergency. You should remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave (or return to the building).

2. **EMAIL:** An e-mail can be sent to all students and staff with a franciscanalliance.org address.
3. **TEAMS: WIR-STESON ALERT System:** In an emergency situation, STESON faculty, staff and students will receive a message notification from WIR-STESON ALERT. (via TEAMS messaging system).

D. TESTING OF THE EMERGENCY RESPONSE SYSTEM

The STESON will comply with the Security Department's Plan to conduct regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. The STESON shall collaborate with the Security Department's plan to:

1. Test the emergency response and evacuation procedures at least annually, by means of either an announced or unannounced testing
2. Publicize its emergency response and evacuation procedure in conjunction with at least one test per calendar year; and
3. Document, for each test, a description of the exercise, the date, time and whether it was announced or unannounced.

At the time of publication, the Nursing Program is using TEAMS messaging within the WIR-STESON ALERT TEAM. This provides users with school-wide alerts via TEAMS message. Nursing Program will use this system as an alert notification system and as part of our emergency communication plan which require immediate communication with the entire school community.

Anyone with an active franciscanalliance.org email address can access TEAMS. All Faculty, Staff and Students can download the TEAMS application to a mobile device and/or computer for messaging access.

NUMBER: 9732-II-450031 **DATE:** September 1988
DEPARTMENT: Nursing Program **REVISED:** June 15, 2023
Student Compliance and
Monitoring Council
REPLACES **REVIEWED:** June 15, 2023
PROCEDURE #: S-45-691-II-0031

PRODEDURE FOR ACTION OF A CHEMICALLY IMPAIRED NURSING STUDENT

PURPOSE: This document establishes the procedure for identifying and reporting a nursing student of the St. Elizabeth School of Nursing Cooperative Nursing Program (hereinafter referred to as “Nursing Program”) who is suspected of being chemically impaired due to alcohol or drugs.

GENERAL INFORMATION: It is the policy of the Nursing Program to assume a high degree of accountability to the consumer, to our students, and to the community. Patients should never be jeopardized because of the impaired behavior of a student.

Chemical impairment is an illness for which a student needs and deserves treatment. We further believe that such impairment is an issue, not only for the individual, their family, and/or significant other(s) but also the entire health care system and profession of nursing. Once the impaired individual is identified, it is our policy that the individual must receive evaluation and treatment as indicated by a mental health provider or, the student may be dismissed.

The Nursing Program accepts its responsibilities to assist the student in recognizing substance dependence and supports the student’s right to confidentiality in all matters dealing with suspected substance abuse through the Student Compliance and Monitoring Council of the Nursing Faculty Governance Committee.

See The Nursing Program’s Drug Prevention Program, 9732-I-450030

PERSONNEL: Nursing Program Administrative Officers; Student Compliance and Monitoring Council, Nursing Program faculty, staff and students; Nursing Program’s Health Officer

EQUIPMENT: N/A

PROCEDURE:

A. Any student, staff, faculty, or concerned individual who knows or suspects that a student in the program is chemically impaired or in possession of any controlled substance without prescription shall be responsible for reporting the individual to the respective Nursing Program Administrative Officer or the Nursing Program’s Health Officer, or to the faculty

responsible for the course/clinical activity at the time (hereinafter known as the Program Official).

A 1. The Program Official shall:

- a. Remove the student from the educational setting (i.e., clinical, classroom, etc.);
- b. Contact the respective Nursing Program Administrative Officer or the Nursing Program's Health Officer or administrative designee and inform them of the situation, if not already identified as the Program Official;
- c. Ensure that the student is not left unattended. If at a clinical facility, other students may be able to be overseen by a nurse from the facility or another faculty member (if close to the facility). If there is no one to assist the faculty member or the faculty member is not able to delegate the overseeing of the clinical students to another qualified nurse, the faculty member has the freedom to cancel the clinical activity. If the student and faculty are at Franciscan Health Lafayette (FHLA), or another facility in the Lafayette community, the faculty member should call for assistance from a Program Official for assistance, if not already done so.
- d. The faculty member should discuss his/her concerns to the student, in a private area and objectively document in narrative form the reporting event(s), occurrence, level of intervention, and action(s) taken. In cases where the student and faculty are at a healthcare facility, it is ideal that the faculty member complete these procedures at the time of the intervention with the student. In dealing with a student in the classroom, it may be possible for one of the Program Officials to complete the form for the Assessment of the Student Suspected of Substance Abuse.
- e. Faculty at a clinical facility distant from the School of Nursing will carry the form for the Assessment of the Student Suspected of Substance Abuse, instant urine drug screen testing and saliva alcohol testing items with them. After insuring there is another faculty member, or Program Official, or a staff nurse who is able to assist with the other students, or the faculty member is able to allow the students to leave the facility (e.g., almost time to leave), the faculty should continue to care for and assess the student who is suspected of drug or alcohol abuse. If the student and faculty are at a local facility, or in the classroom, the faculty (if it is possible for the faculty who was teaching at the time to do so) or a Program Official should assess the student, and then immediately arrange for the student to be taken to Nursing Program designated drug testing site. The Program Official should remain with the student and while the student is being taken care of by the staff at the drug testing site, the Program Official should contact a family member of the student to determine if there is someone who can pick up the student and be with the student.
- f. The person who is involved in the testing of the student should be attentive to the following:
 - (1) All documentation and reporting shall be held strictly confidential.

- (2) All confidential records and reports shall be forwarded to the Chair of the Student Compliance and Monitoring Council for case review and follow-up.
 - (3) Prior to testing, the instructor or another Program Official, if at a distant location, should take the student to the restroom. A Program Official (with another witness if at all possible) should observe while the student is providing the urine sample. Once the urine sample is taken the faculty member should test the urine sample for drugs as prescribed. The saliva test can be provided to the student after 15 minutes with nothing in the student's mouth.
- g.** Collaborate with the designated administrative representative of the Nursing Program regarding the immediate disposition of the student. Should the student refuse drug testing with the faculty member or designated representative, the Program Official shall document the occurrences that have led up to taking action, and provide the following **options** to the student:
- (1) contact a responsible friend or family member to drive the student home from the facility;
 - (2) arrange transportation (e.g., a cab at student's cost) for the student to be transported to the student's home or to an alternate place that is considered safe and in which another person is present for the student;
 - (3) detain the student and/or contact law enforcement or institutional security if student is determined to be dangerous to self or others and wishes to leave or actually leaves the premises without supervision.
- h.** Document the disposition of the student. All documentation shall be considered **CONFIDENTIAL** and must be submitted to the Nursing Program's Health Officer to be filed in the student's Compliance and Monitoring Case Review file.
- A2.** The Nursing Program's Health Officer or designee shall:
- a. Coordinate the initial assessment and drug testing by the faculty member at a distant facility or, if at a local facility, be taken to the Nursing Program's designated drug testing facility, for testing.
 - b. Remain with student through the immediate testing procedure. and accompany the student back to the student's primary campus facility of the Nursing Program.
The student should never be allowed to leave the facility by driving their own car.
 - c. Ensure the student has appropriate transportation home, as identified in A: 1:g. above.

d. Document steps taken and place this information in the student's Compliance and Monitoring Case Review file.

A3. The student will have the option to:

- a. Comply with drug testing as outlined by the Nursing Program's policy and procedure.
- b. Comply with evaluation and recommendations of the Nursing Student Assistance Program/Employee Assistance Program (NSAP/EAP) and the Student Compliance and Monitoring Council.

OR

c. Face dismissal for refusal to comply with numbers 1 and 2 above.
Dismissal entails a:

- (1) Letter clearly stating the reason for dismissal.
- (2) Transcript reflecting administrative dismissal.

B. The Nursing Program's Health Officer shall maintain and update current testing procedures, evaluate results of all testing, schedule testing and inform the respective Nursing Program Administrative Officer or the designated Chair of the Student Compliance and Monitoring of all test results.

C. The Chair of the Student Compliance and Monitoring Council or available administrative designee shall arrange for random drug and/or alcohol testing according to the Nursing Program's designated Student Health Program provider's policy and procedure.

D. The Nursing Student Assistance Program/Employee Assistance Program (NSAP/EAP) and the Student Compliance and Monitoring Council will assist the student in obtaining evaluation and treatment of possible drug or alcohol problems/abuse after the laboratory test results have been obtained.

(1) The student's confidentiality will be protected by all parties involved.

(2) An Administrative Office or a Student Compliance and Monitoring Council member designee shall refer the student to the Nursing Student Assistance Program/Employee Assistance Program (NSAP/EAP), sending copies of the documentation of the incident with the referral.

(3) The student shall be required to seek an evaluation by a mental health provider to determine if a chemical dependence and/or drug problem exist. The student will be DISMISSED if they are not willing to undergo an evaluation.

- E.** If the investigation of the circumstances related to the drug or alcohol testing supports suspicion of criminal activity in the educational or clinical-work setting, proper law enforcement officials will be notified.

**FRANCISCAN HEALTH LAFAYETTE
LAFAYETTE, IN
SCHOOL OF NURSING**

NUMBER:	9732-I-450030	DATE:	May 18, 2017
DEPARTMENT:	Nursing Program Student Compliance and Monitoring Council	REVISED:	March 27, 2024
REPLACES POLICY #:	S-45-691-I-0030	REVIEWED:	March 27, 2024

THE NURSING PROGRAM'S DRUG PREVENTION PROGRAM

PURPOSE: This document establishes the requirement and standard of conduct that governs the nature of the drug prevention program for students of the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (hereinafter referred to as “Nursing Program”).

**GENERAL
INFORMATION:**

Related reference material

PROCEDURE FOR ACTION OF CHEMICALLY IMPAIRED NURSING STUDENT
9732-II-450031

DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM/DROPPED
FROM CLINICAL NURSING CURRICULUM PLAN Policy # 9732-I-100016
CORRECTIVE ACTION-PROFESSIONAL PROBATION OF A STUDENT OF
THE NURSING PROGRAM POLICY & PROCEDURE 9732-I-100015B

NURSING STUDENT HANDBOOK

Code of Student Conduct
Impact of Drug and Alcohol Abuse in Schools and Workplace
Legal Sanctions
Health Risks
Available Resources

PERSONNEL: Nursing Program Administrative Officers; Nursing Program faculty, staff, and students.

EQUIPMENT: N/A

POLICY: The Nursing Program shall:

A. Maintain the following standard of conduct for students. The program:

1. Prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students on its property or as part of any of its activities.
 2. Prohibits possession, use, or distribution of illicit drugs and/or alcohol by students, on the property of Franciscan Health Lafayette (FHLLA), the campus facilities of the Nursing Program or a part of any other official academically sponsored activities.
- B. Require mandatory drug screen of all students of the Nursing Program
1. Any admitted but not enrolled student who has a positive drug test for illicit and/or illegal drugs shall have their offer of admission immediately revoked.
 2. Any admitted but not enrolled student who refuses a blood or urine drug test as part of the pre-admission health requirements shall have their offer of admission immediately revoked.
 3. The revocation of admission to the Nursing Program shall be for a period of at least one academic year. The individual shall remain eligible for reapplication and consideration for admission. A negative drug test will be required for consideration of enrollment with continued random drug testing required throughout the program of study. The individual shall be referred to the program's confidential Student Compliance and Monitoring Council for follow-up and recommendation for admission. A second positive drug test shall result in the revocation of admission without eligibility for reapplication and consideration of admission.
 4. Any enrolled student who has a positive drug test for illicit and/or illegal drugs shall be withdrawn from clinical nursing courses and referred to the programs confidential Student Compliance and Monitoring Council for follow-up and continuing monitoring of random drug screening. A negative drug test will be required for consideration for re-instatement to clinical nursing courses with continued random drug testing required throughout the program of study. A second positive drug test will result in immediate dismissal from the Nursing Program at the time the drug test result is received.
 5. Any enrolled student refusing to comply with a random drug test request shall be considered in noncompliance of program policies and may be dismissed from the Nursing Program.
- C. Impose the following disciplinary sanctions on students of the Nursing Program if found in violation of this standard of conduct.

1. The student, who, after investigation, has been found to have possession, use, or distribution of illicit drugs or alcohol on the campus property of the nursing program or as part of any of its activities, the property of Franciscan Health Lafayette (FHLA) or clinical affiliates of the Nursing Program shall have an administrative hearing and may, on first offense, be dismissed. If the student is not dismissed, he/she will be placed on Corrective Action-Professional Probation for the remainder of the educational program and be required to follow the CORRECTIVE ACTION-PROFESSIONAL PROBATION of a Student of the NURSING PROGRAM POLICY & PROCEDURE 9732-I-100015B. A second violation shall result in automatic dismissal from the Nursing Program.
 2. The student found in violation of these standards will be referred for prosecution to proper law enforcement officials, as well as the appropriate professional licensing board.
 3. The student who is suspected of being chemically impaired shall be assessed utilizing the identified procedures of the Procedure for Action of a Chemically Impaired Nursing Student, 9732-II-450031.
- D. Provide an annual written distribution of items 1 through 5 indicated below, as well as provide educational programming that is inclusive of but not necessarily limited to the following:
1. The standard of conduct.
 2. A description of applicable legal sanction under local, state and federal law.
 3. A description of health risks associated with the use of illicit drugs and the abuse of alcohol.
 4. A description of available drug or alcohol counseling, treatment or rehabilitation or re-entry programs.
 5. The disciplinary sanctions that the Nursing Program will impose on students.
- E. Conduct a biennial review of its program to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. This review shall be conducted during the spring semester of odd numbered years
1. The Administrative Director, Academic Services shall annually appoint the Chair of the Nursing Faculty Governance Committee's Student Compliance and Monitoring Council to serve as the Coordinator of the Drug Prevention Program.
 2. The Coordinator shall ensure the implementation of the policy and related Drug Prevention Program.

3. The Members of the Student Compliance and Monitoring Council shall ensure that the biennial review is conducted.

CODE OF STUDENT CONDUCT

Each student shall conduct her/his life in a manner which reflects a sense of responsibility for the honor and integrity of the St. Elizabeth School of Nursing and University of Saint Francis communities and for her/himself as a member of them. Each student is expected to conduct her/himself as a responsible citizen. Any student whose actions do not comply with the standards of this Code of Student Conduct is subject to disciplinary action.

Regarding off-campus activities, the Nursing Program will institute its own disciplinary proceedings only in circumstances when its interests as an academic and Christian community is involved.

General Guidelines:

1. Students will treat each other with respect and dignity.
2. Students will not abuse the property and/or belongings of others or of the St. Elizabeth School of Nursing or University of Saint Francis, or the Nursing Program affiliated clinical agencies.
3. Students will act with concern for the welfare, health, and safety of others.
4. Students will not possess, consume, or dispense alcoholic beverages in violation of the law or in the facilities where prohibited by the St. Elizabeth School of Nursing or University of Saint Francis or the Nursing Program affiliated clinical agencies.
5. Students will not possess, consume, or dispense illegal or dangerous drugs on St. Elizabeth School of Nursing, University of Saint Francis or the Nursing Program affiliated clinical agency properties.
6. Students will act with concern and respect for the St. Elizabeth School of Nursing or the University of Saint Francis, its faculty, staff of the Nursing Program, FHLA, or the Nursing Program affiliated clinical agencies, other community members, in its operation as a Christian educational community.
7. Students will always maintain professional boundaries including but not necessarily limited to their use of social networking technologies.

THE IMPACT OF DRUG AND ALCOHOL ABUSE IN SCHOOLS AND THE WORKPLACE

Nationwide, concern is growing over drug and alcohol abuse in schools and the workplace. Students using drugs and/or alcohol are endangering their health, their lives, and are learning less than they should. Chemically impaired workers are also reducing the quality of their lives, as well as endangering the lives of others. Drugs or alcohol in schools and the workplace lead to poorly educated, unskilled workers producing lower quality, defective products. The role of drugs in American industry's declining competitiveness cannot be ignored.

DRUGS ON CAMPUS

Research on the impact of drugs and/or alcohol abuse on education tells us;

1. The prevalence of college students ages 19-22 using any illicit drug is 47%.
2. The use of many types of drugs, including marijuana, marijuana and nicotine vaping, stimulants, and depressants, may be impossible to detect through observation of student's behavior in the classroom.
3. Drug use has been proven to reduce the ability of students to learn. Research shows that regular users of marijuana are twice as likely as non-users to have grade averages of D or F.
4. Drug use often leads to unexcused absences from classes, frequently leading to withdrawal from school. Statistics show that high school dropouts are twice as likely to be frequent drug or alcohol users than those students who graduate.

These conclusions point to the direct relationship between drug and alcohol abuse on campus and the ability of an institution to fulfill its educational function. As former Secretary of Education notes: "Drug use impairs memory, alertness, and achievement. Drugs erode the capacity of students to perform in school, to think and act responsibly. The consequences of using drugs can last a lifetime."

DRUGS AND ALCOHOL ON THE JOB

Conclusions also can be drawn regarding the connection between drug and alcohol abuse and employment:

1. Drug and/or alcohol abuse occurs among all categories of employees, both blue and white collar.
2. Even modest drug or alcohol abuse can directly affect work quality, resulting in decreased productivity and increased errors.
3. There is a direct causal link between drug and alcohol abuse and industrial accidents.
4. A large percentage of absences is related to drug and alcohol abuse.
5. Serious drug abuse may result in the inability of an employee to continue to perform his or her duties.
6. In some cases, pilfering or thefts can result from an employee's need for money to support a drug dependence.

As a nation, we are realizing that we must all work to protect our future by preventing drug and alcohol abuse.

THE LAW

BEVERAGE ALCOHOL

The use of alcoholic beverage can create legal risks for drinkers, hosts, and servers. Even non-drinkers who are in attendance where alcohol is being served can suffer legal ramifications. A summary of legal risks follows, but the list is not exhaustive and should not be taken as a replacement for professional legal advice.

Use of Beverage Alcohol by Individuals Under the Age of 21 (Minor)

In Indiana it is illegal for a minor:

- To possess an alcoholic beverage (even to hold a sealed container for another person).
- To consume an alcoholic beverage.
- To transport alcoholic beverages on a public highway when not accompanied by at least one of his or her parents or guardians.
- To misrepresent his or her age for the purpose of obtaining alcoholic beverages.
- To furnish false or altered identification of any type for the purpose of proving evidence of age to obtain alcohol.
- To have in his or her possession false or fraudulent evidence of age.
- To drive an automobile being used to transport alcoholic beverages unless minor's parent or legal guardian is present in the car. (NOTE: When a minor operates a motor vehicle containing ANY alcoholic beverage, he or she is subject to arrest, unless a parent or legal guardian is in the car. Being in the presence of a friend who is 21 years old or older does NOT qualify a minor to operate a vehicle containing an alcoholic beverage. It is no defense that the beverage belongs to someone else or that it is unopened.)
- To "be in a tavern, bar, or other public place where alcoholic beverages is sold, bartered, exchanged, given away, provided, or furnished."

A fine of up to \$500.00 and/or imprisonment of up to 60 days in jail could be imposed as a result of a conviction for one of the above-listed criminal infractions. Indiana law mandates a 90 day to one (1) year driver's license suspension for any minor who is convicted of using any type of fake identification or of entering a bar, tavern, club, or package store and purchasing or procuring an alcoholic beverage.

Fake ID's

Local prosecutors in certain circumstances have applied the "criminal code," rather than its "alcoholic beverage code," to prosecute users of fake ID's. Federal law holds that the possession or use of fake or altered driver's licenses or state or federal ID cards can be punishable by a fine and/or a jail sentence.

Use of Beverage Alcohol by Individuals Regardless of Age:

It is illegal:

- To be in a public place in a state of intoxication (also known as "public intoxication").
- To sell, barter, exchange, provide, or furnish an alcoholic beverage to a minor.
- To sell, barter, deliver, or give away an alcoholic beverage to a person who is intoxicated.
- To sell, barter, exchange, provide, or furnish an alcoholic beverage to a person known to be a habitual drunkard.
- To hinder, obstruct, interfere with, or prevent the observance or enforcement of the Indian Alcoholic Beverage Code.

- For a person 21 years of age or over to encourage, aid, or induce a minor to unlawfully possess or use an alcoholic beverage.
- To take an alcoholic beverage into a bar, restaurant, or place of public entertainment. (Indiana law prohibits patrons from taking any alcoholic beverage into any bar or other place with a liquor license. It also prohibits taking liquor into any restaurant or place of public entertainment.)
- To possess alcoholic beverage on which Indiana tax has been unpaid or to transport untaxed beverages into the state.
- To charge for alcoholic beverages directly or indirectly without a license (including charging for food, entertainment, cups, napkins, tokens, etc., where alcoholic beverages are distributed - there are no loopholes).

Criminal sanctions for such violations include a fine and/or imprisonment in a local jail.

Driving a Motor Vehicle Under the Influence of Beverage Alcohol or an Illicit Drug:

It is illegal:

- To operate a motor vehicle while intoxicated (under the influence of alcohol, any controlled substance, any other drug, or any combination of alcohol, controlled substances, and other drugs).
- To operate a motor vehicle with 0.08% or more alcohol in the blood, even if intoxication is not proven.
- To operate a motor vehicle while intoxicated or with 0.08% or more alcohol in the blood if said operation results in serious bodily injury to another person. (FELONY)
- To operate a motor vehicle while intoxicated or with 0.08% or more alcohol in the blood if said operation results in the death of another person. (FELONY)

Indiana law states that anyone operating a motor vehicle within the state gives “implied consent” to submit to a chemical test of intoxication (breath, blood, or urine). Failure to submit to the test may be presented as evidence against the driver in court and will result in a longer driver’s license suspension than if the driver took the test and failed it. The courts have ruled that failure to cooperate with a test will constitute refusal in the eyes of the COURT.

Criminal Penalties: Retrieved from <http://www.dmv.org/in-indiana/automotive-law/dui.php> (8-13-2016)

If you are found guilty of OWI in court, you may face the following penalties for a 1st offense:

Fees and court costs: Minimum \$300.

Fines: Maximum \$5,000.

Imprisonment: Maximum 1 year.

License suspension: 2 years.

Submit to alcohol and/or drug testing.

Required to attend: a substance abuse education course, a victim impact panel, etc.

You may be granted a probationary license after you have served at least 30 days of your suspension.

As a stipulation of these penalties, you may be ordered to install an ignition interlock device in your vehicle. This device measures your blood alcohol concentration (BAC) and will not allow your engine to start if you're over the legal limit.

You may still have to serve jail time and pay additional fines.

Note: It is illegal to drive a car while impaired -- even at blood alcohol levels below the legal limit.

The cost of obtaining auto insurance increases with alcohol-related convictions.

Holding a Party ... Off Campus:

The Cooperative Nursing Program does not permit alcohol to be served at student parties on campus. Indiana law requires you to have a license to “...ship, barter, give away, exchange, furnish, or otherwise handle or dispose of an alcoholic beverage...” (except to give it to a family member or invited guest who is of legal age). This has been

interpreted to mean that it is okay to serve your over-21 friends a beer or two, but you can't sell it or receive anything of value in exchange for it. If your party gets larger than "invited guests," or if you plan to charge admission (or accept "donations"), you must obtain a temporary permit. Otherwise, it is illegal.

If you don't get a permit, you could be charged with:

- Serving alcohol without a permit or even "Maintaining a common nuisance".

Social Host Liability:

The host or hostess of a party might be sued for injuries/damages caused by a guest who was served alcoholic beverages negligently. The following guidelines are important to consider when planning a party where alcoholic beverages are to be served:

- Enforce state laws and don't serve minors or intoxicated people.
- Limit consumption to reasonable levels and provide safe rides or a place for intoxicated people to stay until they are sober.
- Avoid high risk activities (such as "beer bongs," driving a motor vehicle, swimming, etc.).
- Exercise common sense and conservative thinking...don't take chances.

A Note of Caution for Guest...

Non-drinking guests could be at risk for an arrest or conviction if they are present at a gathering where alcohol is being served. In Indiana it is a crime to visit a common nuisance. Minors could be charged with what is legally termed "constructive possession" of alcohol if they are close enough to alcohol that it is "within their dominion of control". A minor should avoid situations where alcohol is being served.

ILLICIT DRUGS

Illicit drugs can create legal risks for those who use, possess, or transfer them to others. A summary of legal risks follows, but the list is not exhaustive and should not be taken as a replacement for professional legal advice.

Controlled Substances:

"Controlled Substances" are tightly regulated drugs that have been determined to have special "abuse potential". Such drugs include opiates, marijuana, hashish or hash oil, cocaine, crack cocaine, LSD, and other hallucinogens, barbiturates and other sedative-hypnotic, amphetamines and other prescription stimulants, MDMA (Ecstasy), PCP, and similar drugs.

It is illegal under both state and federal law to:

- Manufacture, deliver, or possess with intent to manufacture or deliver, a controlled substance.
- Deal in a substance represented to be a controlled substance (including counterfeit, "look-alike" drugs).
- Manufacture, advertise, distribute, or possess with intent to manufacture, advertise, or distribute a substance represented to be a controlled substance.
- Possess, without a valid prescription, a controlled substance.
- Visit a building, structure, vehicle, or other place used by any person to unlawfully use a controlled substance.

- Possess, manufacture, deal in, or deliver drug paraphernalia (an instrument, device, or other object intended for use for introducing a controlled substance into the body, enhancing the effect, or testing a controlled substance).

Criminal sanction for such violations can include fines under state law and under federal law, and imprisonment in a state prison. The sanction imposed will be determined by:

1. the classification of the controlled substance,
2. the quantity involved,
3. the nature of the offense (sale, use, etc.),
4. the age of the recipient (higher penalties if drugs are sold or given to minors),
5. the location of the offense (higher penalties for possession, sale, or delivery near a school, etc.),
6. the prior criminal record of the offender.

Anabolic Steroids:

Under Indiana law, it is a criminal offense to manufacture, deliver, possess, or use an anabolic steroid without a valid and legal prescription. It is illegal for a physician or other licensed practitioner to issue a prescription for an anabolic steroid for enhancing performance in an exercise, sport, or game, or to increase muscle mass, strength, or weight without a medical necessity. Criminal sanctions for such violations can include fines and/or imprisonment.

Tobacco:

Under Indiana law, it is illegal for a person under the age of 21 to purchase or possess tobacco, and it is illegal to sell tobacco to a person under the age of 21. Indiana law prohibits smoking in public buildings, except in designated smoking areas. A fine may be imposed for such violations.

HEALTH ISSUES ... ALCOHOL AND TOBACCO

ALCOHOL ABUSE

Alcohol is the most widely abused drug in the United States today. Approximately 65% of all Americans over 18 drink and more than 25% of Americans age 12 to 17 are classified as regular drinkers.

Moderate alcohol consumption has not been shown to cause server long-term health risks. However, the abuse of beverage alcohol is a problem for 10-15% of drinkers and reduces their life expectancy. Short term (binge drinking) intoxication poses very severe safety risks to those who operate motor vehicles or participate in activities requiring coordination or mental alertness.

Alcohol abuse refers to the use of beverage alcohol in a way that interferes with physical or mental health, or with the social interaction of the drinker. Alcoholism is a specific type of alcohol abuse in which a drinker becomes physically and/or psychologically dependent upon alcohol. Alcoholism may strike drinkers of any age, sex, or race.

Short-Term Intoxication:

Consumption of more than two average-sized servings of alcohol within several hours will produce measurable impairment of motor coordination and reasoning. The more alcohol consumed the grater the impairment. Although many states (including Indiana) set a blood alcohol concentration (BAC) of 0.08% by volume as a presumptive level of intoxication for certain purposes, intoxication and impairment begin at a much lower level. It is safest to avoid **ALL** alcohol if operating a vehicle or engaging in risky recreational activities.

Intoxication at levels of 0.20% BAC and above present risks of loss of consciousness, nausea and vomiting, injuries, and even overdose death. Although the average lethal dose is about 0.40%, overdose deaths occur in some situations with BAC's near 0.20%

Long-Term Heavy Drinking:

Drinking to the point of intoxication one or two times per week or more frequently over a period of several years can cause serious health consequences, including liver disease and cirrhosis, circulatory problems and cardiomyopathy, nervous system damage and polyneuropathy, and alcohol dependence and psychosis. Alcohol abuse can increase the risk of certain types of cancers, including cancer of the tongue, mouth, pharynx, esophagus, larynx, and liver. The cancer-producing effects of alcohol abuse are increased by use of tobacco.

Effects of Alcohol Intoxication:

Alcohol is a depressant drug that reduces activity in the central nervous system. The alcohol-intoxicated person exhibits loose muscle tone and loss of fine motor coordination and often has a staggering "drunken" gait. The eyes may appear somewhat "glossy" and pupils may be slow to respond to stimulus. At high doses pupils may become constricted. At intoxicating doses, alcohol can decrease heart rate, lower blood pressure and respiration rate, and result in decreased reflex responses and slower reaction time.

TOBACCO ABUSE

Nicotine:

Chronic use of nicotine, through smoking, chewing, or snuff dipping, causes more death and disability than all other forms of drug abuse combined. Nearly one-fourth of all deaths in the United States are attributed to abuse of nicotine. The Surgeon General has determined that nicotine is as addictive as heroin or cocaine.

Cigarette smoking causes lung cancer, emphysema and other chronic respiratory diseases; heart attacks and other circulatory problems, high blood pressure, stroke; cancers of the mouth, throat, stomach, bladder, and liver; ulcer and other digestive disorders, and a wide range of other condition including increased dental complications. There is no safe level of nicotine use. Recent government reports confirm that breathing other people's cigarette smoke causes thousands of additional deaths per year in nonsmokers.

Smokeless tobacco (chewing tobacco and snuff) use causes changes in the mouth including sores that do not heal, erosion of gum tissue, increases in dental problems, leukoplakia, and oral cancers. The nicotine in smokeless tobacco causes heart attacks and other circulatory problems, high blood pressure, stroke, and digestive disorders. There is no safe level of nicotine use in smokeless tobacco.

HEALTH RISKS OF USE OF OTHER DRUGS

Marijuana, Hashish, and Hash Oil:

All forms of marijuana have negative physical and mental effects. Several regularly observed effects of marijuana are substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high”. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply than then hold it in their lungs for as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco.

Long-term users of marijuana may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

Cocaine:

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can lead to AIDS, hepatitis, and other diseases. Preparation of freebase cocaine, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by disrupting the brain’s control of the heart and respiration.

Other Stimulants:

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over long periods of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

Other Depressants:

The effects of depressants are in many ways like the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressant and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking

large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsion and death.

Babies born to mother who abuse depressants during pregnancy may be physically dependent on the drug and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

Hallucinogens:

Phencyclidine (PCP) interrupts the function of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year following prolonged daily use. Mood disorders -- depression, anxiety, and violent behavior -- also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensation and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur after use has ceased.

Narcotics:

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature stillborn, or addicted infants who experience severe withdrawal symptoms.

Designer Drugs:

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemist modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drug they are designed to imitate.

These narcotic analogs can cause symptoms such as those in Parkinson's disease -- uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamine cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusion, hallucinations, and impaired perception.

Anabolic Steroids:

Anabolic steroids are often misused to artificially induce increases in muscle strength or bulk. Serious health consequences may result from use of even a small amount of anabolic steroids, including problems such as liver dysfunction, cysts, and tumors; high blood pressure and changes in blood chemistry; hardening of arteries; weakness in heart muscle tissue; and cancers of the breast, prostate, and bladder.

Males may suffer from premature baldness, decreased testicle size and function, lower sperm count, decreased sex drive or impotence, and breast enlargement. Females may suffer from masculinization, decreased breast size, decreased sex drive, and unwanted body hair. Steroid use by adolescents may cause premature stoppage of bone growth resulting in smaller, shorter body size. Other side effects often include acne, decreased immune system response, aggressive, and personality changes.

SOURCES OF HELP

Alcoholic Anonymous - Lafayette IN

765-742-1666 24-hour Answering Service
765 742-1033 S.U.R.F. Center
765 742-0244 Crisis Center

Drug Abuse

Home With Hope - Lafayette IN - 765-742-2321
Narcotics Anonymous
Lafayette – 765-456-5905
Tippecanoe Co Meetings – 765-742-1033
765-742-1033 S.U.R.F. Center
New Directions, Inc. - Lafayette IN - 765-589-3318
Recovery Center (Outpatient & Education) - 765-742-7361
Crawfordsville Office – 765-361-0230
S.U.R.F. Center - Lafayette IN - 765-742-1033
Franciscan Health Lafayette
NSAP/EAP (Student Nurse Assistance Program) – 1-800-747-7262
Sycamore Springs
765 -743-4400

Descriptions of Service provided by agencies listed above may be found in the Lafayette Crisis Center's *Community Services Directory*, and can be found by searching their website at <http://www.mhatippecanoe.org/services/crisis-center>

NATIONAL HOTLINE NUMBERS

1-800-COCAINE
1-800-662-HELP - Directs callers to cocaine abuse treatment centers.
1-800-342-AIDS
1-800-241-9746 - National Drug Abuse Hotline
1-800-SAY-NO-TO - National Clearinghouse for Alcohol and Drug Abuse

ALCOHOLIC RISK FACTORS

The following listing has been developed by professionals engaged in the treatment of the abuse of alcohol in young adults. They are presented here as a reference point for personal evaluation and self-examination. They are presented as a guide.

The presence of more than one of these risk factors is suggestive of an increased risk of alcoholism:

Family history of alcoholism

Heavy alcohol use for more than one year

Drinking to intoxication before the age of 15

Consumption of tobacco in any form

Seeking out events at which alcohol will be served

Most of your friends are heavy drinkers

More than two drinking incidents per year that result in serious adverse consequences such as arrest, fight, blackout, nausea, etc.

ACKNOWLEDGMENTS

U.S. Department of Education
U.S. Department of Health and Human Services
Indiana Prevention Resource Center for substance Abuse
The Governor's Commission for a Drug-Free Indiana
The Lafayette Crisis Center

SECURITY AND SAFETY

YOUR RIGHT TO KNOW

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act*, or Clery Act requires colleges and universities to complete and report crime statistics as well as policies and procedures related to safety and security. Although St. Elizabeth School of Nursing is located in a small Midwestern community, crime by strangers or acquaintances is a fact of life that we must take into account as we live our daily lives. Living in the relative safety of our community is not absolute protection against crime, and the School of Nursing provides this information about its campus in Lafayette in an effort to further educate and protect our community.

The Director, School of Nursing, in conjunction with the Franciscan Health Lafayette (FHLA) Division Director of Security or their designees annually publish and/or post on the Nursing Program's primary website a Student Right to Know and Campus Security Document that may be retrievable, and is able to be downloaded. The FHLA Security Division collects and reports the required statistics.

The purpose of this report is to provide data related to the safety and security information of St. Elizabeth School of Nursing and is made available to all current and prospective students and employees of the School. Copies are maintained in the Office of the FHLA Director of Security and the Office of the Director, School of Nursing. Included in this report is information related to:

- Crime Statistics
- How Our Students Are Doing

(NOTE: Students of the cooperative program complete Nursing and Science courses in Lafayette, Indiana. Although General Education course are completed by students, these courses are offered by USF Faculty members using an online delivery format. Students of this program do not to travel to Fort Wayne, Indiana to complete the program of study.)

FRANCISCAN HEALTH CAMPUS SECURITY AND SAFETY (INCLUDING ST. ELIZABETH SCHOOL OF NURSING)

The Security and Safety Department of Franciscan Health Lafayette which includes the St. Elizabeth School of Nursing embodies the spirit of service and protection. Through our professionalism, we provide for the safety and security of the student body, hospital patients and families, visitors, volunteers, hospital and Franciscan Education Center (including School of Nursing) staff and facilities.

In our efforts to provide an environment where students are free to learn, we offer many services. With a quick phone call, we will gladly give student assistance as needed.

Security is available 24 hours a day, 7 days a week to address almost any need. Concerns that we handle include, but are not limited to: electrical problems, room lock-outs, fire alarms, and jump starts for vehicles. Feel free to contact us for any problem you might have, and if it is not something we take care of ourselves, we will contact someone that can help.

Franciscan Health Lafayette Security Officers have the authority to ask persons for identification; to determine whether individuals have lawful business at Franciscan Health Lafayette (FHLA) facilities and campuses; to issue vehicle related tickets; and to enforce institutional policy, document incidents and refer individuals into FHLA judicial or other administrative processes. Franciscan Health Lafayette security officers do not possess arrest power. Criminal incidents are referred to the Lafayette Police Department who has jurisdiction on the campus. The Security and Safety Office at Franciscan Health Lafayette maintains a highly professional working relationship with the Lafayette Police Department, Tippecanoe County Sheriff's Department, and the Indiana State Police. All crime victims and witnesses are strongly encouraged to immediately report crime to the campus Security and Safety Office, and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus.

Franciscan Health Lafayette Safety and Security Staff

Michael Bayci
Safety Officer

Kevin Flynn
Security Manager

Contact information:

FHLA – Lafayette Central Campus
765-423-6192

FHLA – Lafayette East Campus
765-502-4911

On the Franciscan Health – Lafayette Central campus, students are permitted to park in the parking lots. Sufficient parking is available in the lots north and south of the garden between 16th and 17th streets and east of the garden between 17th and 18th streets. Parking lots are shown on parking maps per table of contents of this handbook. When off-campus at various clinical facilities, students must follow parking procedures for each facility they visit.

**FRANCISCAN HEALTH - LAFAYETTE CAMPUS SECURITY AND SAFETY
REPORTING A CRIME OR EMERGENCY**

Responsibility for maintaining a safe and secure environment in which to live, work and study rests with all members of the School of Nursing community. It is not enough to expect that others will ensure the safety of you and your friends, but rather that each of us be engaged in, and supportive of, the effort to create a rich and wholesome environment compatible with the mission of St. Elizabeth School of Nursing.

Community members, students, faculty, staff and guests are encouraged to accurately and promptly report all crimes and safety related incidents to the FHLA Security and Safety Department in a timely manner.

Any suspicious activity or person seen in the parking lots on the grounds, or inside buildings should be reported to the Security and Safety Department immediately. The School of Nursing has no off-campus student organizations and therefore none are monitored by the Security and Safety Department.

To report a crime or an emergency on the Franciscan Health – Lafayette campuses, call extension "0" from a campus phone for immediate assistance from a security officer or dial 6192 if in the Franciscan Education Center that houses the St. Elizabeth School of Nursing on the Franciscan Health Lafayette - Central Campus or 4911 if on the Franciscan Health – Lafayette East campus and then follow the instructions provided if there is a recording. For a non-emergency security or safety related matter in the Franciscan Education Center building, call Security at extension 6192 or, from off campus phone system, 765-423-6192.

In response to a call, a security officer will take the required action by either responding in person or by asking the caller to report to Security and Safety to file a report. If an ambulance or assistance from the Tippecanoe County Sheriff's Department or Lafayette Police Department is required, Security and Safety will contact the appropriate department.

All School of Nursing Security and Safety incident reports are forwarded to the Director Academic Services/Director, St. Elizabeth School of Nursing for review and potential action.

If a sexual assault or rape should occur, staff will offer the victim a variety of services, including transportation to the hospital and referral to counseling. Trained sexual assault advocates are available at Franciscan Health Lafayette.

In addition to our desire to prevent criminal behavior, crimes should be reported to the Security and Safety Department to ensure inclusion in the annual crime statistics, and to aid in providing timely warning notices to the community, when appropriate.

Franciscan Health Lafayette and the Franciscan Education Center fall within the jurisdiction of the Lafayette Police Department, and crimes may be reported at 765-807-1200.

**FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY
CONFIDENTIAL REPORTING PROCEDURE**

If you are a victim of a crime and do not want to take action through the St. Elizabeth School of Nursing or FHLA judicial system, or with the local law enforcement, you may still want to consider making a confidential report. With your permission the Director School of Nursing can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to help ensure the future safety of yourself and others. By reporting the incident, you permit the St. Elizabeth School of Nursing or FHLA to maintain accurate records of the number of incidents involving students, help us determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

**FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY
SPECIAL ALERTS**

In the event that a situation arises, either on or off campus (i.e., in or near the Franciscan Education Center), that in the judgment of the Director School of Nursing or the Safety Officer or Security Manager, constitutes an ongoing or continuing threat to the campus community, a campus wide "timely warning" will be issued. The warning will be issued through campus e-mail system and the text messaging services to all the students, faculty, and staff.

Depending on the particular circumstances of the crime, (especially in situations that could pose an immediate threat to the campus community and individuals), Security Officers working in conjunction with the Office of the Director may also post notices on floors. If anyone has information warranting a "timely warning" they should report the circumstances to the Office of the Director, School of Nursing located in room 3106 Monday through Friday from 8am to 4pm, or by phone ext. 6408. Contact the Security and Safety Department during the evening hours on weekdays, and on weekends at ext. 6192, or come to the Security and Safety Office located in Franciscan Education Center (Central Campus) on the ground floor/lower level room G158 to report the situation in person.

**FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY
ACCESS POLICY TO THE SCHOOL OF NURSING**

As part of the Franciscan Education Center, during business hours, the School of Nursing will be open to students, parents, employees, contractors, guest and invitees. During non-business hours, access to the School of Nursing facilities is limited to those with a legitimate need and/or admittance by Security and Safety. In an effort to provide greater security and promote a safe learning environment, direct entrance to certain areas of the Franciscan Education Center may be limited to those with badge access (including student badge access). The Ground Floor entrance is open to public and does not require badge access.

Although Security Officers have primary responsibility for making rounds and reporting issues that could pose a security concern, all members of the Franciscan Education Center and St. Elizabeth School of Nursing community are encouraged to be vigilant and to report campus safety and security concerns to the Security Office.

**FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY
SECURITY AWARENESS AND CRIME PREVENTION**

Safety and security issues are covered during orientation for all new students. Topics included are related to personal security and crime prevention, how to report a crime, various School of Nursing policies, and campus and community services.

A common theme of awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Crime Prevention Tips

Keys

- Carry your keys at all times.

- Report lost or stolen keys immediately.
- Don't lend your keys to someone else
- Don't attach your ID to your key ring...this identifies lost keys as yours!

Your Personal Items

- Do not keep large sums of money in your purse, book bags, etc. or leave valuable objects in plain view.
- Keep a list of your valuables including the make, model and serial number.
- Engrave your driver's license number on valuable items.
- Be sure you have insurance to cover theft or damage of personal property.
- Never lend someone your credit card or give someone your "pin" number.
- Keep your car locked and do not leave valuable items in your car in plain view.
- Lock your bicycle.

You

- Always carry your name badge with you.
- Never walk or jog alone at night or in isolated areas during daylight - carry a whistle to summon help.
- If you find yourself alone at night in the Franciscan Education Center/School of Nursing building, call Security to obtain a ride or escort. (765-423-6192)
- Don't hitchhike or get into a car with someone you don't know well.
- When walking to your car, keep your keys out and check the backseat of the car before you get into it.
- Always let someone know where you are going and who you will be with.
- If you are with someone and feel unsafe, leave immediately.
- Always stay with groups of friends you trust.
- Use caution posting photos and personal information on social websites such as Facebook and Myspace.
- Report any suspicious activity to Security immediately.

FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY ALCOHOL AND SUBSTANCE ABUSE INFORMATION

St. Elizabeth School of Nursing has adopted policies regarding alcohol (*Nursing Student Handbook* – Health Section), and that prohibit the possession or use of illegal drugs (The Nursing Program’s Drug Prevention Program – Policy # 9732-I-450030). The St. Elizabeth School of Nursing alcohol policy although permitting the consumption of alcohol in some situations by those of legal age, specifically prohibits the possession, use, or sale of alcohol by anyone under the age of 21. Possible sanctions for students violating the alcohol or drug policies can be found in the Policy # 9732-I-450030 that is published in the *Nursing Student Handbook* and include sanctions up to and including dismissal from the Program. The Policy states that students found in violation, which would include underage drinking laws, will be referred to the proper law enforcement officials for possible prosecution.

The U. S. Department of Education notes that:

"Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics."

FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY SEXUAL ASSAULT PREVENTION AND RESPONSE

In addition to the Indiana Statutes that define rape, sexual battery, and criminal deviate conduct, inappropriate sexual behavior at the St. Elizabeth School of Nursing includes: **Unwelcome touching of another person; indecent exposure; acts of voyeurism; the use of force (actual, implied, or threatened) to gain sexual favors; sexual activity with a person who is unconscious or substantially mentally impaired* (including impairment through intoxication).**

*At St. Elizabeth School of Nursing, "substantially mentally impaired" means that a person under the influence of alcohol or drugs is not "capable" of giving informed consent to sexual activity. If you have sexual contact with someone who is "under the influence," you are responsible for committing an act of inappropriate sexual behavior as defined by the School of Nursing.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. St. Elizabeth School of Nursing strongly advocates that a victim of a sexual assault should report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Security Officer or professional staff member. Filing an incident report with Security will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a report will:

- ensure that a victim of sexual assault receives necessary medical treatment and tests,
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, eat, drink, rinse mouth, or change clothing prior to a medical exam,
- assure the victim has access to free confidential counseling.

When a sexual assault victim contacts Security, a designated staff member from the School of Nursing (Title IX Coordinator) for Sexual Assault Reporting and, (with the victim's permission), the Lafayette Police Department will be notified, and the victim will be transported to a Franciscan Health Lafayette Emergency Department for an exam to be conducted by a specially trained Sexual Assault Nurse Examiner (SANE). The SANE examination will involve evidence collection as well as providing victim support.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the School of Nursing judicial system, or only the latter. To the extent desired by the victim, a representative from the School of Nursing will help the victim understand available options and support the victim with his or her

decision. Counseling services will be available from the Nursing Student Assistance Program (NSAP) provided free of charge to all St. Elizabeth nursing students.

A student found responsible for sexual misconduct may be suspended or dismissed from the St. Elizabeth School of Nursing. The victim has the right to ask for a change in academic situations and the School will make reasonable accommodations within its resources and abilities.

Tips to Help You Avoid Sexual Assault...as a victim or an assailant

Any sexual assault is a crime of violence, and although rape by a stranger can and does occur in our imperfect world, it is much more likely that a victim of a sexual assault knows their assailant. Here are a few things for you to consider that might help keep you from becoming a victim or an assailant.

- Know who you are with and know them well before being alone with them.
- Don't leave a beverage unattended or accept a drink from an open container.
- Express your boundaries clearly and remember that "NO" means "NO." You have the right to say NO at any time.
- If your partner says "NO," and you choose to ignore it, you have become a sex offender. Please note that a person who is "under the influence" of drugs or alcohol CAN NOT give consent. Having sex with someone who is drunk EQUALS rape.
- ANY use of force, threat or coercion is unacceptable.
- Tell your friends where you are and who you are with.
- Avoid isolated places.
- The use of alcohol or drugs interferes with your ability to think and communicate clearly.
- If you feel uncomfortable, call a friend and/or remove yourself from the situation.
- Unwanted touching is a crime.

FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY SEX OFFENDERS

Students may obtain information regarding registered sex offenders from the Director Safety and Security of Franciscan Health Lafayette.

Information may also be available online at: <http://www.insor.org/insasoweb>.

FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY CRIME STATISTICS

The Director St. Elizabeth School of Nursing and the Director Safety and Security Franciscan Health Lafayette prepares an annual crime report to comply with the *Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act*. Campus crime, arrest and referral statistics include those reported to FHLA-Security Officers, other designated campus officials including but not limited to: vice presidents, directors, advisors to student organizations, and professional staff, and local enforcement agencies. The Crime Statistics Report is prepared annually each Fall semester for the previous calendar year.

Each year, an e-mail notification will be issued to all students and staff that provides the Web site to access this report.

ON CAMPUS CRIME STATISTICS AND REPORT: SEE TABLES ON NEXT PAGE FOR STATISTICS FROM 2021-2023.

Criminal Offenses - On campus

Criminal offense	Total occurrences On campus		
	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft <small>(Do not include theft from a motor vehicle)</small>	0	0	0
k. Arson	0	0	0

Hate Crimes - On campus

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft <small>(Do not include theft from a motor vehicle)</small>	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

VAWA Offenses - On Campus

Crime	Total occurrences On Campus		
	2021	2022	2023
a. Domestic violence	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Dating violence	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Stalking	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Arrests - On campus

Crime	Number of Arrests		
	2021	2022	2023
a. Weapons, carrying, possessing, etc.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Drug abuse violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Liquor law violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Disciplinary Actions - On Campus

Crime	Number of persons referred for Disciplinary Action		
	2021	2022	2023
a. Weapons, carrying, possessing, etc.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Drug abuse violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Liquor law violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Unfounded Crimes

Crime	Number		
	2021	2022	2023
a. Total unfounded crimes	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime. Count unfounded crimes in the year in which they were originally reported.

**FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY
FIRE SAFETY**

Fire safety is the responsibility of everyone, and it is important that each resident know how to protect themselves, and what actions they can take to minimize the chance of a fire in the Franciscan Education Center.

In the Franciscan Education Center/School of Nursing:

- **NEVER ignore a fire alarm.**
- Know your escape route in advance and how far it is to the exit (always have an alternative).
- Do not overload extension cords - get a power strip with an over-current protector that shuts off power automatically if there is too much current being drawn.
- Immediately report any electrical problem.
- Do not connect multiple extension cords together.
- Do not route cords under doors or carpets - cords can short circuit, overheat and ignite.
- Do not staple extension cords.
- Use only UL listed extension cords and appliances.
- Do not use cheater plugs.
- Do not use Halogen lamps.
- Know where the fire extinguishers are in the building.
- Do not use appliances prohibited by the Franciscan Education Center/School of Nursing.
- Recognize that alcohol consumption is a factor in 50% of fire related deaths in the US.
- Never disable a smoke alarm or tamper with fire equipment.

If you are in the Franciscan Education Center/School of Nursing and the fire alarm sounds:

- Touch any closed door to halls to see if it is warm before opening it.
- Open the door with care, and if it is safe, proceed to the exit and evacuate and move away from the building. Be sure to close any doors behind you to keep smoke and fire out of the room.
- If the hallway is filled with smoke, get low to the floor where there is the best chance to find the cleanest air.
- Move away from the building and don't re-enter until instructed.
- If you are unable to exit the building, hang something out of the window to let the fire department know you are in the room.

**FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY
EMERGENCY CONTACT INFORMATION**

Nursing students are busy students. However, if there's an emergency or situation where 1) a student must be reached immediately or 2) School of Nursing Faculty/professional assistance is needed, please consult the list below and contact the staff member you feel is most appropriate. For phone calls after 4:30 p.m. and before 8:30 a.m., call the Office of Safety and Security at 765-423-6192. An officer can place you in contact with the person you need.

Safety and Security

Franciscan Health Lafayette – Central campus (Franciscan Education Center) – 765-423-6192

Franciscan Health Lafayette – East campus – 765-502-4911

<p>DIRECTOR, SCHOOL OF NURSING Michelle Gerrety, EdD, MSN, RN Director, St. Elizabeth School of Nursing Program Director, STESON-USF Cooperative Nursing Program 765-423-6408 michelle.gerrety@franciscanalliance.org</p>	<p>NURSING PROGRAM STUDENT HEALTH OFFICER Kimbra Weesner, MSN, FNP-C, RN Assistant Professor of Nursing Student Health Officer 765-423-6932 kimbra.weesner@franciscanalliance.org</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ACCREDITATION - RIGHT TO KNOW

St. Elizabeth School of Nursing (as a legal entity of Franciscan Health Lafayette [FHLA], an Indiana nonprofit corporation) is approved by the Indiana State Board of Nursing to award a DIPLOMA and thus allows the graduates of St. Elizabeth School of Nursing to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). In addition, St. Elizabeth School of Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) as a DIPLOMA program.

University of Saint Francis (governed by its own Board of Trustees and incorporation) is accredited by The Higher Learning Commission. The Bachelor of Science in Nursing program at University of Saint Francis is accredited by the Commission on Collegiate Nursing Education (CCNE). For information regarding current accreditation status, go to <http://www.ccneaccreditation.org/>

Any student or individual wishing to review the School's accreditation status may do so by requesting such documents from the Office of the Director, School of Nursing, during regular business hours Monday through Friday, or by contacting:

Indiana State Board of Nursing – Professional Licensing Agency 402 W. Washington Street, Room W072 Indianapolis, IN 46204 Phone: 317-234-2043, Fax: 317-233-4236 Email: hpb2@pla.state.in.us www.in.gov/pla/2490.htm	Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 Phone: 404-975-5000 www.acenursing.org
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

INFORMATION REGARDING APPROVAL OR ACCREDITATION

St. Elizabeth School of Nursing (School) in Lafayette, Indiana and University of Saint Francis (University) in Fort Wayne, Indiana, as two legally separate institutions entered into a contractual agreement and established a cooperative nursing program curriculum effective May 2107. The nursing curriculum is offered as a Diploma-BSN Cooperative Nursing Program between St. Elizabeth School of Nursing and University of Saint Francis. As such, upon completion of study, the graduate is awarded a DIPLOMA IN NURSING from St. Elizabeth School of Nursing and a BACHELOR OF SCIENCE IN NURSING (BSN) degree from University of Saint Francis. The St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program has been reviewed and approved by the Indiana State Board of Nursing (ISBN) under its authorization for Approval of Schools of Nursing and continues to recognize St. Elizabeth School of Nursing as a State Board of Nursing Approved School of Nursing. (Approved on April 20, 2017.) St. Elizabeth School of Nursing (as a legal entity of Franciscan Health Lafayette [FHLA], an Indiana nonprofit corporation) is thus approved by the Indiana State Board of Nursing to award a DIPLOMA and thus allows the graduates of St. Elizabeth School of Nursing to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). In addition, St. Elizabeth School of Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) as a DIPLOMA program. The most recent accreditation decision made by the ACEN Board of Commissioners for the diploma nursing program is *Continuing Accreditation*. View the public information disclosed by the ACEN regarding this program at: <http://www.acenursing.com/accreditedprograms/programsearch.htm> For information regarding current accreditation status, please contact:

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

University of Saint Francis (governed by its own Board of Trustees and incorporation) is accredited by The Higher Learning Commission. The Bachelor of Science in Nursing program at University of Saint Francis is accredited by the Commission on Collegiate Nursing Education (CCNE). For information regarding current accreditation status, go to <http://www.ccneaccreditation.org/>

February 12, 2024

The following is a Disclosure Statement that advises how well the school is doing in relationship to some of our program outcomes.

HOW OUR STUDENTS ARE DOING

To help you make an informed decision about whether to enroll in the REGISTERED NURSE PROGRAM, ST. ELIZABETH SCHOOL OF NURSING wants you to know that, according to the latest information:

Our NCLEX Pass Rates are:

St. Elizabeth School of Nursing NCLEX Pass Rates (First-time Test Takers)						
2023	2022	2021	2020	2019	2018	2017
96.15%	100%	80.56%	97.14%	85.37%	95.45%	93.06%
<i>Rate is for graduates who tested for the first time in 2023.</i> (^88.56%)	<i>Rate is for graduates who tested for the first time in 2022.</i> (^79.9%)	<i>Rate is for graduates who tested for the first time in 2021.</i> (^82.48%)	<i>Rate is for graduates who tested for the first time in 2020.</i> (^ 86.57%)	<i>Rate is for graduates who tested for the first time in 2019.</i> (^ 88.18%)	<i>Rate is for graduates who tested for the first time in 2018.</i> (^ 89.41%)	<i>Rate is for graduates who tested for the first time in 2017.</i> (^ 87.11%)

[^]The National Passing Average for First Time Candidates in each respective year is italicized and contained in parentheses.

Our Completion Rates are:

Enrollment In 1st Nursing Course	# of Students in Cohort	# of Students Who Graduated On-Time	% of Students Who Graduated On-Time	# of Students Who Graduated in Additional Terms	% of Students Who Graduated in Additional Terms	Total # Who Ultimately Graduated	% Who Ultimately Graduated
2016-17	41	27	65.9%	4	9.8%	31	75.6%
2017-18	32	19	59.4%	6	18.8%	25	78.1%
2018-19	72	36	50.0%	6	8.3%	42	58.3%
2019-20	61	32	52.5%	10	16.4%	42	68.9%

Per ACEN standards and criteria updated in July 2021, program completion rate calculations begin on the first day of enrollment of a student's first nursing course and end with completion of the course required for conferral of diploma or degree. St. Elizabeth School of Nursing students must complete such requirements within nine (9) consecutive terms (i.e., three regular academic years plus summer course work) beginning with enrollment in their first nursing course to be classified as having graduated 'on-time.' Students who take the traditional 4-year curriculum plan with no summer terms will not be considered as completing "on time" but do/can graduate in 4 years with no summer course work and are considered in the number of students who "ultimately graduated."

Those students who complete such requirements in greater than nine consecutive terms beginning with enrollment in their first nursing course are classified as having graduated in 'additional terms.' Students who graduated on time plus those who graduated in additional terms are combined into the classification 'ultimately graduated.'

Our Job Placement Information:

Our employment rate for the past eight (8) years is **100%**. Of the 29 graduates from 2022, 36 graduates from 2021, the 34 graduates from 2020, the 31 graduates from 2019, the 43 graduates from 2018, the 64 graduates from 2017, the 57 graduates from 2016 and the 47 graduates from 2015 who responded to a survey or other source of inquiry, **ALL** successfully secured RN positions.

Graduates earned RN positions in a variety of care settings including surgery centers/operating rooms/post anesthesia care units, emergency departments, critical care/intensive care units, medical-surgical units, labor/delivery/postpartum/NICU/newborn nursery units, cardiac care/progressive care units, pediatric outpatient offices/inpatient units, stroke units, oncology units, observation units, ortho neuro/neurosurgical units, transplant units, and outpatient endocrinology units, acute rehabilitation units, and retirement communities. Employment information was gathered via graduate responses to a survey or other requests for employment information.

Accreditation Information: Information of Student Achievement through standardized tests, Student, Graduate and Employer Satisfaction Ratings and Program Complaints are available upon request from the Office of the Director, School of Nursing. 1501 Hartford Street, Lafayette IN 47904, (765) 423-6408.

The diploma nursing program at St. Elizabeth School of Nursing located in Lafayette, IN is accredited by the:

<p>Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 www.acenursing.org The most recent accreditation decision made by the ACEN Board of Commissioners for the diploma nursing program is <i>Continuing Accreditation</i>. View the public information disclosed by the ACEN regarding this program at http://www.acenursing.com/accreditedprograms/programsearch.htm</p>	<p>Indiana State Board of Nursing Professional Licensing Agency 402 W. Washington Street, Room W072 Indianapolis, IN 46204 Phone (317) 234-2043 or Fax: (317) 233-4236 E-mail: hpb2@pla.state.in.us Web Address: http://www.in.gov/pla/2490.htm</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

I have read and understand the completion rate, licensing examination (NCLEX) pass rate, job placement rate and accreditation information provided above.

SIGNATURE: _____

DATE: _____

FINANCIAL INFORMATION: 2024-2025

CONTENT	PAGE
FINANCIAL INFORMATION – —2024-2025	
Student Rights and Responsibilities	137
General Policy Statement	138
Principles of Financial Aid	138
Financial Aid Operating Policies	138
Student Records Policy: Confidentiality and Access	138
Types of Financial Aid	139
Eligibility Requirements for Financial Aid	139
Important Dates	139
How to Apply for Financial Aid	140
Cost of Attendance	140
Tuition and Fees 2024-2025	141
Professional Liability Insurance	143
Monthly Payment Plan	143
Financial Operating Policies (Registrar/Bursar Office)	143
Cost of Attendance Budget 2024-2025	145
Basic Information About Aid Sources	146
Financial Aid Standards of Satisfactory Academic Progress policy – 9732-I-300001	147
Disbursement of Financial Aid to Student Policy – 9732-I-300003	152
Refund/Return to Title IV Funds Policy – 9732-I-300004	159
Procedure for Verification of Student Financial Aid Information – 9732-II-300002	166
Federal Work Study (General Terms and Conditions)	169
Support Services for Students with Special Needs	169
Accreditation-Right to Know	170
Requirements for Licensure as a Registered Nurse in the State of Indiana	171

STUDENT FINANCIAL ASSISTANCE

Our primary mission at St. Elizabeth School of Nursing is to educate students of ability and promise regardless of their financial means. While every effort is made to keep costs at a reasonable level, annual inflationary increases should be expected. Increases in tuition and fees are subject to change at the discretion of the administration.

STUDENT RIGHTS AND RESPONSIBILITIES

Some important factors should be considered when contacting the Nursing Program for information concerning your enrollment. Education is a large investment of your time, money, and effort and as a consumer you should carefully evaluate your potential commitment. To help you make a good choice you should have information on the school's academic program, facilities, cost of education, refund policy, financial aid programs and any other information you think will help you make a decision.

You have the **RIGHT** to ask:

- The names of its accrediting agencies.
- About its programs its instructional, laboratory and other physical facilities; and its faculty.
- What the cost of attending is and what its policies are on refunds to students who drop out.
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget. It also includes what resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
- How much of your financial need, as determined by the institution, has been met.
- How and when funds get disbursed.
- To explain each type and amount of assistance in your *financial aid package*.
- If you have a loan, what the interest rate is, the total amount that must be repaid, the length of time you have to repay your loan, when you must start paying it back and any cancellation and deferment provisions that apply.
- If you are offered a Federal Work-Study job, what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be and how and when you will be paid.
- To reconsider your financial aid package, if you believe a mistake has been made.
- How the School determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped?

Along with these consumer rights, students must realize there are responsibilities they assume in order to qualify and receive any award. The following are some of these responsibilities.

It is your **RESPONSIBILITY** to:

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately and submit it on time to the right place. Errors can delay disbursement of financial aid.
- Provide all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign and keep copies of them.
- Accept responsibility for the *promissory note* and all other agreements that you sign.
- If you have a loan, notify your servicer of any changes in your name, address, or school status.
- Perform in a satisfactory manner the work that is agreed upon in accepting a Federal Work-Study job.
- Know and comply with the deadlines for application and re-application for aid.
- Know and comply with your school's refund/repayment policy.
- Know and comply with your school's "Satisfactory Academic Progress" policy for financial aid recipient.

GENERAL POLICY STATEMENT:

The Nursing Program's staff believes that the talents, hopes and ambitions of an individual are among the most valuable resources this nation possesses. With this thought in mind, the Nursing Program will continue to promote financial aid opportunities for its qualified, deserving students who must find funds to attend. The fundamental purpose of the financial aid program is, therefore, to make it possible for students who would normally be deprived of a postsecondary education, because of inadequate funds, to attend.

Principles of Financial Aid:

- The Nursing Program believes the primary responsibility for financing education lies first with the student and his/her family (parents or spouse). When the total resources they can provide do not meet expenses, the Nursing Program, as a third partner will seek to provide all assistance possible so the student will not be denied an education.
- Financial assistance includes gift aid (scholarships and grants), loans and employment, which may be offered as one program or through a combination of programs.
- In selecting students to receive gift aid from the Program, consideration shall be given to gift aid already available to the student from other sources.
- Selection of students to receive financial aid will be made regardless of age, color, race, creed, sex, national origin, handicap or financial status.
- In determining a student's resources the following three things are considered:
Family income;
Family assets; and
Student assets, and earnings.
- The total amount of financial assistance offered a student shall not exceed his/her need for financial assistance after considering all other resources available to him/her.

Financial Aid Operating Policies:

The Financial Aid Office of the Nursing Program was established to coordinate all financial assistance offered through the Program and to ensure that the above principles are observed in the administration of student aid programs.

1. All students requesting financial aid must file a Free Application for Federal Student Aid (FAFSA) in accordance with procedures established by the Financial Aid Office. Students must also agree to complete any related forms, such as financial statements, upon request of the Student Financial Aid Director.
2. The Financial Aid Office will require the completion of an approved needs analysis form for each student who applies for funds.
3. All students applying for assistance should apply to the Federal Student Aid programs and, if a state resident, the State Grant Programs by the State deadline. Institutionally-controlled funds may not be awarded until decisions on the above two programs are known.
4. Students receiving aid in excess of their need will receive an adjustment in their aid award as soon as possible following the beginning of the school term. Adequate records shall be maintained to document the above.

Student Records Policy: Confidentiality and Access

All records and conversations between an aid applicant, his/her family and the Financial Aid Office are confidential and entitled to the protection ordinarily given a counseling relationship.

No public announcement shall be made of amounts awarded to individual students without express consent given by the student. No information concerning a student's financial aid records may be released to anyone outside the office of student financial aid without permission of the student, his/her parent(s), or the Student Financial Aid Director as circumstances may dictate. The Student Financial Aid Director shall determine whose permission is required in consideration of and professional ethics surrounding each request for information. All student Financial Aid records will be maintained in the student Financial Aid Office for a period of not less than five (5) years or as required by current regulatory rules.

TYPES OF FINANCIAL AID

Financial aid for which a student might be eligible could include any of the following types of aid:

- grants or scholarships (money that does not have to be repaid)
- loans (money that must be repaid)
- work study (money that is earned by the student)

The sources of these funds include federal, state and Nursing Program institutional financial aid programs.

ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID

In order to be eligible for financial assistance a student must:

- be enrolled at least half-time (6 semester-credit hours or more) as an admitted Nursing Program student (in some cases, Pell Grant may be awarded to less than half-time students).
- be a citizen of the United States or an eligible non-citizen. Eligible non-citizens are students who are permanent residents and have an I-151 or I-551 (Alien Registration Receipt Card) or who are of a refugee status and have an I-94 (Arrival-Departure Record) with appropriate endorsement.
- not owe a refund or be in default on any Federal programs covered under Title IV of the Higher Education Act of 1965, as amended.
- be making satisfactory academic progress towards Nursing Program completion.

DETERMINATION OF NEED FOR FINANCIAL AID

The financial resources available to the student are considered as coming from three sources:

1. Parent or guardian. This amount is determined from the information provided in the Free Application for Federal Student Aid (FAFSA).
2. Student. It is assumed, unless there are unusual circumstances, that the applicant for financial aid will have saved money and will be able to earn money during the summer between academic years. A reasonable amount of part-time employment during the school year should also be anticipated.
3. Outside funds. Awards such as National Merit Scholarships, state scholarships, or grants offer major financial assistance. Many local and national supplementary scholarships may also be available to qualified applicants. Students must report to the Student Financial Aid Director any financial assistance other than what is awarded by the Nursing Program.

In determining a student's need, the Nursing Program will estimate the cost a student will incur during the academic year for tuition, housing and food, books and supplies, transportation, and miscellaneous expenses. The difference between this cost and the total resources available to the student represents the financial need.

Awards may be a combination of scholarships or grant-in-aid, loans, and work study. A student may elect to accept all or any portion of the award.

IMPORTANT DATES

October 1 – April 15:

File the Free Application for Federal Student Aid (FAFSA) to be considered for Indiana State grants. The FAFSA must be **received** by the processor no later than **April 15.**

Students filing after this date should apply for a Pell Grant by completing the FAFSA. Students filing after this date will be considered for campus-based aid when files are complete, assuming they qualify and monies are available.

April - July:

Award notifications are sent to all applicants whose files are complete.

HOW TO APPLY FOR FINANCIAL AID

To ensure full consideration for all forms of financial aid, complete each of the following steps:

1. APPLY FOR ADMISSION TO ST. ELIZABETH SCHOOL OF NURSING – UNIVERSITY OF SAINT FRANCIS NURSING PROGRAM. You must be admitted to the Nursing Program to be eligible to receive financial aid.
2. APPLY FOR FINANCIAL AID BY FILING A FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) WITH THE U.S. DEPARTMENT OF EDUCATION PROCESSOR (Indiana residents need to file with the Indiana Commission for Higher Education by completing the FAFSA so that it is received by the federal processor no later than April 15.)

New and continuing students must file a FAFSA and follow the steps outlined below:

- Complete the FAFSA online at www.fafsa.gov.
- Designate St. Elizabeth School of Nursing, Title IV Federal School Code 006257, as recipient of the FAFSA analysis.
- Apply for State Grants by ensuring your FAFSA is received at the processor by April 15.

Once the results of your required application are received by the Nursing Program’s Office of Financial Aid, you will be evaluated for aid eligibility. If eligible, the Program will develop a “package” of aid to meet as much of your demonstrated financial need as possible.

Students receiving financial aid are sent an Award Notification from the Nursing Program’s Office of Financial Aid. Students are asked to sign and return a Financial Aid Award Letter indicating acceptance or rejection of the types of funds awarded.

Following the student’s registration for classes, a bill is generated and provided electronically to the student by the Bursar’s Office. If the amount of financial aid is greater than the charge for tuition and fees, a check for the balance will be issued to the student by the latter of the 14th day after the first official day of classes for that semester/term or by the 14th day after the overpayment occurs, unless written permission is given by the student to hold the credit on their account. A refunded balance of financial aid is to be used for educational expenses for the student, provided the programs involved allow such refund.

COSTS OF ATTENDANCE

Classes required of St. Elizabeth School of Nursing –the University of Saint Francis Cooperative Nursing Program for the 2024-2025 academic year are based on full time attendance at the estimated tuition rate of \$9,325.00 per semester. In addition, related fees are assessed to each student based on credit hours enrolled. Fees may include nursing clinical lab costs, student nurses’ liability insurance, science laboratory fees, student activity costs, student related technology costs and assessment fees (standardized products and services) and books unless the student has opted-out of the book charges.

Cost estimates and statement of fees are subject to change.

The total cost of books also depends on the number of classes taken. Other educational expenses include transportation, personal expenses, clothing and housing and food. Although these maintenance costs will differ from student to student, financial aid budgets are based on average costs according to a student’s classification as off-campus or living with parents.

Financial aid budgets are updated on a yearly basis to adjust to the changes in tuition and fees and living expenses.

ST ELIZABETH SCHOOL OF NURSING - TUITION AND FEES: 2024-2025

ENROLLMENT FEE * - \$250.00 non-refundable. Each student entering the school is required to pay a \$250.00 Enrollment Fee (EF). A billing statement for the EF will be enclosed with the letter of admission. Payment by the student confirms acceptance of admission and reserves a place for the student in the entering class. The EF is applied to the required drug screening. The \$250.00 EF is refundable if the student cancels his/her admission ninety (90) days prior to the beginning of the academic semester to which the student has been admitted. After ninety (90) days, there is no refund.

OTHER RELATED ADMISSION COSTS:

- Test of Essential Academic Skills (TEAS) Approximately \$ 115.00
- Initial Background Check via Castle Branch Approximately \$ 75.00

TUITION

Tuition for one semester (based on full time attendance of 12 or more credit hours)	\$ 9,325.00
Per credit hour up to 11 hours	\$ 551.00
Per credit hour above identified semester plan or greater than 21 credits per semester	\$ 551.00

REQUIRED FEES *

- Annual Background Re-Verification Check via Castle Branch \$ 25.00
- Annual Clinical Screening Fee renewal via Castle Branch Bridges (estimated) \$ 40.00
- ATI Nursing Learning Management System Fee
– estimated semester charge for five (5) semesters \$ 570.00

COURSE AND COURSE RELATED FEES *

- Credit by Examination Test Fee (non-refundable) (per course credit hour) \$ 50.00
- Clinical Credit by Examination Fee per credit hour \$ 50.00
- Credit by Portfolio Fee (non-refundable) \$ 50.00
- Posting of Credit Fee per credit hour \$ 10.00
- Audit Fee per credit hour \$ 50.00
- First Year Nurse Pak \$ 80.00
- Technology Fee per credit hour \$ 20.00
- Affiliate University Surcharge per semester per credit hour of affiliate University coursework \$ 15.00
- Textbook Fee per credit hour (unless student has opted out of textbook service) \$29.00

CONDITIONAL FEES *

- Replacement of ID card, mailbox key each \$ 15.00
- Returned Check EACH OCCURRENCE. \$ 50.00
- Graduation (paid once) \$ 200.00
- Official Transcript Fee \$ 10.00
- Student Health Fee (fall/spring terms) \$ 20.00

OTHER RELATED EXPENSES

Uniforms approximately \$100.00-\$150.00

ESTIMATED EXPENSES FOR THE 2024-2025 ACADEMIC YEAR (Full time)

Students living With Parent(s)	
Tuition and fees (2 semesters)	\$ 20,208.00
Transportation (estimate)	\$4,106.00
Books, Uniform, housing allowance & miscellaneous expenses (estimate)	<u>\$21,490.00</u>
	\$ 45,804.00
Students living Off Campus	
Tuition and fees (2 semesters)	\$ 20,208.00
Transportation (estimate)	\$4,711.00
Books, Uniform, housing allowance & miscellaneous expenses (estimate)	<u>\$32,895.00</u>
	\$ 57,814.00
Summer Session average costs (maximum 12 credits in summer school)	
Tuition and fees 6 hours	\$ 3,426.00
Tuition and fees 9 hours	\$ 5,139.00
Tuition and fees 12 hours	\$ 6,852.00

Cost estimates and statement of fees are subject to change.

PROFESSIONAL LIABILITY INSURANCE

Students of the Nursing Program are named insured in a blanket policy of Specified Medical Professional Occurrence Insurance. Cost of this insurance plan is included in the fee structure. This plan only covers students when they are involved in the activities and curriculum/course requirements of the Program. The student's coverage terminates upon graduation or withdrawal from the Program.

MONTHLY PAYMENT

- Fall semester charges may be made in monthly payments. The first payment is due before the first day of classes.
- The monthly payment amount must be at least 20 percent or one fifth of the total balance due.
- Additional payments must be made in September, October, November and December.
- Final payment must be made before the end of the semester.
- Students will not be allowed to register for any subsequent term of the Nursing Program or its affiliated university if there is an unpaid balance on the student's account at either institution. Diplomas, grade reports, transcripts and letters of honorable separation will be withheld and all academic records will be encumbered for those who have not settled their financial obligations including, if any, all collection fees, attorney's fees and court costs.
- Spring semester charges may be paid in monthly payment also. The first payment is due before the first day of classes in January with subsequent payments in February, March, April, and May with the last payment due before the end of the semester.
- Summer session charges may be made in four monthly payments. The first payment is due before the first day of classes. Subsequent payments shall be made in June, July and August with the final payment due before the end of the session.

FINANCIAL OPERATING POLICIES (REGISTRAR/BURSAR OFFICE)

The Nursing Program reserves the right to change rates and fees according to the economy, services or curriculum offering.

All student accounts must be settled in full at the Business Office on or before enrollment for each semester. Accounts for Summer school and part-time students must be paid at the time of enrollment. Any other financing must be arranged with the Registrar/Bursar or designee prior to registration. No student will be permitted to register until his or her financial obligations with the Business Office are settled. A student who fails to comply with his or her financial obligations as specified can be subject to suspension from classes and cancellation of registration. Interest may be charged each month on all past due balances not covered by pending financial aid. The Nursing Program shall pursue legal action including, but not limited to, having unpaid tuition, fee and institutional loan account balances turned over to a collection agency for collection, to an attorney to pursue collection through the court system and reporting of the delinquent debt to national credit bureaus as a "bad" debt.

The Bursar's Office of the School of Nursing will maintain student statements that reflect all charges and credits incurred. Current students can view balances, charges, and credits via the online student services portal, MySTE, available on the School's website (www.steson.org).

No scholastic credit will be extended, and no transcripts or diploma will be issued to a student until all financial accounts have been satisfactorily settled. If a student gives the Nursing Program a check that is returned by the bank upon which it was drawn, marked "Not Sufficient Funds," "Payment Stopped," or "Account Closed," a \$50.00 charge will be assessed for each such occurrence.

The Nursing Program provides several plans for payment of tuition and fees in installments. Please contact the Business Office for further information. Students receiving financial aid in the forms of scholarships, tuition grants, or loans – from federal programs, the state government, or Franciscan Health Lafayette – must determine that the amount of aid received (total amount of awards divided by two (2) semesters, normally) at least equals total tuition and fees each term. In the event such pro-ration leaves a balance

due from the student, this balance must be paid not later than the first week of the term in order to avoid Service Fee for Deferred payment and/or Delinquency Fee.

The Nursing Program must be compensated by the student, or by those responsible for his or her expenses, for all damage to school property resulting from other than normal use. The Nursing Program assumes no responsibility for debts contracted by any student or student organization except by any written pre- arrangement. The Nursing Program assumes no responsibility for loss or damage to person or property of others, caused by a student or students. Since the personal property of students is not covered by the ordinary Nursing Program insurance, students are advised to have their own insurance for their own effects.

The total cost of books also depends on the number of classes taken. Other educational expenses include transportation, personal expenses, and clothing. Although these maintenance costs will differ from student to student, financial aid budgets are based on average costs according to a student's classification with parents or off campus housing choice for financial aid purposes.

Financial aid budgets are updated on a yearly basis in order to adjust to the changes in tuition and fees and living expenses.

A sample Financial Aid Budget appears as follows:

2024-2025 COST OF ATTENDANCE BUDGETS

	WITH PARENT/ RELATIVE		OFF CAMPUS	
	Semes ter	Year	Semester	Year
Tuition & Fees	10,104	20,208	10,104	20,208
Food & Housing	3,956	7,912	9,356	18,712
Books/course materials/supplies/ equipment	615	1,230	615	1,230
Transportation to campus/clinical/work	4,106	8,212	4,711	9,422
Misc. Expenses/ Computer avg/sem.	4,121	8,242	4,121	8,242
TOTAL COA	22,902	45,804	28,907	57,814

Include 1-time licensing fee for students in NUR 403:

-NCLEX-RN Registration Fee	\$200.00
-IPLA (Indiana) Application Fee:	\$50.00
-Criminal Background Check:	<u>\$37.00</u>
Total Licensing Fees	\$ 287.00

Dependent Care is considered only on a case-by-case basis using the following community averages:

\$2340 per semester
\$4680 per year

Allowances for disability related expenses are determined on a case-by-case basis.

Accepted February 6, 2024 by:

Michelle Gerrety, Director

Martin E. Case, Financial Aid Director

BASIC INFORMATION ABOUT AID SOURCES

PROGRAMS	ELIGIBILITY	DESCRIPTION
Federal Pell Grant	Undergraduate. Must show need. U.S. citizen or permanent resident	Amount of award based upon EFC (estimated family contribution), hours of enrollment and cost of attendance.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Undergraduate. Limited availability. Must show need. Minimum of six credit hours enrollment, U.S. citizen or permanent resident. Must be Pell eligible	Program is to supplement Pell Grant if the student shows need. Awarded to the neediest Pell Grant recipients
Indiana Freedom of Choice Grant (Frank O'Bannon Grant)	Undergraduate. A resident of Indiana. Must show need. Full time student with 12 credit hours or more attending a private Indiana college	Can be only applied to tuition and fees.
Federal Direct PLUS Loans (for parents)	Undergraduate. Enrolled at least half-time. Loan made to parents of dependent undergraduates	Parents may borrow up to full cost of attendance less aid received
Federal Direct Stafford Student Loan Program (Subsidized and Unsubsidized for students)	Undergraduate or graduate. U.S. citizen or permanent resident. Attending a qualified institution. Enrolled at least half-time (6 hrs.). Must show need.	Annual Base loan limits are determined based on academic classification of year in school and if qualified as either dependent or independent status. Contact the FA Office for program particulars.
Federal Work Study (FWS)	Undergraduate or graduate. Must show need. Enrolled at least half-time (6 hrs.).	On-campus employment is arranged through the Financial Aid Office.

BASIC INFORMATION ABOUT AID SOURCES (Repayment and How to APPLY)

PROGRAMS	REPAYMENT	HOW TO APPLY
Federal Pell Grant	No repayment obligation. If semester is successfully completed	Complete a Free Application for Federal Student Aid (FAFSA) by Federal deadline
Federal Supplemental Educational Opportunity Grant (FSEOG)	No repayment obligation. If semester is successfully completed	Complete a FAFSA
Indiana Freedom of Choice Grant (Frank O'Bannon Grant)	No repayment obligation. If semester is successfully completed	Complete a FAFSA which must be received by the processor prior to April 15.
Federal Direct PLUS Loans (for parents)	Long term repayment. Interest is fixed and changes annually on July 1 (PLUS). Repayment begins 60 days after disbursement unless borrower qualifies for deferment. Contact FA Office for current rate.	Apply on-line at www.steson.org , financial aid page. Click on Future Students, Financial Aid and Loan Information for PLUS loan links on-line. Complete a FAFSA
Federal Direct Stafford Student Loan Program (Subsidized and Unsubsidized for students)	Long term repayment. 6 month grace period after graduation or withdrawal. Fixed rate subject to change Annually on July 1. Contact FA Office for current rate.	Apply on-line at www.steson.org , financial aid page. Click on Future Students, Financial Aid and Loan Information for Stafford loan links on-line. . Complete a FAFSA
Federal Work Study (FWS)	Not applicable.	Complete a FAFSA. Contact the Financial Aid Office

3. Students must achieve a “satisfactory/passing” course grade as defined by the grading policy and posted on the Official Transcript of the nursing program. A course for which a grade of less than “satisfactory/passing” was received may be repeated once in establishing satisfactory progress. A student completing developmental/remedial credits while enrolled in a program eligible for financial aid will be able to include those credits toward establishing satisfactory progress. No more than 24 hours of remedial coursework may be taken. Students enrolled in non-credit developmental/remedial courses will not be able to include those courses toward establishing satisfactory progress.
4. In order to be considered making satisfactory progress, financial aid recipients of the St. Elizabeth School of Nursing (School) will have the equivalent maximum time frame of 150 % of the prescribed curricular plan for full time (FT) students. The FT equivalent of 150 % of the prescribed curricular plan of 120 credit hours would be 180 attempted hours, which is equivalent to 6 full-time academic years.
5. Aid recipients must meet the acceptable minimum cumulative GPA of 2.0 to remain in good financial aid standing.

B. Warning and Termination:

1. A financial aid recipient not meeting Satisfactory Academic Progress standards will be placed on Financial Aid Warning by the Office of Student Financial Aid. Students on Warning status may continue to receive Federal/State Aid for one additional term.
2. Students on Financial Aid Warning status who fail to meet SAP standards in their next term of attendance are no longer eligible to receive Federal/State Financial Aid and their SAP status will be “Financial Aid Termination.”
3. Students who complete additional coursework without the assistance of financial aid and become compliant with SAP standards must contact the Student Financial Aid Director to request reinstatement of Federal/State Aid in subsequent semesters.

C. Appeals, Probation and Reinstatement

1. A student who has failed to make SAP and whose Financial Aid has been terminated may file an appeal to have Federal/State Aid reinstated (see Attachment A). The student’s appeal must include their assessment of why they failed to make SAP and what has changed that will allow the student to make SAP by the end of their submitted Plan

of Study. There must be Extenuating Circumstances that must be documented in the Appeal Letter. For an Appeal to be granted, the student must be placed on an SAP Academic Plan (see Attachment B) that will ensure the student is able to meet SAP standards by a specific point in time, such as program completion. If approved, the student will be on Financial Aid Probation as long as the Plan of Study is in effect. If the appeal is denied, the student will receive no Federal/State funding until such time they meet SAP standards.

2. Because most students will need financial assistance to attend school, it is imperative for a student who has been terminated to work closely with their academic advisor to file their appeal in a timely manner. Appeals must be filed with the Student Financial Aid Director by the first day of the semester for which the student is seeking reinstatement. It is recommended that appeals are filed well in advance when time between semesters permits.
3. Should an Academic Plan be approved; the student will remain on Financial Aid Probation for the remainder of their enrollment at the School (or until such point they are meeting all SAP standards) and must be successfully following the Plan or they will be subject to termination.

D. The Student Financial Aid Director or designee shall:

1. Determine the academic progress of financial aid recipients at the end of each semester including summer session and notify those students not meeting SAP in writing of their status.
2. Ensure that all aspects of this policy are being applied.
3. Meet with students who are seeking reinstatement or their advisor and clarify the appeal process and forms and arrange Administrative Council hearing to review Appeals and Academic Plans.

E: The Administrative Council of the School shall:

Meet to review all Financial Aid Appeals and determine the reinstatement outcome based on the student's Appeal request and documentation of the Academic Plan that has been developed by the Academic Advisor for the remainder of time the student will be enrolled.

F. The Academic Advisor shall:

Meet with the student to review the Appeal Form and develop an SAP Academic Plan that ensures the student will be able to meet SAP standards by a specific point in time, such as program completion.

ATTACHMENT A

**SATISFACTORY ACADEMIC PROGRESS
FINANCIAL AID APPEAL FORM**

Student Name:

ID Number:

Academic Advisor:

Students who have lost Financial Aid eligibility due to not meeting Satisfactory Academic Progress (SAP) Standards may file an Appeal with the Administrative Council of the St. Elizabeth School of Nursing to have aid considered for Reinstatement.

For an Appeal to be heard by the Administrative Council, the student must document on this form why they failed to meet SAP requirements, and what has changed that will allow them to meet SAP standards and remain in compliance with the standards until program completion.

Either the student or the Administrative Council has the right to ask for a personal appearance before the Administrative Council when the student's appeal is being heard. Failure to complete this Appeal Form or to submit an SAP Academic Plan form prior to the Administrative Council meeting/hearing will result in denial of the Appeal.

1. Please describe the academic events that contributed to failure to maintain Satisfactory Academic Progress standards and lead to Termination of Financial Aid:

2. Please describe what has changed that will allow you to make and maintain Satisfactory Academic Progress standards from the end of the next term until your program completion:

Student Signature

Date

**ATTACHMENT B
SATISFACTORY ACADEMIC PROGRESS
ACADEMIC PLAN**

Student Name:

ID Number:

Academic Advisor:

In order for Federal/State Financial Aid to be reinstated, the student must develop an Academic Plan in conjunction with their Academic Advisor that ensures they will meet Satisfactory Academic Progress Standards by program completion. While developing this plan the student and Advisor should review the SAP policy so that they both understand the qualitative and quantitative measurements that must be met to maintain compliance.

Progress will be closely monitored and deviation from this Plan once approved by Administrative Council may result in Termination of Federal/State Aid. It is therefore important that a Plan be developed that is reasonable and gives the student the best chance for success. The student must go into the Plan with the expectation the he/she will successfully complete 100% of the coursework as presented in this Plan. Any planned deviation from this Plan should be presented to Administrative Council for approval prior to the student registering for classes.

Academic Year:

Fall Semester

Courses	Cr Hrs

Spring Semester

Courses	Cr Hrs

Summer Semester

Courses	Cr Hrs

Academic Year:

Fall Semester

Courses	Cr Hrs

Spring Semester

Courses	Cr Hrs

Summer Semester

Courses	Cr Hrs

Academic Year:

Fall Semester

Courses	Cr Hrs

Spring Semester

Courses	Cr Hrs

Summer Semester

Courses	Cr Hrs

Student Signature

Date

Academic Advisor Signature

Date

A student may use some Federal assistance for educational costs other than tuition and fees if the student has enough other aid to pay all tuition and related fee costs.

Federal student aid credit balances will be returned to the student by the Nursing Program's Bursar's Office within fourteen (14) days of the incurred overpayment or fourteen (14) days after the semester/term begins whichever is later.

With the student's written permission (See Attachment A), funds may be held on account for the current Award Year if the student does not want the overpayment returned to them at that time.

1. With written permission a student may hold a credit balance only until the end of the respective Award Year. If at the end of the Award Year, any credit of excess funds will be refunded to the student no later than fourteen (14) days following the end of the student's enrollment of the academic year's Award Year.
2. A student who has given permission to hold a credit balance on their account may revoke the permission by giving written notice to the Bursar's Office. The School will request and refund the credit balance no later than fourteen (14) days from notice of revocation.

The institution will not disburse FSEOG, or Federal Pell Grant funds for a payment period or release Federal Loan proceeds to any student who has not yet registered for and began attendance in all classes for that payment period.

- A. The office responsible for confirming a student's registration for classes before disbursements are made is the Nursing Program's office of the Registrar.
- B. This information is made available to the Financial Aid Office and to the Bursar's Office by means of the Nursing Program Student Record System.
- C. Federal Loan funds are returned to the lender within three (3) days of a determination that the borrower has not registered, had not begun attendance, or has declined acceptance of the loan proceeds.

If the student withdraws, drops out, or is dismissed before the first day of classes, the institution will restore to the program accounts any FSEOG, or Federal Pell Grant funds that were disbursed for that payment period. If the student withdraws, drops out, or is dismissed before the first day of classes of the period of enrollment for which a Federal Loan is intended, the institution will return to the program any portion that was credited to the student's account or that was delivered to the student.

- A. A student for whom the institution cannot document any class attendance is deemed to have dropped out before the first day of class.
- B. The office responsible for monitoring that students have begun class attendance is the Nursing Program's Office of the Registrar.
 - 1. This determination is made on the following schedule of dates: at the end of the first day of classes and at the end of the official drop/add period (Census Date).
 - 2. The following offices are notified of the student's failure to begin class attendance:

Director, Academic Services/ School of Nursing
Student Financial Aid Director's Office
Nursing Program's Bursar's Office
Affiliated University Registrar's Office

- 3. In the case of unofficial withdrawal, the institution determines and documents the last recorded date of attendance as follows:
 - a. the date the student began the withdrawal process or the date the student otherwise provided official notice of intent to withdraw; or
 - b. the midpoint in the period if the student did not notify the Program administrator(s) of their intent to withdraw; or
 - c. if the student did not notify the Program administrator(s) due to circumstances beyond their control (including, but not limited to, illness, accident, grievous personal loss or other such circumstances), the date related to that circumstance.

If the CNP has documented the student has attended an academically-related event (which can include, but is not limited to: attending class, taking exams, completing tutorials, CAI's, or the submission of an assignment) that is later than items 1, 2, or 3 above, then that date will be used as the official date of withdrawal.

Title IV aid will be disbursed/released only to students who have maintained Satisfactory Academic Progress.

- A. The office responsible for satisfactory progress determinations is the office of the Student Financial Aid Director.

- B. The individual responsible for checking the most recent satisfactory progress determinations before disbursing or releasing Title IV funds is the Student Financial Aid Director.

A student whose enrollment status changes will be reviewed for continued eligibility before any further disbursements are made.

- A. Enrollment status is monitored by the office of the Registrar of the School of Nursing.
- B. The Financial Aid Office shall be notified when a student's enrollment status changes.

Federal Loan proceeds will not be released to a student (either directly or by crediting the account) who is a first-time borrower at this institution until loan counseling has been conducted. Also, first time borrowers in the Federal Loan programs (other than PLUS) must be in school 30 days before disbursement may be made unless an exception has been granted by the U.S. Department of Education, such as for low cohort default rates.

- A. The office responsible for loan counseling is the office of the Student Financial Aid Director.
- B. Students are apprised of the counseling requirement and the consequences of failing to report for the counseling session by means of written notification that loan proceeds shall not be disbursed until student counseling has been made available.
- C. The office responsible for delivery of loan proceeds to students' account is the Bursar's Office of the School of Nursing.

At the time of award packaging, the Student Financial Aid Director will review academic records of aid applicants to determine appropriate grade level status for student loan purposes. The Office of the Student Financial Aid Director will evaluate grade level based on credit earned and credit transferred into the CNP.

Following is the Determination for student Grade Levels for federal loans:

Student Loan Grade Level	1	2	3	4
Credit hours completed:	0-30	31-60	61-90	91-graduation

Per Federal guidelines, any student admitted directly into an accelerated track for 2nd degree students of the Cooperative Nursing Program, will be certified as Junior (3) grade level status.

The institution restores to program accounts any overpayments (other than FWS) resulting from interim disbursements.

The institution will not disburse Federal Pell Grant funds for one payment period without a valid Expected Family Contribution (EFC) calculation (as evidenced by a SAR, or ESAR, or ISIR).

Students may have eligibility for summer aid if they are enrolled in at least six (6) credit hours. Enrollment in multiple summer sessions will be combined in calculating eligibility for aid. Summer sessions are generally considered “header” sessions and aid is awarded from upcoming award year funds. Summer aid can be treated as a “trailer” on a case-by-case basis if it benefits the student.

The Student Financial Aid Director shall ensure that all documentation requirements are completed.

The Academic Department of Nursing Education’s Business/Bursar Office shall disburse financial aid to the student who has been determined eligible and has completed all requirements to receive funds.

- 1 The student may request and give written permission to the Registrar/Bursar to use a portion of their refund from Title IV funds in order to pay for their books and supplies charges from the School’s affiliated university (the University of Saint Francis or university’s vendor) and to hold the credit on their account until such time that their bookstore charges have been paid and then refund the credit balance at that time. (See ATTACHMENT A – Student Title IV Credit Authorization Form)

- 2 A student who has been notified (within the 14-day period) to come to the business office in order to “pick-up” his or her credit balance shall have the credit balance available to them in the form of check, cash or an appropriate stored value card.
- 3 If after 21 days from written notification to the student to “pick-up” their credit balance funds, the student has not presented him or herself in person during the regular business hours of the Nursing Program’s Business Office, the Registrar/Bursar shall mail the check at the end of the 21st day to the student’s primary address on file.

ATTACHMENT A



Student Title IV Credit Authorization Form

New students are automatically opted into bookstore charges of \$29/credit hour each semester they are enrolled. This does not include shipping fees.

Name: (please print) _____ ID # _____

Federal regulations governing how Title IV funds are processed allowing for students or parents to voluntarily authorize the School to handle Title IV credit balances in different ways. Students can authorize the university to hold on behalf of the student any Title IV credit balances and apply such Title IV credit balances to a future semester. Students can authorize the School to apply Title IV credit balances to non-authorized charges. Parents who have borrowed under the Federal Direct PLUS Loan program on a student's behalf can authorize that any applicable Title IV credit balance be disbursed to the student. These authorizations are completely voluntary and can be revoked at any time. Any such authorization or revocation of an authorization takes effect as of the date of the indicated on this form.

- Please sign and check the appropriate box(es) below.

- I would like my credit balance to be refunded directly to me.
- Please hold the credit balance on my account to be used toward next semester's charges within the same Financial Aid award year. (I may revoke this at any time via written request to release the funds to me within 14 days.)
- I authorize St. Elizabeth School of Nursing to hold up to \$ _____ of any excess federal Title IV financial aid to cover any additional bookstore charges I may receive throughout the semester. I understand that any charges over this hold will be my responsibility to pay in a timely manner.
- I authorize St. Elizabeth School of Nursing to apply any excess federal Title IV financial aid (Title IV is federal Pell Grant and Federal Direct Loans) to prior year charges up to \$200.00.

I understand that any authorization to apply excess financial aid is voluntary and remains in effect for the term of my enrollment at St. Elizabeth School of Nursing. I further understand that I can change or rescind these authorizations by contacting the Bursar in writing and completing a new form.

Signature

Date

If authorization involves Parent PLUS funds, the parent borrower must also sign the authorization:

Parent's printed name

Parent's signature

Date

Bursar must receive this form *before* classes begin or any credit balance will automatically be refunded.

Return this form to fax 765-423-6383, or mail to:

St. Elizabeth School of Nursing

Attn: Cody Maxwell 1501 Hartford Street Lafayette, IN 47904-9988

Or Email to: Cody.Maxwell@franciscanalliance.org

NUMBER:	9732-I-300004	DATE:	March 1985
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	March 27, 2024
REPLACES POLICY#:	S-30-691-I-0004	REVIEWED:	March 27, 2024

REFUND/RETURN to TITLE IV FUNDS POLICY

PURPOSE: This document establishes the policy for determining the tuition and fees refund to the student or the appropriate return of funds to financial aid program upon notification of a nursing student of the St. Elizabeth School of Nursing (School) Cooperative Nursing Program (CNP) withdrawing from the CNP.

GENERAL INFORMATION: Title IV funds are awarded to a student with the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student ceases attendance prior to completing sufficient coursework in a period for which aid was awarded, the student may not be eligible for the full amount of Title IV funds that they received.

The federal “Return to Title IV Funds” (R2T4) Formula determines the amount of Federal Title IV aid that must be returned to the federal government by both the School and the student if the student completely withdraws from classes. The federal formula is applicable only to students receiving Title IV funding.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- ° completely withdraws from school, or
- ° stops attending before completing the semester, or
- ° does not complete all modules (courses which do not span the entire semester) for which he/she registered, unless the student has completed at least six credit hours, completed courses which comprise at least 49% of the total number of days in the semester (not counting breaks of five days or more or breaks between modules), or has completed graduation requirements.
- ° does not complete at least 60% of the semester if student is enrolled only in courses that span the entire semester (no modules).

Based on this calculation, students who receive federal financial aid and do not complete the entire semester may be responsible for repaying a portion of the aid they received.

Census Date is defined as the close of business on the last day of the official Drop/Add period of the 1st week of each semester.

Countable days in the period:

- ° Includes all days in all modules offered during the period
- ° Excluded schedule breaks of five or more consecutive days and all days between modules.

PERSONNEL: Nursing Program Administration, Director, Student Financial Aid, Affiliate University, Nursing Faculty and Students.

EQUIPMENT: N/A

POLICY:

Students who officially withdraw completely from the Cooperative Nursing Program (CNP) may be refunded a percentage of the tuition and fees, depending on when withdrawal is made (see The Institutional Refund Policy below). Those students who receive Federal Title IV grant or loan funds may have a portion of those funds returned to Title IV programs upon withdrawal from the CNP. Any funds that the School is required to return on the student's behalf will result in a balance on the student's tuition account that is immediately due from the student. The application fee, enrollment fee, service fees, and proficiency or special examination fees are not refundable.

Census Date is defined as the close of business on the last day of the official Drop/Add period of the 1st week of each semester. Once the Census Date has passed, there will be no financial aid recalculation (with the exception of a federally-required Pell Grant recalculation for changes in enrollment status if courses are dropped before they begin or if a student never begins attendance in a course in which they were registered) and no tuition refund based on changes in enrollment status (going from full-time to part-time status). The student will be charged the appropriate additional tuition/fees for courses added after the census date for courses in later modules, but financial aid will not be recalculated. Tuition will not be refunded for a partial withdrawal from courses after the Census Date.

A student is due 100% tuition refund when official withdrawal from school is made prior to the Census Date lock. There is no refund for individual course withdrawals after the Census Date has passed.

The Institutional Refund Policy for tuition and fees is as follows:

1. Regular Academic Semester (Fall or Spring Semesters)

Through the first (1 st) calendar week of the semester	90%
Through the second (2 nd) calendar week of the semester	75%
Within the third (3 rd) calendar week of the semester	50%
Within the fourth (4 th) calendar week of the semester	25%
After the fourth (4 th) calendar week of the semester	0%

2. Summer Session

Through the first (1 st) calendar week of the term	75%
Within the second (2 nd) calendar week of the term	30%
After the second (2 nd) calendar week of the term	0%

In the case of students receiving Federal Title IV funding, excluding Federal Work Study, the Nursing Program will calculate the amount of Title IV assistance earned by the student up to the point of withdrawal from the CNP. In order to determine the amount of refund/return to Title IV funds, the Program will determine:

1. For students enrolled in only courses that span the entire semester, the percentage of the enrollment period that the student completed up through the sixty percent (60 %) point in time,
2. For students enrolled in at least one module, the percentage of the enrollment period in one module or a combination of modules up through 49% of the countable days, and
3. the amount of earned aid is equal to the percentage of the payment period or period of enrollment for which the assistance was awarded that was completed by the student as of the date of withdrawal.

If a student enrolled in only courses that span the entire semester who is receiving Title IV funding withdraws at any point after the sixty percent (60 %) point of the enrollment period, then the amount of assistance considered to be earned is 100% and no Return to Title IV funds calculation is required. Scheduled breaks of five or more consecutive days are excluded from the calculation.

For a student receiving Title IV funding who is enrolled in modules, the student is not considered a withdrawal and no Return to Title IV funds calculation is required if the student successfully completed Title IV-eligible coursework in:

- One module that includes 49% or more of the number of countable days in the period, or
- A combination of modules that when combined contain 49% or more of the number of countable days in the period.
- Successfully completed coursework equal to at least half-time enrollment for the period (6 or more hours),
- Completes all requirements for graduation before completing all of the days in the period,
- Withdrew from an earlier module but provides written confirmation indicating student will resume attendance in a later module in the same period for which they are registered if that module begins no later than 45 calendar days after the end of the module the student ceased attending.

Successful completion means the student earned a grade higher than “F.” Incomplete grades are not successful completion. Successful completion of 49% or more of the days in the period cannot be rounded up (48.99% per federal regulation cannot be rounded to 49% in R2T4 calculation).

The earned percentage is then applied to the total amount of Title IV grant and loan assistance that was disbursed (or could have been disbursed) to the student or on the student's behalf, for the payment period or period of enrollment for which it was awarded as of the day the student withdrew.

The Nursing Program will also determine the amount of Title IV assistance that was not earned by those students who withdrew prior to completing 60 percent of the enrollment period. The unearned amount of Title IV grant and loan assistance is calculated by taking the complement of the percentage of assistance that the student did earn and applying it to the total amount of Title IV grant and loan assistance that was disbursed (or could have been disbursed) to the student, or on the student's behalf, for the payment period or period of enrollment as of the day the student withdrew.

Post Withdrawal disbursements of Title IV assistance and/or assistance yet to be disbursed for which the student is eligible will be included in the calculation of Title IV assistance earned. For funds yet to be disbursed, the following criteria will be used to determine if the student qualifies as a Title IV recipient:

- | | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------|
| ● Federal Pell Grant | Student is eligible |
| ● Federal SEOG | Student was awarded |
| ● Federal Direct Loan | School certified an application |
| ● Federal Direct Loan | Student met disbursement requirements, such as 30-day delay, if required and has a properly executed Master Promissory Note. |

The Nursing Program will return to the appropriate Title IV programs the lesser of:

- the unearned amount of Title IV assistance; or
- the institutional charges incurred for the payment period or period of enrollment, multiplied by the unearned percentage.

The student is responsible for returning unearned Title IV assistance equal to the difference between the amount of unearned assistance and the amount the Nursing Program must return. Those students required to return a portion or all of their loan proceeds, will do so according to the loan's terms. Those students required by the calculation to return a portion of grant funds, will be required to return only fifty percent (50%) of the amount determined to be their share of the unearned grant. Further disbursement of Title IV funding will cease until such time the student has

repaid the amount required under Title IV regulations to be returned to grant programs.

Students receiving Indiana State Grants must attend classes full time through the Institutional Refund Policy period before the State considers the Grant(s) to be earned. Withdrawal from the Program or dropping to part-time prior to the end of the Institutional Refund Period results in 100% refund to State Grant Programs.

The following will be used to determine the official date of withdrawal for students who completely withdraw from classes of the CNP. The official effective date of withdrawal shall be the earlier of:

- (1) the date the student began the withdrawal process or the date the student otherwise provided official notice of intent to withdraw; or
- (2) the midpoint in the period if the student did not notify the Program administrator(s) of their intent to withdraw; or
- (3) if the student did not notify the Program administrator(s) due to circumstances beyond their control (including, but not limited to, illness, accident, grievous personal loss or other such circumstances), the date related to that circumstance.

If the CNP has documented the student has had Academic Engagement that is later than items 1, 2, or 3 above, then that date will be used as the official date of withdrawal.

Academic Engagement includes:

- Attending a synchronous class, lecture, field activity or laboratory activity, either physically or online, where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an assessment or exam
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
- Participating in a study group, group project, or an online discussion that is assigned by the institution
- Interacting with an instructor about academic matters

Academic Engagement does not include:

- Living in institutional housing
- Participating in the institution's meal plan
- Logging into an online class or tutorial without any further participation
- Participating in academic counseling or advisement

In the case of unearned funds having to be returned to Title IV programs by either the CNP or the student, the order in which those unearned funds must be returned is as follows:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Federal Perkins Loan
- PLUS loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
(only the Federal share of the FSEOG will be considered in the calculation)
- Other Title IV assistance for which a return of funds is required

If the student received funding from sources other than Title IV programs, any outstanding financial obligations to the Program will be deducted from the amounts to be returned to non-Title IV programs. If additional funds are to be returned after Title IV return of funds requirements are met, the order in which those funds will be returned is as follows:

- State funds
- Institutional funds
- Private/Scholarships
- The student

Funds returned to any student financial aid program shall not exceed the amount disbursed from that program.

For students taking an approved Leave of Absence, no return of Title IV funds is calculated. A student may request to take a Leave of Absence not to exceed 180 days in any 12-month period. If the student does not return at the expiration of the approved Leave of Absence, the Nursing Program will calculate the amount of Title IV grant and loan assistance that is to be returned based on the withdrawal date.

Refunds to Federal Student Aid (FSA) program accounts shall be made within thirty (30) calendar days (including weekends and holidays) of the date of determination that the student has withdrawn from the Program.

The student must immediately notify the CNP in writing of any change in enrollment or withdrawal and to follow the Nursing Program's Withdrawal Policy, 9732-I-100007.

The Director, Student Financial Aid, shall complete a return of funds calculation upon notification of official withdrawal

The Director, Student Financial Aid, shall ensure that all refunds due are properly returned to appropriate financial aid programs and/or students.

The Nursing Program Administrative Officers shall ensure publication of and make available the policies regarding return of funds to all prospective and current students and shall notify any students of policy changes.

The Nursing Program Business/Bursar Office shall notify the student of the amount owed, bill the student, and attempt to collect any unearned Title IV aid that must be returned to the programs by the student.

NUMBER:	9732-II-300002	DATE:	November 1989
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	March 27, 2024
REPLACES PROCEDURE#:	S-30-691-II-0002	REVIEWED:	March 27, 2024

PROCEDURE FOR VERIFICATION OF STUDENT FINANCIAL AID INFORMATION

PURPOSE: The purpose of this document is to establish the procedure for verification of selected data items reported by a student on their Free Application for Federal Student Aid (FAFSA).

GENERAL INFORMATION: The Office of Student Financial Aid for St. Elizabeth School of Nursing verifies all enrolled aid recipients of the St. Elizabeth School of Nursing as selected by the Federal processor as well as any applications selected by the Program to resolve potential conflicting data.

Verification is the process used to check the accuracy of the information that a student provides when applying for federal student aid.

The effectiveness of the federal student financial aid programs depends, in a large part, on the accuracy of the data reported by the applicants. The accuracy of the data directly affects the eligibility of applicants for Title IV federal student aid.

The student financial aid programs covered by verification are:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work Study
- Federal Direct Loan Programs (Subsidized Stafford, Unsubsidized Stafford and PLUS Loan programs)
- Indiana State Grant Programs
- Any other federal or state programs requiring completion of the FAFSA

Verification Selection: The Department of Education has developed a series of computer edits used by the central processor. The edits flag for verification applicants for Title IV student aid with the greatest likelihood of error. Individual applicants are selected for verification if it appears likely that they have made an error

in completing the data elements on the application. Those individual applicants selected for verification appear on the FAFSA needs analysis report and are notified in the Student Aid Report (SAR) that they have been selected for verification.

Certain students not selected by the central processor for verification but have conflicting data on their Student Aid Report (SAR), may be selected by the Student Financial Aid Director so that the conflicting data may be resolved prior to awarding aid.

Data Items to be Verified: Items that generally must be verified by comparing the data items on the Student Aid Report with identical items on the IRS tax return and/or other primary documentation are any of the following data elements that were used in the computation of the applicant's expected family contribution:

- Family size
- Number of family members in college
- For non-tax filers: Income earned from work
- For tax filers:
 - Adjusted Gross Income (AGI)
 - US Income Tax paid
 - Education Credits
 - Untaxed IRA distributions
 - Untaxed pensions
 - IRA deductions
 - Tax-exempt interest
 - Earned income credit

PERSONNEL: Nursing Program Administration, Student Financial Aid Director, Registrar/Bursar, Affiliate University, Nursing Faculty and Students.

EQUIPMENT: N/A

PROCEDURE: The Program shall verify all student information required of the financial aid programs.

The student/parent/guardian must provide all required information needed in order to complete the verification process.

1. Students selected for verification are notified on their Student Aid Report (SAR) that they have been selected.
2. The office of the Student Financial Aid Director shall notify the student and provide a checklist of documents required for verification, which may include but not necessarily be limited to:
 - IRS Tax Return Transcripts for student and/or spouse, or signed 1040 forms with appropriate Schedules.
 - IRS Tax Return Transcripts for parents of dependent students, or signed 1040 forms with appropriate Schedules.
 - IRS Verification of Non-Filer Statement
 - Verification Worksheet
 - Statement of Attendance at Postsecondary Institution(s)
 - Statement of Social Security Benefits
 - Statement of Child Support (divorce decree, separation agreement, copies of checks)
 - From time to time the U.S. Department of Education may authorize alternative documentation.

3. The required documents must be received within the specified time requested by the Student Financial Aid Director. Failure to comply could result in lost awards for the student due to loss of eligibility because of program submission requirements.

The Student Financial Aid Director shall ensure that verification is completed before disbursement of Title IV financial aid funds.

1. There will be no disbursement of Title IV student financial aid funds until the required Verification is complete
2. Disbursement of Title IV student financial funds will be made when the office of the Student Financial Aid Director has a valid and verified Student Aid Report.
3. If corrections are made so that a student's financial aid award changes, a revised Financial Aid Award Letter will be sent to the student.

FEDERAL WORK STUDY (GENERAL TERMS AND CONDITIONS)

Federal Work Study (FWS) is a federally funded program which provides part-time jobs for students who demonstrate financial need.

The following provisions shall apply to students receiving financial aid through Federal Work Study (FWS). These provisions shall apply to all work under FWS, whether on or off campus.

1. FWS employment must be governed by employment conditions, including pay, that are reasonable according to the type of work performed, the geographic region, the employee's proficiency, and any applicable Federal, State, or local law.
2. FWS employers must pay student at least the current Federal minimum wage.
3. FWS employment must not displace employees (including those on strike) or impair existing service contracts. Replacement is interpreted as displacement.
4. FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. In determining whether any FWS employment will violate this restriction, the school will consider the purpose of the work rather than the nature of the employment organization.
5. Neither a school nor an outside employer that has an agreement with the school to hire FWS students may solicit, accept, or permit to be solicited any fee, commission, contribution, or gift as a condition for a student's FWS employment. However, a student may pay union dues if they are a condition of employment and if similar non-FWS employees must also pay dues.
6. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.
7. The fact that a student may receive academic credit from the work performed does not disqualify the job under FWS. However, there are certain restrictions. If a student must complete an internship or practicum as part of his or her degree, the internship or practice does not qualify under FWS. If students are normally paid, they may be employed under FWS. The fact that a student receives academic credit for a FWS job does not mean the student should be paid any less than he or she would be paid if not academic credit is received. A student may not be paid for receiving instruction in a classroom, laboratory, or other academic setting.
8. A student's FWS wages may be garnished only to pay any costs of attendance that the student owes the school or that will become due and payable during the period of the award. The school will oppose any garnishment order they receive for any other type of debt. The school will notify off-campus employers that garnishment of FWS wages for any debt other than a cost of attendance is not permissible.

SUPPORT SERVICES FOR STUDENTS WITH SPECIAL NEEDS

The Nursing Program defines special needs as being a condition due to a disadvantage or a disability. Disadvantages may be social, physical, developmental, academic or economic and disabilities may be visual, hearing, speech, emotional, orthopedic, health or learning.

Support services are tools used by students to help them achieve their full potential. Examples of some services that may be arranged are: recorded textbooks, materials, large print textbooks, hearing impaired interpreters, tutorial and counseling services and speech pathology services. Since needs vary from person to person, determination of services is done on an individual basis. Application for support services is made by notifying the Director, School of Nursing. Once the required information is received, an appointment with the Director and appropriate counselor will be arranged.

The architectural design of the Franciscan Education Center/School of Nursing building has been modified to provide accessibility and accommodate the needs of the handicapped. Adaptations have been made in the following areas to accommodate individuals: reserved parking for students with handicaps, ramps in parking lots and at access doors to the Franciscan Education Center/School building, restrooms designed for full access, and elevators.

St. Elizabeth School of Nursing has an institutional commitment to provide a quality educational experience to all students regardless of race, age, religion or creed, color, national or ethnic origin, sex, gender, pregnancy, disability or marital status. In order to make St. Elizabeth School of Nursing more receptive to students with special needs,

those needs must be identified well in advance of the term to be attended to ensure that the necessary support services can be provided. If the School of Nursing does not receive advance notice it may not be able to provide services for the first term.

ACCREDITATION - RIGHT TO KNOW

St. Elizabeth School of Nursing (School) and University of Saint Francis (University) are legally two separate institutions, however, the nursing curriculum is offered as a Cooperative Nursing Program between St. Elizabeth School of Nursing and University of Saint Francis. As such, upon completion of study, the graduate is awarded a DIPLOMA IN NURSING from St. Elizabeth School of Nursing and a BACHELOR OF SCIENCE IN NURSING (BSN) degree from University of Saint Francis.

The St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program has been reviewed and approved by the Indiana State Board of Nursing (ISBN) under its authorization for Approval of Schools of Nursing and continues to recognize St. Elizabeth School of Nursing as a State Board of Nursing Approved School of Nursing. (Approved April 20, 2017).

St. Elizabeth School of Nursing (as a legal entity of Franciscan Health Lafayette [FHLA]) is thus approved by the Indiana State Board of Nursing to award a DIPLOMA and thus allows the graduates of St. Elizabeth School of Nursing to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). The diploma nursing program at St. Elizabeth School of Nursing located in Lafayette, IN is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) as a DIPLOMA program. The most recent accreditation decision made by the ACEN Board of Commissioners for the diploma nursing program is *Continuing Accreditation*. View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.com/accreditedprograms/programsearch.htm>

For information regarding current accreditation status, please contact:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

404-975-5000

www.acenursing.org

University of Saint Francis is accredited by The Higher Learning Commission. The Bachelor of Science in Nursing program at the University of Saint Francis is accredited by the Commission on Collegiate Nursing Education (CCNE). For information regarding current accreditation status, go to <http://www.ccneaccreditation.org/>

The St. Elizabeth School of Nursing is Accredited by:

Indiana State Board of Nursing – Full Approval

Accreditation Commission for Education in Nursing, Inc. (ACEN) –

Last Review: Fall 2023

Outcome: *Continued Accreditation* {Eight (8) Years}

Next Review: Fall 2031

Any student or individual wishing to review the School's accreditation status may do so by requesting such documents from the Office of the Director, School of Nursing, during regular business hours Monday through Friday, or contacting the::

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

Indiana State Board of Nursing
Professional Licensing Agency
402 W. Washington Street, Room W072
Indianapolis, IN 46204
(317) 234-2043
Fax: (317) 233-4236
E-mail: hpb2@pla.state.in.us
Web Address: <http://www.in.gov/pla/2490.htm>

REQUIREMENTS FOR LICENSURE AS A REGISTERED NURSE IN THE STATE OF INDIANA

License requirements as set by the State of Indiana IC 25-23-1-11:

- 25-23-1-11 Registered nursing; application for license to practice; qualifications; examination; foreign applicants; issuance of license; fees
- Sec. 11. (a) Any person who applies to the board for a license to practice as a registered nurse must:
- (1) not have been convicted of a crime that has a direct bearing on the person's ability to practice competently; not have committed an act that would constitute a ground for a disciplinary sanction under IC 25-1-9
 - (2) have completed the prescribed curriculum and met the graduation requirements of a state accredited program of registered nursing that only accepts students who have a high school diploma or its equivalent as determined by the board: and
 - (3) be physically and mentally capable of and professionally competent to safely engage in the practice of nursing as determined by the board.
- (b) The board may not require a person to have a baccalaureate degree in nursing as a prerequisite for licensure
- (c) The applicant must pass an examination in such subjects as the board may determine.

Furthermore, the Indiana Board of Nursing Administrative Code states:

- Transfer students shall spend at least one school year in the program from which graduated.
- Any candidate who fails the Indiana licensing examination shall not be licensed until she/he has passed the licensing examination.

For more information, please see Indiana Nursing Statutes and Rules at:

http://www.in.gov/pla/files/2015_Nursing_Statutes_and_Rules.pdf

ADDITIONAL INFORMATION

If you wish to have further information regarding Financial Aid or general information regarding the School, please contact:

Financial Aid

Director Student Financial Aid
Office Hours: 9 a.m. - 4 p.m.
Monday thru Friday
(765) 423-6340

Admissions

Recruitment & Admissions Coordinator
Office Hours: 9 a.m. - 4 p.m.
Monday thru Friday
(765) 423-6285

EDUCATIONAL POLICIES AND PRACTICES

Education is a social process whereby learning takes place. The conceptual approach for learning allows the learner to grow in their understanding of concepts and to make links when applying concepts to various areas of nursing practice. Active learning involves physical and mental activities through which meaning is attributed and problem-solving ability is acquired. Active participation allows learners to develop a personal code of ethics and to cultivate a professional ethic.

Learning is a life-long process that is enhanced when educational activities are meaningful to the learner. The learner's life experiences combine with cultural and ethnic heritage in unique patterns to influence what is learned and how it is learned. Learning is facilitated in a supportive environment where individuals can utilize personal experiences and are actively involved in the process. Educators are responsible for assessing and designing learning environments for the attainment of learning outcomes. The learners, in the educational process, must assume personal accountability for their own growth and development. Educator-learner interactions are reflective of cooperative and active learning experiences.

RATIONALE: The Nursing Program provided for General Administrative and Curricular policies and procedures in order to accomplish its educational and other purposes.

CONTENT:	PAGE
EDUCATIONAL POLICIES AND PRACTICES:	
General Information Related to Learning Needs, Textbooks, Copy Machine/Printing	173
Attendance	173
Student ID's	174
Official Notification Practices	174
General Classroom Courtesy	174
Professionalism and Technology	174
Enrollment/Registrations	175
Service-Learning Requirement	177
Admission to the Cooperative Nursing Program Policy – 9732-I-100001	178
Admission to Non-Clinical Nursing Curriculum Courses Policy – 9732-I-100002	187
Reinstatement of a Student to the Clinical Nursing Curriculum Plan Policy – 9732-I-100018	190
Request for Educational Accommodation Procedure – 9732-II-100003	193
Transfer of Credit Policy and Procedure – 9732-I-100004	197
Credit by Examination Policy and Procedure – 9732-I-100005	201
Credit by Portfolio Policy and Procedure – 9732-I-100006	204
Grading Policy and Procedure – 9732-I-100011	206
Grade Review	210
Procedure for Appeal of a Test Item	210
Probationary Status of a Student of the Nursing Program Policy & Procedure – 9732-I-100015	213
Corrective Action-Professional Probation Policy – 9732-I-100015B	216
Dismissal from the Cooperative Nursing Program/Dropped from Clinical Nursing Curriculum Plan Policy – 9732-I-100016	221
Academic Promotion of Students of Nursing Program Policy – 9732-I-100012	224
The Cooperative Nursing Program Completion Requirements – 9732-I-100013	225
Assessment Student and Graduate Competencies within Program – 9732-I-100014	229
During Enrollment	230
Program Completion (Graduation) Comprehensive Requirement	232
Scholastic Achievement Awards of Cooperative Nursing Program Procedure – 9732-II-100010	235
Add/Drop and/or Course Withdrawal Policy and Procedure – 9732-I-100008	237
Voluntary Student Withdrawal from the Nursing Program Policy & Procedure – 9732-I-10007	243
Student Leave of Absence Policy and Procedure – 9732-I-100009	246
Clinical Attendance for a Student of the Cooperative Nursing Program – 9732-II-100017	250
Cancellation or Delay Notification - Due to Inclement Weather – 9732-II-150002	252
Cooperative Nursing Student Uniform and Dress Code Policy – 9732-I-450010	254
CPR Requirements for Nursing Student and Clinical Nursing Faculty – 9732-I-400001	257

GENERAL INFORMATION RELATED TO LEARNING NEEDS

ST. ELIZABETH SCHOOL OF NURSING

TEXTBOOKS:

Information regarding purchasing textbooks for nursing courses is available through the Nursing Program's Business Office. Required books are listed within MySTE or can be found on the Slingshot website <https://sf.slingshotedu.com> which has the most up to date listings.

COPY MACHINE AND PRINTING:

Students may copy material in St. Elizabeth's libraries for five cents (\$.05) per page. Paper printing will not be provided. Students are welcome to bring their own paper stock for their printing needs while using the Computer Labs or other student-use computers in the Franciscan Education Center/St. Elizabeth School of Nursing.

HANDOUTS:

The Nursing Program, in its attempt to "go green" and reduce the amount of paper printing has implement "web" assisted courses in which Nursing faculty have uploaded Course Syllabi, lecture handouts, etc. On occasion some specific course handouts will be provided at the beginning of class. Students may also provide their own paper stock for Computer Lab printing in the Franciscan Education Center/School of Nursing.

ATTENDANCE:

Attendance for class is expected. Learners are responsible for all materials and information presented in class regardless of attendance. Students are expected to prepare for class by completing the required readings and any pre-class activity assignments prior to theory or in-house clinical sessions. If a student cannot contribute due to lack of preparation, the student may be asked to leave class. All students are expected to participate in interactive learning experiences.

Clinical Attendance is mandatory and expected each clinical day.

Specific course requirements will be explained to students during the initial class of each course. See details regarding expectations for class, clinical, testing, etc. in course syllabus. Also refer to applicable policies such as but not limited to:

9732-II-100017 CLINICAL ATTENDANCE FOR NURSING STUDENTS OF THE COOPERATIVE NURSING PROGRAM

9732-II-150002 - Inclement Weather Procedure

Grading Policy & Procedure 9732-I-100011 (includes Test Item Appeal process)

Sanctions for absences from class/clinical are the prerogative of the individual instructor. The judge of reasonableness in all cases of absences is the course instructor. Sanctions may include a failing grade on any course work due on the date of an absence, a reduction of the final grade for the course, or a failure in the course. Complaints of unfair sanctions will be considered by the Vice President of Academic Affairs of the University for courses under the jurisdiction of the University. Complaints of unfair sanctions will be considered by the Nursing Program's Administrative Officer or designee for all nursing courses including BIO212 and BIO213. Questions of jurisdictional ownership of a course should be directed to the Nursing Program's Administrative Officer or designee.

STUDENT ID'S

All students will be issued an Official Nursing Program ID which must be presented as an admit to class and/or admit to testing. Student ID/names badges serve as access to many locations in the Franciscan Education Center and should be worn and visible at ALL times (including all clinical/lab course activities). Failure to present or wear a current ID may result in difficulty entering the building, and the denial of the student to class, testing or clinical/lab course activities. (See additional course policies related to ID's.) Student needing a replacement ID will be charged \$15.00 per replacement. Replacement ID may not be available for up to 5 working days from request. Requests for replacement ID and payment must be made in the Nursing Program Business Office (Room 1101).

OFFICIAL NOTIFICATION PRACTICE

Official Notification: Official notifications may be made via the student's School of Nursing mailbox, his/her franciscanalliance.org e-mail address, in class or in clinical. The primary means for providing information to students (e.g., exam results, information about clinical or course activities, etc.) is through the franciscanalliance.org e-mail address. Official notices of policy changes or important school-wide information also will be provided to students via their franciscanalliance.org e-mail address. The student is responsible for checking these sources regularly, preferably each official school day but at least a minimum of three times during the business week. It is suggested that students check mailboxes both before and after class. Remember to bring your mailbox key. Check for e-mail communications a minimum of daily. Computers can be accessed in the school of nursing, if needed, during any hours the library is open. Students will be held responsible for information distributed in class or clinical whether the student is physically present or not.

GENERAL CLASSROOM COURTESY (Children and Cell phones)

NO children under the age of 18 are allowed to attend any classes (including In-house, On-site and Skills lab session, library or computer labs) with an enrolled parent/guardian nor can they be left anywhere in the Franciscan Education Center/classroom building of the St. Elizabeth School of Nursing without a supervising adult (someone over 18 years old) at all times. As a courtesy to all classroom faculty and students **ALL CELL PHONES** must be either **TURNED OFF** or set on vibrate during all class activities.

PROFESSIONALISM AND TECHNOLOGY:

Professionalism: At St. Elizabeth School of Nursing the faculty and staff want to ensure that the educational environment is one that reflects the professional standards of academics and nursing. Please refer to your St. Elizabeth School of Nursing Handbook to review the Code of Student Conduct, Student Responsibilities, and The American Nurses' Association's "Code of Ethics for Nurses". To promote the success of our students, it is essential the professionalism is consistently maintained by both faculty and students.

Please note that unprofessional behaviors are not going to be tolerated. In the event of unprofessional conduct, probationary procedures will be implemented as indicated (please review the Corrective Action-Professional Probation policy). Please be aware of the professional expectations prior to any interaction in person, by phone, or text to ensure that professionalism is maintained at ALL TIMES. Also, please identify the expectations of each professor in regards to his/her acceptable use of text messaging as that may affect your ability to receive a response within a timely manner. Thank you in advance for reviewing these policies. The faculty look forward to collaborating with you to meet your educational goals.

Technology:

Virtual broadcasting or recording of classroom lecture content by the student without the permission of the lecturing instructor is expressly forbidden. Those not in attendance in the physical classroom will not be permitted to take any quiz administered during the class time.

Electronic and/or mobile devices (smartphones, laptops, tablets, etc.) may be used in a clinical setting for professional, educational purposes at the discretion of the clinical instructor or facility. Any non-professional use could result in the student losing the privilege of using the electronic and/or mobile device during clinical or in the student being removed from the clinical site. Non-professional use may include but is not limited to any form of HIPAA violation, taking photos, taking photos of patient records, and the like.

Students are NOT to discuss personal use of Facebook, Instagram, Snap Chat, Twitter, TikTok, Threads or other social networking sites with patients (or peers within hearing distance of patients) while on the clinical site (this includes in hallways, elevators, etc.). Doing so is essentially equivalent to giving the patients/listeners your phone number, address, other personal information and may be a potential violation of HIPAA. Under NO circumstances should a student initiate or engage in any communications (phone, texting, internet, social media, etc.) with a patient after leaving the unit.

In addition, **under NO circumstances, should a student initiate or engage in** any unauthorized communications via person, phone or computer about class discussions, clinical sites/facilities, any patient and/or clinical experiences, peers or faculty. Any student engaging in such communications will be considered as displaying unprofessional behavior, which may be considered as a HIPAA violation and could be held personally liable for civil lawsuits and/or criminal charges by the federal government including up to \$50,000 fines (“**this fine, if assessed, would have to be paid by the student**” and **NOT the school of nursing**) and prison time for willful HIPAA violations. These communications/behaviors **may also result in disciplinary action and/or dismissal from the** Nursing Program for unprofessional conduct and possible confidentiality violations. Students are responsible for complying with requirements set forth in the Franciscan Alliance Privacy and Security policies per mandatory CBTs and the Workforce Confidentiality Agreement. From FA Onboarding CBT, “Social networking site posts (e.g. Facebook, Instagram, etc.) that include pictures of the workplace (i.e., nursing units, hallways, etc.) OR comments regarding the workplace (i.e., clinical activity) are inappropriate, violate HIPAA, and may cast discredit upon the reputation and image of our organization.” *(The above includes information modified from Franciscan Health Lafayette Compliance and Privacy Officer and Franciscan Alliance Privacy and Security Onboarding and required updates.)

Clinical Data Gathering: The electronic medical record may ONLY be accessed while on the clinical unit, or (for preparatory purposes ONLY) in the St Elizabeth School of Nursing Computer Lab. Once a clinical student has completed their clinical day, the electronic medical record may NOT be re-accessed for ANY reason. Any missing data should be obtained from the clinical instructor. Furthermore, students may NOT copy/paste (either through clone/screen-shot) or print any part of the electronic health record of any client(s). In addition, if using a public computer (including those in the St Elizabeth School of Nursing Computer Lab), the student is responsible for ensuring any client-specific data is deleted AND the recycle bin is emptied prior to physically leaving the computer station. Breaking either of these guidelines will increase the risk of a breach of client privacy or HIPAA violation, which is a significant professionalism issue. The course will manage this professionalism issue with possible consequences that may include Corrective Action-Professional probation, clinical/course failure, and/or referral to Administrative Council.

ENROLLMENT

All students are expected to report to the St. Elizabeth School of nursing on the date officially designated in the Nursing Program’s calendar. No new student will be admitted unless official notice of acceptance has been received from the designated official of the Nursing Program.

Students are eligible to enroll as clinical nursing students when they meet all entrance requirements and have been approved for a course of studies. Students may be registered as either full-time or part-time students. A full-time student is one who is carrying a minimum of twelve (12) semester credits of Nursing, affiliate University, or any combination of Nursing Program and University credit that is equal to twelve semester credits. Students failing to enroll or pay fees and tuition on enrollment day as designated in the catalog may have to pay a late enrollment fee.

No student will receive credit for any subject unless registered. Changes in course or class sections must be approved and recorded with the Registrar.

REGISTRATION

A “Schedule of Classes” is published for each semester, showing the courses that are offered, the time of meetings, the room numbers, and the instructors. **The College and Nursing Program reserve the right to cancel any course**

for low enrollment. The Program also reserves the right to assign students to class sections and to limit the number of students who may enroll in a course. Students requesting to register for more than the planned semester credit load or 20 credits per semester must obtain written permission of the Nursing Program Director.

Determination of the course offerings will be based on the pre-registration period. A CLINICAL NURSING course will only be confirmed as being offered if at least ten (10) students pre-register for that course. Confirmation of a CLINICAL NURSING course offering will be announced and posted by **THE FRIDAY BEFORE the first day of a SEMESTER (Fall-August; Spring –January, Summer – May). Currently enrolled students who pre-register for a course that is needed by them in order to progress to the next Level/Cluster or graduate in that Semester/Term will have first priority for available seats of the course.**

Faculty advisors assist students in planning their program of study. In all cases it is advisable that the students meet with their advisors early in the academic year and consult with the advisor regarding their curriculum plan and timeline to program completion. A student's semester schedule of classes will not be considered final until it has been approved and filed in the Office of the Registrar.

SERVICE-LEARNING REQUIREMENT

Each student will be required to document participating in 6 hours of service learning (volunteer) activities per regular academic semester (Fall and Spring). Service learning will be defined as “the giving of one’s time, energy, talent and skills for the mutual benefit of those involved. It means to assist others and advance the interests of the larger community as well as the personal and/or professional growth of the student”. (Cleary, et. al., 1998) Failure to meet the service-learning requirement will result in corrective action.

Documentation of volunteer activities must be submitted to the Nursing Program’s Business office by week 14 of each semester. Forms will be available near the Student Mailboxes at the St. Elizabeth School of Nursing. The forms must be submitted with the signature of the person “in charge” at the site of the service-learning activity. Hours may be completed in a single session or as a series of multiple activities. No activity related to coursework of any kind may be used as a part of the service-learning hours (including activities during assigned community clinical experiences).

It is preferred that service-learning activities have a healthcare focus. Activities may include but are not limited to participation in vaccination clinics, BP screening, “Heart walk”, “Relay for Life”, etc. If there is a question about whether the activities meets the criteria for service learning the student should review the previously accepted service learning activities listed below; or consult with the Chairs of the Academic Departments of Practice.

Previously approved Service-Learning Activities

<ul style="list-style-type: none">• Blood Pressure Screening• Vaccination Clinics• Assist with mealtime/feedings in ECF• Prepare materials for STESON• Tutor Lafayette Reading Academy• Volunteer at Lafayette Urban Ministry, Food Pantry, Salvation Army, LTHC, etc.	<ul style="list-style-type: none">• Flu Shot Clinics• Glucose screenings• Health Fairs• Participate in activity therapy in ECF• Assist with screening activities in schools• First Aid Support at community events• Participate in parish nursing activities
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Service-learning activities within the Nursing Program for purpose of assisting peers, or the broader community through Nursing Program sponsored activities will be considered as meeting the requirements of Service Learning. Such activities may include but are not necessarily limited to: participating and attending Nursing Program committee meetings, Honor Council, Recruitment/Information sessions (i.e. high school visits, college fairs, and Information days), student orientation, tutoring of other students, etc.

It is a general practice that Service-Learning hours completed in excess of the semester requirement may not be “carried over” for credit in another semester. However, due to the nature and timing of some activities, some qualified Service-Learning hours may be applied to “future” Service-Learning semester requirements. **No more than 6 additional service-learning hours may be carried over (“banked”) into the next semester.** If there is a question, contact one of the Chairs of the Academic Departments of Practice for clarification.

Each regular academic semester, Students not meeting the service-learning requirements will receive the initiation of corrective action - or next step continuance of corrective action if a corrective action plan is already in place for the student in question.

POLICIES AND PROCEDURES

NUMBER:	9732-I-100001	DATE:	July 1976
DEPARTMENT:	Nursing Program - Administrative Council	REVISED:	June 20, 2024
REPLACES POLICY #:	S-10-691-I-0001	REVIEWED:	June 20, 2024

ADMISSION TO THE COOPERATIVE NURSING PROGRAM

PURPOSE: This document establishes the policy for an individual seeking admission to the St. Elizabeth School of Nursing (School) - University of Saint Francis Cooperative Nursing Program (CNP).

GENERAL INFORMATION: St. Elizabeth School of Nursing (School) -University of Saint Francis Cooperative Nursing Program (CNP), admits qualified applicants regardless of age, color, race, creed, sex, national origin, handicap or financial status. No person shall be excluded from participation in, be denied the benefit of, or be subject to discrimination, under any program or activity sponsored by the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (CNP)of Franciscan Health Lafayette (FHLA).

The Nursing Program Administrative Council of the CNP reserves the right to change certain requirements for program completion, prerequisites, course requirements, program requirements/policies, fees, tuition, scheduling, etc. A student who has discontinued their program of studies for a full semester or more is regarded as re-entering the CNP nursing program when resuming studies and will be held to the requirements current at re-entrance.

Upon acceptance of the offer of admission to the St. Elizabeth School of Nursing, the student in the program is required to complete 39 credit hours of general education courses with the University of Saint Francis unless established equivalent transfer credit is granted per affiliate University policy.

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Nursing Applicant.

EQUIPMENT: N/A

POLICY:

The Administrative Council of the Faculty Committee shall determine the number of students to be admitted yearly to each of its Cohort Admission Classes (CAC) based on the program's stated mission, philosophy, objectives, available clinical laboratory placement and faculty/student ratio as defined in the workload policy or as determined by regulatory agencies (maximum number of students is to be determined by the Nursing Program Administrative Council in consultation with governing authorities of the School and University).

- A. Applicants who meet or exceed the general requirements for admission in all areas may be accepted for admission based on the evaluation by the Nursing Admissions Officer of the Cooperative Nursing Program.
- B. Applicants with deficiencies in one or more of the general requirements for admission will be reviewed by the Nursing Admissions Officer in consultation with at least one other Administrative Council member for admission recommendation or decision.
- C. Applicants seeking re-instatement to the Clinical Nursing Curriculum Plan (CNCP) or re-admission to the CNP who had been placed on any type of Probation or had been “Dropped from Nursing” or is otherwise not considered in “Good Standing” will be required to schedule a personal appearance at least eight (8) weeks before the anticipated re-instatement or re-admission to the CNP before the Administrative Council of the Faculty Committee for re-instatement or re-admission decision. Re-admission or re-instatement decisions shall be based on the degree to which criteria for re-instatement or re-admission has been met and course/clinical space availability to the respective course/clinical sections. Order of Re-admission or re-instatement is as follows:
 - 1. Re-admission of a former student who resigned from the current curriculum program of study or within the previous two (2) academic years and was in Good Standing.
 - 2. Re-admission of a former student who resigned from the program and was in Good Standing.
 - 3. Re-admission of a former student who resigned from program however may have been placed on a term or condition of probation but not yet Dropped from Nursing.
 - 4. Re-instatement of a student who had been Dropped from Nursing.
- D. Applications are reviewed and offers of direct admission into the clinical nursing section of CNP of a Cohort Admission Class (CAC) are made on a rolling basis (meaning admission offers are made based

on date of a completed application record). Cohort Admission Classes are scheduled for each Fall (August Admission), and Spring (January Admission). Determining criteria for the order of a Cohort Admission Class shall be based on received paid enrollment fee deposits as follows:

1. A recent (one year or less) High School graduate or GED/HiSET qualified individual without academic deficiencies.
2. An admitted and/or qualified student of the University of Saint Francis seeking transfer into the nursing program.
3. A second-degree bachelor's applicant (an individual who has earned a bachelor's or higher degree in a non-nursing major).
4. A currently admitted and enrolled non-clinical student who meets the Academic Standing and GPA progression requirements of the Admission to Non-Clinical Curriculum Courses (see Policy 9732-I-100002).
5. A qualified individual who may have some transferable academic credits without academic deficiencies.

After all available clinical admission spaces to a CAC have been filled and confirmed; a paid deposited applicant shall be offered admission to the Non-Clinical Curriculum Courses (see policy 9732-I-100002) or be placed on a Wait List based on date of paid deposit for the next available CAC.

Should a space(s) become available in a clinical CAC, the order of admission offer to the next available CAC is as follows:

1. A qualified individual without academic deficiency application who accepted an alternative Non-Clinical Curriculum Course enrollment offer.
2. A paid deposited applicant that had been placed on the Wait List based on date of deposit in the rank order described above.

E. REQUIREMENTS FOR ADMISSION

1. General Requirements: An applicant:
 - (a) Must properly complete an admissions application including Applicant Statement.
 - (b) Must be a U.S. Citizen or be a Permanent Resident of the United States (U.S.).

- (c) Must have graduated from a state approved high school or its equivalent and a final high school transcript or document of equivalency must be submitted directly to the Registrar/Bursar Office of the Nursing Program Administration by the awarding high school or school district upon graduation or enrollment will be cancelled.

In the event that an applicant's high school transcript is deemed questionable or has been falsified, the Registrar/Bursar or an administrative official of either the School or University shall require the applicant to contact their high school of graduation and request an official transcript be sent directly to the Admission Office of the Nursing Program (School) with written, signed and dated certification by issuing high school or school district administrative staff that the transcript of record is "Official and Accurate," with a graduation date.

Should the School or Secretary of Education have reason to believe the diploma was obtained from an entity not approved to provide secondary school education, a School or University official will request in writing, documentation of state licensing/approval and accreditation or equivalent on-line verification from the school providing the diploma.

- (d) Must have completed the following required high school courses or their equivalent with grades of "C" or better for acceptance into the CNP:
 - (1) Algebra - 2 semesters
 - (2) English - 8 semesters (including English Composition)
 - (3) Biology - 2 semesters
 - (4) Chemistry - 2 semesters
- (e) Is highly recommended to have the following high school courses or their equivalent:
 - (1) Foreign Language
 - (2) Psychology
 - (3) Sociology
 - (4) Advanced Biology
 - (5) Physics
 - (6) Mathematics - (over and above algebra)

(7) Computer Science

(8) Word Processing Skills

- (f) May be required to have an interview.
- (g) Must submit an ATI TEAS test result of Proficiency level or higher (i.e., TEAS result of proficient, advanced, or exemplary level). The ATI TEAS test must have been taken within two years of application for admission to the CNP. The TEAS must be taken prior to or in conjunction with the application to the CNP, at applicant's own cost, and at a time scheduled by the applicant. **TEAS EXEMPTION:** A student applying for admission is EXEMPT from the TEAS requirement if he/she is: A recent HS Graduate within three (3) years with High School GPA= 3.5 or above AND a Scholastic Aptitude Test (SAT) of 1000 combined on Evidence-Based Reading and Writing (EBRW) and Math or American College Test (ACT) composite score of 22; or a student with college transfer credit of 30 or more hours completed AND Transfer GPA of 3.3 or above; or a student who has earned active licensure as a licensed practical nurse (LPN); or a student who has an earned bachelor's degree.
- (h) Will not be considered for admission until a completed application, ATI TEAS score of Proficient or above, high school and post-secondary school transcripts, if applicable, are received.
- (i) A certified background check must be requested and completed by the School's designated "Background Check" service for all newly admitted students prior to the first day of classes.
1. Background checks are required to be completed and submitted by the required date and annually thereafter.
 2. Background checks and annual re-checks are at the student's expense.
 3. Applicants and/or enrolled students with a record of child and/or elder abuse, substance abuse or conviction of violations of federal, state, or local laws related to child and/or elder abuse, controlled substances, alcohol, or other drugs or any offense (misdemeanor or felony) should know that they may not be eligible for licensure as a registered nurse.

The Nursing Program Administration reserves the right to request additional academic information or clarification.

2. Current and Recent High School Graduates Within Three (3) Years of Admission shall:

- (a) Meet the General Requirements as outlined in Section E-1.
- (b) Submit a completed high school transcript with graduation date. (No applicant may register for classes until a final transcript has been received by the Registrar/Bursar Office of the Nursing Program Administration).
- (c) Have a grade point average of at least a "C."

3. Applicants With a General Education Development (GED)/High School Equivalency test (HiSET) Shall:

- (a.) Students who do not graduate from high school must have completed the General Education Development (GED) tests. Beginning in 2014, students must receive a total score of 600 with no sub-score below 150. Any score below this will be reviewed by Nursing Admissions Officer
Prior to 2002, a composite score of at least 50 with no sub-score below 40 is required. For 2014-to present, a student must have a total score of 2500 with no sub-score below 500.
Starting in 2021, students must receive a 45 on the High School Equivalency test (HiSET).
- (b.) Students who are holders of an Indiana High School Equivalency Diploma will be accepted; student must provide proof of TASC test and Diploma.

Any change in the above will be in accordance with the Indiana State Board of Nursing Rules and Regulations.

4. Applicants Seeking Advanced Standing From a Post-Secondary School shall:

- (a) Meet the General Requirements as outlined in Section E-1.
- (b) Have official transcripts from all post-secondary schools, colleges and/or universities previously attended.
- (c) Have credit established for those courses required and comparable to courses in the CNP. The Nursing Program Administrative officers or designee(s) will evaluate nursing courses and the affiliated University designee will evaluate non-nursing courses. (See TRANSFER OF CREDIT POLICY 9732-I-100004 for details.)

- (d) Have credit accepted only for course work in which a passing grade or better has been attained. Pass/Fail credit will be accepted if the applicant received a grade of Pass (providing the pass is equivalent to a passing grade or better). (See TRANSFER OF CREDIT POLICY 9732-I-100004 for details.)
- (e) Submit bulletins, catalogs or course descriptions as requested in order to clarify courses completed.
- (f) Have all credits from outside accredited colleges evaluated on an individual basis in order to establish advanced standing and transfer credit. (See TRANSFER OF CREDIT POLICY 9732-I-100004 for details.)
- (g) Have a tentative plan of study developed by the Nursing Admissions Officer, Academic Advisor or designee.

5. Applicants Transferring From Another Nursing Program shall:

- (a) Meet the General Requirements as outlined in Section E-1.
- (b) Have official transcripts of all course work completed.
- (c) Submit a copy of proof of “Good Standing” or letter of Recommendation from the transferring Nursing Program or if a graduate of program leading to licensure as an LPN, proof of an unencumbered and current State of Indiana LPN license. Inability to submit proof of “Good Standing” or letter of Recommendation from the transferring Nursing Program or proof of an unencumbered and current State of Indiana LPN license will result in denial of an offer for admission.
- (d) Have credit accepted only for comparable nursing courses in which a passing or better has been attained. All credits from an RN or LPN program will be evaluated on an individual basis in order to determine established credit. (See TRANSFER OF CREDIT POLICY 9732-I-100004 for details.)
- (e) Submit copies of school catalogs and nursing course syllabi in order to determine the establishment of transfer credit.
- (f) Have advanced placement decisions determined on an individual basis by the Nursing Program administrative officers. (See TRANSFER OF CREDIT POLICY 9732-I-100004 for details.)

- (g) Have a tentative plan of study developed by the Nursing Admissions Officer or designee and be presented to the Nursing Program administrative officers.
- (h) Offer of Admission with Advanced Standing from another Nursing Program shall be based on course/clinical space availability to the respective course/clinical sections.

The Nursing Program Administration reserves the right to request a challenge exam for nursing courses including a nursing skills evaluation.

6. Applicants Desiring Credit by Special Examination

- (a) Credit by Examination in a variety of areas is ordinarily earned through the College Level Examination Program (CLEP).
- (b) By participating in CLEP, students can reduce the time and costs of their nursing education.
- (c) Upon achieving an acceptable score on either a General Examination or a Subject Examination, the student qualifies for college credit.
- (d) The credit is awarded by the affiliating institution.
- (e) Completed information about CLEP is available through the Nursing Program Administration upon request or by writing to the affiliated institution.
- (f) A program of studies will be tentatively planned by the Nursing Admissions Officer or designee and be presented to the Nursing Program administrative officers.

7. Applicants Who were Educated Outside the U.S.

Students educated outside the U.S. who wish to be admitted to the CNP should start their correspondence eight (8) to twelve (12) months prior to enrollment and must meet the following requirements.

- (a) Meet the General Requirements as outlined in Section E-1.
- (b) TOEFL scores waived if all coursework done in English.
- (c) Minimum: 550 Paper, 80 internet, 213 computer, or completion of English language program.

- (d) The following documents for evaluation by World Education Services OR the InCred evaluation offered by the NAIA. (www.wes.org) Course by course evaluations are recommended for any student WITH potential college credit.
- (e) Secondary School Documents
- (f) Post-Secondary School Documents
- (g) Notarized Bank Statement (or proof of external/internal scholarships) that show proof of financial independence (covering tuition & fees for one year)

**Students from Canada do not need to submit their documents to the WES.*

8. Admission on the Basis of the Ability to Benefit

It is the policy of the Nursing Program that students are not admitted solely on the standard of the basis of the "Ability to Benefit." "Ability to Benefit" students are those who have neither graduated from high school nor successfully completed the G.E.D., but who seek admission and schools admit them because they believe those students can "benefit" from the program because they have the potential to successfully complete the program (as evidenced by approved independently administered standardized tests). Students may only be admitted who have adequately completed high school graduation or who have adequately passed the G.E.D.

9. Falsification of admission information or concealment of previous college attendance or credit will jeopardize acceptance or enrollment and may be subject to immediate dismissal from the CNP and its affiliate institutions.

Non-Clinical Nursing is an admission category of a nursing student taking only non-nursing or non-clinical nursing courses and has not yet been admitted into the Clinical Nursing Curriculum Plan. (CNCP)

Non-Nursing is a category of student who has been admitted to the CNCP and may have completed (a) clinical nursing course(s) and is currently only taking non-nursing and/or non-clinical courses required of the CNP.

Math Deficiency - It is required that the applicant has completed elementary Algebra at a skill level of "C" or better to enroll in Nursing. A deficiency exists when the applicant:

1. Has not completed 2 semesters of high school Algebra (or its equivalent) with grades of "C" or better.
2. Has G.E.D. math scores of less than 45 SS or scores below the 40 %ile.
3. Has less than 45 on High School Equivalency test (HiSET).

Verbal or Critical Reading Deficiency - a deficiency exists when the applicant:

1. Has not completed a minimum of 8 semesters of high school English (or its equivalent) with grades of "C" or better.
2. Has GED writing or reading scores of less than 45 SS or scores below the 40 %ile.
3. Has less than 45 on High School Equivalency test (HiSET).

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Nursing Applicant and Student.

EQUIPMENT: N/A

- POLICY:**
- A. An applicant may be admitted to the Cooperative Nursing Program (CNP) as a Non-Clinical Nursing Student when:
 1. Enrollment will allow the applicant to meet the general requirements for admission (See: Admission Policy: 9732-I-100001) through specific courses completed prior to acceptance into the Clinical Nursing Curriculum Plan (CNCP). If it is determined that a deficiency in either language (i.e., verbal, critical reading), mathematical, or science requirements exists, the student may take those courses as a Non-Clinical Nursing Student to complete admission requirements to the CNCP.
 2. The applicant meets the general requirements for admission but elects to take the non-nursing and/or non-clinical nursing courses prior to the CNCP.

- B. A student admitted or classified as a Non-Clinical Nursing student must achieve a minimum of a Cumulative Grade Point Average (CUM-GPA) of "B-" (2.7) or better in order to enroll in a clinical nursing course of the CNCP. If a CUM-GPA of less than a "B-" (2.7) CUM-GPA is not achieved by the end of the two (2) consecutive semesters of full-time enrollment the student will be dismissed from the Nursing Program. A Non-Clinical Nursing student on ACADEMIC PROBATION will not be admitted to the CNCP.
- C. A student admitted as a non-clinical student must achieve a TEAS score of Proficient or above by the end of two (2) consecutive semesters of full-time enrollment to be considered for admission to the clinical nursing curriculum plan (CNCP). See ADMISSION to the COOPERATIVE NURSING PROGRAM Policy (9732-I-100001) for details.
- D Placement in Non-Clinical Nursing does not guarantee subsequent placement in the Clinical Nursing Curriculum Plan. (See: Admission Policy: 9732-I-100001).
- E. A Non-Clinical Nursing student is a student of St. Elizabeth School of Nursing-University of Saint Francis Cooperative Nursing Program and is entitled to the benefits and services available to all students of the School and University.

written and received at least five (5) weeks before anticipated enrollment of the request. Reinstatement will be considered provided the individual(s):

- (1) Cumulative GPA (Cum-GPA) at the time of request is at least 2.0.
- (2) Is in good financial standing with the Nursing Program and Affiliate University.
- (3) Has documented evidence of change(s) in those circumstances that contributed to their being Dropped from Nursing.

An individual requesting reinstatement after having been DROPPED from CNCP shall be required to have a personal appearance interview before the Administrative Council of the Faculty Governance Committee. During the appearance, students will provide the documented evidence of change(s) in those circumstances that contributed to their being dropped for council members to review.

- D. A previously admitted/enrolled student who had been DISMISSED from the Nursing program may be given individual consideration for reinstatement into the CNCP after a minimum separation (suspension) of at least one (1) full academic year (i.e., two semesters of enrollment with achieved credit of at least 12 total credit hours with grades earned of “B” or higher) relevant to the CNCP. During the time of separation, the student must work with their academic advisor to determine course work relevant to the CNCP. Request must be written and received at least eight (8) weeks before anticipated enrollment of the request. Reinstatement will be considered provided the individual(s):

- (1) Cumulative GPA (Cum-GPA) at the time of request is at least 2.0; and is eligible for reinstatement.
- (2) Is in good financial standing with the Nursing Program and Affiliated University.
- (3) Has documented evidence of change(s) in those circumstances that contributed to their dismissal.
- (4) Has submitted at least two (2) letters of reference; one (1) from a current/recent employer for whom the individual has worked in the past two years, and one (1) from an instructor/faculty who had the individual in an academic course from another postsecondary program after being dismissed from the nursing program; and

An individual requesting reinstatement after having been DISMISSED from the Nursing Program shall be required to have a personal appearance interview before the Administrative Council of the Faculty Governance Committee. During the appearance, students will provide the documented evidence of change(s) in those circumstances that contributed to their dismissal for council members to review.

An individual who had been dropped or dismissed, if reinstated

- (1) Shall be on NURSING PROBATION and shall have in force a Probationary Status Contract for the remainder of the individual’s plan of study.
- (2) May not be enrolled after reinstatement in more than 13 semester hours of clinical nursing course work per semester.
- (3) A reinstated student on nursing probation who had been dropped from the CNCP or dismissed from the nursing program upon reinstatement, who earns a non-passing grade in any clinical nursing course and/or non-clinical nursing course of the nursing program, including BIO212 or BIO213, will be dismissed from the nursing program.

Placement of reinstated students will be done on an individual basis and will depend on space availability. A previously admitted/enrolled student who withdrew from the Nursing Program demonstrating academic progress shall be given first priority in space availability decisions followed by the applicant who has been Dropped and then by the applicant who had been Dismissed from the clinical nursing curriculum plan.

NUMBER:	9732-II-100003	DATE:	August, 1994
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	April 26, 2023
REPLACES PROCEDURE #:	S-10-691-II-0003	REVIEWED:	April 26, 2023

REQUEST FOR EDUCATIONAL ACCOMMODATION

PURPOSE: This document establishes the procedure for reasonable educational accommodation to the Nursing Curriculum Course Plan and/or Clinical Nursing Course Plan (CNCP) of the nursing program for a student with special needs allowing the individual to identify their abilities, skills, educational achievement and other attributes. This procedure shall reflect compliance with the Americans with Disabilities Act (ADA).

GENERAL INFORMATION: The St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (CNP) or hereinafter referred to as the “Nursing Program”, admits qualified applicants regardless of age, color, race, creed, sex, national origin, handicap or financial status. No person shall be excluded from participation in, be denied the benefit of, or be subject to discrimination, under any program or activity sponsored by The Nursing Program of Franciscan Health Lafayette (FHLA).

The Nursing Program reserves the right to change certain requirements for program completion, prerequisites, course requirements, program requirements/policies, fees, tuition, scheduling, etc. effective immediately. A student who has discontinued their program of studies for a full semester or more is regarded as re-entering the CNP when resuming studies and will be held to the requirements that are in place at the time of re-entrance.

REASONABLE ACCOMMODATION - An adaptation or adjustment in the teaching, learning, or evaluation approach that allows the student to meet the objectives of the course through a specific modification or set of modifications. Examples of modifications may be amount of time allowed for testing, limited weight bearing, testing in a semi-private setting, etc.

DISABILITY: a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; b) a record of such an impairment; or c) being regarded as having such an impairment.

IMPAIRMENT: includes any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the major body systems, or any mental or psychological disorder, such as mental illness or retardation, or learning disability.

MAJOR LIFE ACTIVITY: includes functions such as caring for oneself, walking, seeing, hearing, breathing, speaking, and working.

STANDARDS OF NURSING PRACTICE - Those physical and mental abilities defined as the minimal competencies needed to be a safe practitioner of registered nursing.

TYPICAL DEMANDS OF THE EDUCATIONAL PROGRAM:

Nursing students, under faculty supervision, perform essentially the same physical, mental and emotional activities as professional registered nurses in clinical settings. The following are physical activities required in nursing and are considered in the medium duty category, as defined by the U.S. Department of Labor.

Speaking: Clearly speak the English language to elicit information, communicate changes in client status, educate others, and interact with health team members.

Hearing: Normal range of hearing is needed to communicate effectively. Listens with a stethoscope in the performance of a physical assessment to detect critical changes. Must be able to detect mechanical alarms. Effectively participate in group discussion, and phone conversations.

Vision: Assess health status of clients, including subtle color changes. Describe observation of client’s nonverbal behavior. Read written communications. Monitor equipment findings and prepare medications.

Depth Perception: Required for fine motor task performance when using medical supplies for insertion into the body or medication administration by injection.

Fine Motor Skills: Must be able to write clearly and precisely with a pen. Perform certain nursing procedures, grasping and control of medical equipment is necessary.

Tactile Sensation: Hands and fingers are utilized as a means of physical assessment. The individual must be able to feel vibration and distinguish temperature changes. Must be able to grasp and manipulate equipment when providing client care.

Walking/Standing: Clinical nursing requires walking and standing for extensive periods of time.

Sitting: Occurs when engaged in clinical conferences and entering data in the client's record.

Lifting/Carrying: The profession requires the lifting and carrying of medical equipment, supplies, medications, and charts. Average lifting requirement is 10-15 pounds. Varying weights are encountered when lifting and transferring clients. It is expected to request assistance when lifting and repositioning clients.

Pushing/Pulling: Pushing and pulling are required in the transfer of clients and medical equipment. Pushing is required at 3.5 pounds of pressure in performance of CPR.

Bending/Reading/Twisting: Required when bathing clients, making beds, setting up and monitoring medical equipment.

Temperament: The skills inherent in nursing include critical thinking abilities and ability to adapt to changing stressful conditions. The student must interact with clients in a caring and professional manner. They must be aware that they will be exposed to body fluids and communicable diseases. The student will be provided the knowledge and skills related to their own protection and the protection of others. At all times, a professional demeanor is necessary to handle emergency situations that may arise. Emotional stability is needed to maintain a therapeutic relationship with clients, families, and health team members. A student nurse may not pose a significant risk to the health and safety of those in the clinical area.

Nursing Program Administrative Council, Affiliate University, Faculty and Students.

PERSONNEL:

EQUIPMENT:

N/A

PROCEDURE:

A. The Nursing Program will provide reasonable accommodations or academic adjustments for those students who have documented disabilities indicating a need for special teaching / learning adaptations in compliance with the American with Disabilities Act of 1990. The Nursing Program does not deny a disabled applicant admission without considering requests for measures to accommodate that prospective student's disability. Reasonable consideration of the educational and safety needs of the student and safety needs of clients are assessed. The process of providing accommodations to disabled students will include, but not necessarily be limited to, determination of the disability. The individual will be required to submit a written statement from their healthcare provider, licensed therapist, psychologist, or other qualified diagnostician describing the disability and outlining the abilities and limitations expected in relation to the performance of nursing functions and educational requirements. The individual may be evaluated by the Nursing Program's designated Employee Health Officer and possibly referred for additional professional evaluation. Information on the type of necessary accommodations could be gathered from the individual, medical expert and educational/vocational experts. Final determination of the feasibility of the accommodations will be based on client safety features, and the level of undue burden and maintenance of the fundamental nature of the educational services provided by the Nursing Program.

B. For those applicants/students who have documented disabilities indicating a need for special teaching/learning adaptations, THE STUDENT SHALL:

1. provide documentation related to the diagnosis, extent and current status of the disability. Documentation must be current (within one year) and may include testing, diagnostic results, and recommendations to the Nursing Program from the healthcare provider regarding limitations and suggested modifications needed.
2. make appointment to meet with the Director of the Nursing Program or designee to review documentation, submit completed *Request for Accommodation* form, a

Release of Information Request and develop a Learning Accommodation Plan (LAP) identifying the accommodations indicated.

3. present the course instructor(s) with the LAP at the time the student elects to execute the plan for that course. The student must provide the course instructor(s) with reasonable lead time in order to meet the educational accommodation needed. Failure by the student to give the course instructor sufficient lead time may result in Nursing Program's inability to accommodate the student. The LAP is only valid in those courses in which the student has delivered the LAP to the nursing course faculty.
4. assume financial responsibility for any adaptive needs for personal use (such as hearing amplified stethoscope, interpreter, etc.).
5. communicate with affiliate university student support services for accommodation process and academic adjustments needed for courses provided by affiliate university.
6. provide documentation related to the diagnosis, extent and current status of the disability. Documentation must be current (within one year) and may include testing, diagnostic results, and recommendations to the Nursing Program from the healthcare provider regarding limitations and suggested modifications needed.
7. meet with the Director of the Nursing Program or designee to review documentation, submit a written Request for Accommodation, a Release of Information Request and develop a Learning Accommodation Plan (LAP) identifying the accommodations indicated.
8. present the course instructor(s) with the LAP at the time the student elects to execute the plan for that course. The student must provide the course instructor(s) with reasonable lead time in order to meet the educational accommodation needed. Failure by the student to give the course instructor sufficient lead time may result in Nursing Program's inability to accommodate the student. The LAP is only valid in those courses in which the student has delivered the LAP to the nursing course faculty.
9. assume financial responsibility for any adaptive needs for personal use (such as hearing amplified stethoscope, interpreter, etc.).
10. communicate with affiliate university student support services for accommodation process and academic adjustments needed for courses provided by affiliate university.

C. The COURSE INSTRUCTOR SHALL:

1. Meet with the student to review, clarify, and make plans for the accommodative learning strategies or academic adjustments that have been designed.
2. Prepare lesson plans, testing approaches, and carry out any reasonable accommodations as recommended.
3. Evaluate the appropriateness, effectiveness of the accommodations and make recommendations for improvement.

D. The DESIGNATED NURSING PROGRAM ADMINISTRATOR WILL:

1. Inform all admitted students of the Request for Educational Accommodation policy and procedure.
2. Meet with students requesting accommodation to (a) review the documentation provided, (b) have release of information forms signed, and (c) develop a LAP indicating the strategies that are needed.
3. Communicate to the instructor(s) by means of the student-delivered LAP, the accommodation request indicating the strategies needed to be considered/accommodations for each student.
4. Act as liaison between the Nursing Program, student and community agency for purposes of coordinating services.
5. Review accommodation process with Nursing Faculty and nursing course instructors
6. Determine (with appropriate consultation) if accommodations are reasonable and attainable by the Nursing Program and/or its academic and clinical affiliates.

7. Ensure that compliance with reasonable educational accommodation plans is being met by faculty, staff and affiliates.
 8. Coordinate with community agencies as necessary for consulting and complying with requirements of ADA.
 9. Determine and coordinate the required physical modification needs with the Franciscan Health Lafayette (FHLLA) Departments and/or services.
 10. Follow up with meetings with student (as needed or for each academic year) to assure that accommodations are meeting student needs.
- E. The ADMINISTRATIVE COUNCIL WILL:
1. Set and review periodically the physical and mental standards of nursing practice and the minimal competencies of the established standard.

NUMBER:	9732-I-100004	DATE:	July 10, 1986
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	June 23, 2021
REPLACES POLICY #:	S-10-691-I-0004	REVIEWED:	March 27, 2024

TRANSFER OF CREDIT POLICY AND PROCEDURE

PURPOSE: This document establishes the policy for admission candidates and enrolled students who request earned credit from another postsecondary educational institution to be transferred as credit for required courses of the -St. Elizabeth School of Nursing (School) – University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

This document also establishes the procedure for admission candidates and enrolled students to request earned credit from another postsecondary educational institution to be transferred as credit for required courses of the St. Elizabeth School of Nursing (School) and University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

GENERAL INFORMATION: Applicant: any person seeking admission into the Nursing Program. An admitted paid deposit applicant is one who has accepted the Admission Offer of the Nursing Program and confirmed this offer with a Nursing Program requested non-refundable deposit.

Upon acceptance of the offer of admission to the St. Elizabeth School of Nursing, the student in the program is required to complete 39 credit hours of general education courses with the University of Saint Francis unless established equivalent transfer credit is granted per affiliate University policy.

Transfer credit: credit granted for earned credit from courses of a regionally accredited postsecondary educational institution that are essentially equivalent in content and number of credits (semester hours) to the courses required at the St. Elizabeth School of Nursing (School) – the University of Saint Francis Cooperative Nursing Program.

The unit of academic credit used by the School of Nursing and its affiliate university is the semester hour. One (1) semester hour of nursing credit is equivalent to: 15 hours of classroom contact plus outside preparation; 45 hours of clinical experience (1:3 ratio) plus appropriate outside preparation; or a combination of the foregoing classroom/clinical ratios.

Credits assigned to nursing courses may not be transferable to another institution of higher education or schools of nursing.

See related Policy and Procedures:

ADMISSION TO THE COOPERATIVE NURSING PROGRAM - 9732-I-100001

ADMISSION TO NON-CLINICAL NURSING CURRICULUM COURSES OF THE COOPERATIVE NURSING PROGRAM- 9732-I-100002

THE COOPERATIVE NURSING PROGRAM COMPLETION REQUIREMENTS - 9732-I-100013

TRANSFER OF CREDIT PROCEDURE - 9732-II-100004

PERSONNEL:

Nursing Program Administration, Affiliate University, Nursing Faculty, Nursing Program Applicant and Students

POLICY:

Transfer credit from another post-secondary educational institution is evaluated on an individual case-by-case basis. Credit(s) for transfer shall be:

- A. Accepted for those courses that are from a regionally accredited institution for sciences or general education courses or nationally specialized accredited post-secondary institution for nursing courses when:
 - 1. A passing grade or better has been attained and recorded on the post-secondary institution's Transcript of Record. (Evaluation of what is considered "passing" for each course and subsequent transfer credit will be based on Policy 9732-I-100013 THE COOPERATIVE NURSING PROGRAM COMPLETION REQUIREMENTS.)
 - 2. The scope and the content of the course is essentially equivalent to the course(s) of the affiliate University and/or the Cooperative Nursing Program in currency, comparability and relevancy to Program requirements and credit.
 - a. The calculation of credit shall be based on the semester credit definition used by the affiliate University and/or the Cooperative Nursing Program.
 - b. Quarter hour credits shall be evaluated on a 3-to-2 ratio of the affiliate University and/or the Cooperative Nursing Program.
- B. Considered for earned Science course(s) credit of more than 5 years prior to admission unless approved by the Nursing Program Director or Designee.
- C. Considered from another nursing program provided:
 - 1. An evaluation of course description, course objective/competencies, and syllabi have been reviewed for equivalency of satisfactory Passing grade(s) in both theory and clinical practice comparable to those of the CNP. (Evaluation of what is considered "passing" for each course and subsequent transfer credit will be based on Policy 9732-I-100013 THE COOPERATIVE NURSING PROGRAM COMPLETION REQUIREMENTS.)
 - 2. A statement from the nursing program indicating the status of the student at the time of withdrawal or transfer.
 - 3. For nursing courses, including BIO212 and BIO213, course credit(s) being considered have been earned within the previous three (3) years. (Consideration for age of earned course credit(s) will be allowed if it is evident there has not been a major lapse of more than one (1) academic year in consecutive and on-going enrollment.)

A transfer credit applicant may transfer up to sixty (60) semester equivalent credits from an accredited two-year institution, seventy (70) semester equivalent credits with an earned Associate Degree, and up to ninety (90) semester equivalent credits from an accredited four-year institution. Report of CLEP scores and/or Advanced Placement test scores will be evaluated for transfer credit upon receipt. Transfer grades are not computed in a student Cumulative Grade Point Average (Cum-GPA) of the Nursing Program's official transcripts.

All transfer credit applicants must complete a minimum of one (1) academic year of full time enrollment (minimum of two full time academic semesters of at least twelve (12) credits) of the Nursing Program and meet the Nursing Program Completion Requirements of having earned the last thirty (30) semester hour in residency (being enrolled as a student of the CNP and/or University). (See the Cooperative Nursing Program Completion Requirement Policy 9732-I-100013)

An applicant whose registered nursing course does not meet the equivalent of the Nursing Program course is eligible to request credit by examination.

Enrolled students may take course(s) for credit elsewhere and have it considered for transfer to the Nursing Program or its affiliated university if:

- A. Written request is submitted to the Office of the Registrar for prior approval to be considered as transfer credit.
- B. Request and submit an official copy of transcript of course grade upon completion to the Registrars' offices. For consideration of transfer credit for courses required in the nursing program, a passing grade or better must be earned. Transfer grades are not computed in a student's Cum-GPA. (Evaluation of what is considered "passing" for each course and subsequent transfer credit will be based on Policy 9732-I-100013 THE COOPERATIVE NURSING PROGRAM COMPLETION REQUIREMENTS.)
- C. Students may take up to 7 credit hours from another accredited university or college to meet general education or science requirements if progression is limited by course offerings in the semester needed. See affiliate University policy for details.

Transferred grades or their earned credit are not computed in the student's term or Cum-GPA.

A transfer student must meet all prior academic requirements for the level of entrance. Evaluation of nursing courses for transfer credit consideration will be determined by the administrative nursing representative of the CNP. Final determination of course credits for general education and Sciences is the responsibility of the university.

A student applying to transfer non-U.S. college-level credits must submit an "official course-by-course" evaluation of academic credentials by Educational Credential Evaluations, Inc. (ECE) or World Education Services (WES). Specific information can be obtained from ECE at www.ece.org. Or from WES at www.wes.org.

A transferring student who is found to have concealed previous college attendance or credit may be subject to immediate dismissal. Transcripts of all non-U.S., Canadian and U.S. high school, colleges and universities attended must be submitted to the office of the Registrar/Bursar of the Nursing Program.

PROCEDURE:

- A. The applicant/student must submit:
 1. One (1) Official transcript of all previously attended college, university, and/or postsecondary educational institutions to the Nursing Program prior to official transfer credit being posted to the academic record. (Student copies of transcripts or any grade report card are not considered acceptable for transfer credit analysis.) (For those courses taken at other institutions after enrollment as a Nursing Program student, an Official transcript must be submitted to the Registrar/Bursar of the Nursing Program within one (1) month of course completion.)
 2. Required documentation, i.e., course descriptions, course outlines, course syllabi, course work and evaluations must be submitted to the Registrar/Bursar of the Nursing Program if requested.
- B. The Registrar/Bursar of the Nursing Program will:
 1. Inform the applicant of the transfer credit policy.

2. Review transcripts for equivalency of nursing, science, and humanities courses in conjunction with Registrar of affiliated university and the Administrative Officers of the Nursing Program.
 3. Evaluate what is considered “passing” for each course and subsequent transfer credit based on Policy 9732-I-100013 THE COOPERATIVE NURSING PROGRAM COMPLETION REQUIREMENTS.
 4. Submit official copy of the transcript(s) to affiliated university Registrar’s office.
 5. Notify applicant/student in writing of results of all transcript reviews.
 6. Notify in writing the affiliated university Registrar’s office of all transfer credit granted.
 7. Place copy of transfer credit evaluation in the applicant’s/student’s academic file and place transfer credits on the student’s academic record (transcript).
- C. The Registrar/Affiliated University will:
1. Review those transcripts submitted for general education and science equivalency.
 2. Maintain documentation of student records and transcripts related to transfer credit.
- D. The Administrative Office of the Nursing Program will make the final decision on all transfer credit to be granted and considered as meeting the Nursing Program’s course requirements program completion and graduation.

**GENERAL
INFORMATION:**

Minimal Competency: Achieving a minimum passing grade (See GRADING Policy 9732-I-100011), written requirements, and satisfactory completion of all clinical critical elements (if the course being challenged has a clinical component).

Credit by Examination – Nursing: Course requirements fulfilled for a Nursing Program course by first meeting minimal theoretical competencies followed by satisfactory completion of all clinical critical elements.

Critical Elements: Knowledge and skills that must be demonstrated to successfully meet the objectives of the course being challenged.

Applicant/student: Any person who has completed the Request for Credit by Examination Form and paid the required non-refundable credit by -examination fee(s). The individual must be a student admitted or enrolled in the program of studies.

Challenge: The process of attempting to establish earned credit for a course through the examination process.

See related Policy and Procedures:

ADMISSION TO THE COOPERATIVE NURSING PROGRAM - 9732-I-100001

ADMISSION TO NON-CLINICAL NURSING CURRICULUM COURSES OF THE
COOPERATIVE NURSING PROGRAM- 9732-I-100002

THE COOPERATIVE NURSING PROGRAM COMPLETION REQUIREMENTS - 9732-I-
100013

TRANSFER OF CREDIT PROCEDURE - 9732-II-100004

CREDIT BY EXAMINATION POLICY: 9732-I-100005

PERSONNEL:

Nursing Program Administration, Faculty, Students

PROCEDURE: A. Administration

1. The Administrative Council will:
 - a. Establish credit by examination application deadlines.
 - b. Post deadlines in the Nursing Student Handbook and in the Official Program calendar.
2. Appropriate Academic Department Chair of Practice or designee will:
 - a. Meet with prospective applicant/student to discuss the process and establish expectations and timelines for test out procedures. Ensure the applicant/student has received the Application for Credit by Examination.
 - b. Give the applicant/student the course materials after being notified by the Registrar/Bursar that an Application for Credit by Examination has been received and related examination fees have been paid. Arrange a test date with the applicant/student and coordinate testing schedule with respective course PCI's and/or teaching teams.
 - c. Review and select evaluation materials, in conjunction with the respective PCIs and teaching teams, in order to determine that the material is related to the course objectives and expected competencies of the course.
 - d. Assure that application, and course related materials and information needed by the applicant/student to prepare for the Credit by Examination process are on file and updated annually in the office of the Registrar/Bursar.

- e. Coordinate and assure comprehensive tests for competency measurement are developed and reviewed annually by the respective course team for currency and have established processes in place for test administration.
 - f. Coordinate with the course PCI the clinical evaluation process.
 - g. Ensure that all related challenge (Credit by Examination) course material are graded and scored.
 - h. Complete and sign grade sheet when clinical process and challenge course material is graded. Return grade sheet and related course material to Registrar/Bursar.
3. Registrar/Bursar will:
- a. Bill and collect all credit by examination fees and process a receipt for the fees.
 - b. Place challenge materials (exam [test] score(s), clinical evaluation and related paperwork) in applicant's academic file.
 - c. Notify Nursing Program Administrative Officers and Registrar of Affiliate University of the achievement of earned credit by Credit by Examination.
 - d. Post established Earned Credit by Examination for the respective course(s) on the Applicant/student academic transcript record.
- B. Applicant/student will:
- 1. Meet with their academic advisor to discuss the process. The academic advisor may assist the student in providing guidance in the interpretation of course objectives, criteria and deadlines.
 - 2. Complete the Application for Credit by Examination and obtain appropriate signatures.
 - 3. Submit Application for Credit by Examination to the Registrar/Bursar and pay the required non-refundable fee.
 - 4. Make an appointment with the appropriate Department Chair/Designee to schedule examination timelines and due dates.
 - 5. Demonstrate proof of clinical performance eligibility (i.e., completion of mandatory in-services, health requirements and CPR – Healthcare Provider).
- C. Department Chair of Practice or designee will:
- 1. Make clinical assignments based upon course objectives.
 - 2. Meet with the applicant to review clinical assignments, the critical elements, and proof of clinical performance eligibility.
 - 3. Evaluate applicant's clinical performance based on the critical elements of the course.
 - 4. Grade and evaluate any required paperwork.
 - 5. Report results, in writing, of the applicant's ability to meet critical elements via grade sheet to the Registrar/Bursar upon completion of the clinical credit by exam component.
- D. Administrative Officers of the Nursing Program, will:
- 1. Determine fees in accordance with institutional guidelines.
 - 2. Publish credit by exam fees in appropriate literature and sources.

NUMBER:	9732-I-100006	DATE:	May 1, 1997
DEPARTMENT:	Nursing Program Curriculum Council	REVISED:	May 18, 2017
REPLACES POLICY #:	S-10-691-I-0006	REVIEWED:	May 12, 2023

CREDIT BY PORTFOLIO POLICY AND PROCEDURE

PURPOSE: This document establishes the policy for recognizing an individual student’s knowledge and skills that may have been gained on the job, through life experience, or through informal educational programming as well as in the classroom.

GENERAL INFORMATION: See related Policy and Procedures:
THE COOPERATIVE NURSING PROGRAM COMPLETION REQUIREMENTS - 9732-I-100013

PERSONNEL: Nursing Program Administration Faculty, Students

POLICY: Credit by portfolio shall be awarded for non-clinical nursing courses of the St. Elizabeth School of Nursing (School)- University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”) to a student who has demonstrated learning which is equivalent to the prescriptive course knowledge level, objectives and requirements of the non-clinical nursing course of the program. The student shall:

- A. Have met the general requirements for admission of the Nursing Program and any course prerequisites.
- B. Not have enrolled in the course for credit in any previous semester in the Nursing Program.
- C. Submit a completed Application for Credit by Portfolio.
- D. Not be eligible to receive more than six (6) hours of credit via portfolio.
- E. Have at least one semester as a full-time student of the Nursing Program in good standing before applying for credit by portfolio.
- F. Spend an academic term in preparation of the portfolio. It is the student’s responsibility to document and to demonstrate the knowledge which approximates the course credit being sought.

Evaluation shall be conducted by persons holding nursing faculty appointment in the course for which credit is being sought, and who are skilled in the evaluation process of experiential credit.

Credit will be awarded based on the course objectives, standards, guidelines and related learning outcomes. The portfolio must document experiences that satisfactorily meet course competencies.

Credit will be awarded only for course(s) currently recognized as creditable by the Nursing Program. Upon recognition of credit, entry shall be made on the student’s academic record and shall be noted as CREDIT BY PORTFOLIO.

PROCEDURE: A. The student wishing to apply for Credit by Portfolio must meet

with their Academic Advisor or designated course instructor to discuss the portfolio process and application, course objectives, requirements of the portfolio and establish deadlines for submission. The student must:

1. Submit a completed application for Credit by Portfolio with the signatures of the respective Nursing Program Administrator Officer, their Academic Advisor, the respective Department Chair of Practice in which the course resided, and the Registrar/Bursar of the Nursing Program.
 2. Pay the required non-refundable fee at least one academic term before credit is to be established.
 3. Meet submission deadline.
 4. Upon completion of the portfolio, submit it to the Academic Advisor, who will forward it immediately to the Administrative Officers of the Nursing Program.
- B. The Academic Advisor may assist the student by providing guidance in the interpretation of course objectives, showing the student an example of an accepted portfolio if available for a course or referring the student to course instructors.
- C. The Administrative Officers of the Nursing Program will send the Portfolio to the reviewer(s) within five (5) business day of receipt and will notify members of the Administrative Council of a Portfolio Review.
- D. The Reviewing Instructor(s) will:
1. Evaluate the student portfolio based on the course objectives and critical elements established in portfolio development.
 2. Provide feedback in terms of recommendations or suggestions to the student in order to offer the student to make changes before making their report and recommendation to the Administrative Council.
 3. Submit a written evaluation and recommendation of the Portfolio within ten (10) business days to the Administrative Officers of the Nursing Program to:
 - a.) Approve without recommendation - Rates the Portfolio as Excellent or Very Good
 - b.) Approve with recommendations - Citing recommendations that are to be met by the Student before final Approval is granted.
 - c.) Defer due to incomplete documentation of all criteria.
 - d.) Deny due to lack of or insufficient documentation of criteria, or documentation not appropriate to the criteria or the level of performance.
- E. The Administrative Officers of the Nursing Program will arrange for circulation of portfolio and recommendation to the members of the Administrative Council and shall place the review of the portfolio on the next regular scheduled meeting or may request the Administrative Council members to submit vote via posting methods.
- F. The Administrative Council will:
1. Review Portfolio and Instructor recommendation.
 2. Determine if credit is established.
- G. The Registrar/Bursar will:
1. Bill and collect Credit by Portfolio (Posting) fees.
 2. Post and record earned credit as being achieved through Credit By Portfolio on the academic record (transcript).
 3. Notify Registrar of Affiliate University of the achievement of earned credit by Credit by Portfolio.
 4. File the completed, signed original application in the student's permanent file.
 5. Notify the student, the student's Academic Advisor in writing of the results of the Application for Credit by Portfolio.

NUMBER:	9732-I-100011	DATE:	July, 1952
DEPARTMENT:	Nursing Program Curriculum Council	REVISED:	November 26, 2024
REPLACES POLICY #:	S-10-691-I-0011	REVIEWED:	November 26, 2024

GRADING POLICY AND PROCEDURE

PURPOSE: This document establishes the policy for determining grades of courses under direct control of the nursing faculty for the St. Elizabeth School of Nursing (School) – University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

GENERAL INFORMATION: School Day - For purposes of this policy, school days shall be that period of time from the first day of classes of the semester (term) during which instructional activity is being conducted through the last day of the semester or term as published in the program’s official academic calendar. Orientation, scheduled holidays, midterm and end-of-semester break shall not be considered as school days. A school day of instructional activity shall generally occur for fall semester between mid-August to the third week of December; spring semester from early January to mid-May; and, summer term or terms from mid-May to the end of July.

On-line or hybrid on-line course day – For purpose of this policy an on-line or hybrid on-line course day shall be a calendar day including weekend (Saturday and Sunday) and official holidays.

Excused Absence - For purposes of this policy, an excused absence is one for which the course policy for call-in has been followed, or in some instances a prior arrangement has been made in which it is known that the student will not be in either class or clinical for a justified reason. Examples of excused absence may include but are not necessarily limited to: illness, jury duty, bereavement or required military duty.

Contract - For purposes of this policy, a contract shall mean a written/documented agreement (on paper or electronic format via email) that has been negotiated between an instructor/faculty member and a student in order to complete the requirements necessary for the instructor/ faculty member to make a judgment as to whether the course objectives have been met or not met in order to change a grade of "I" and issue a letter grade. The contract/written agreement shall be valid only if a) signed by both student and instructor/faculty member or b) sent by faculty/instructor and acknowledged as received by the student via electronic format/email reply and approved by the Nursing Program Director or designee.

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Students.

POLICY:

- A. It is the policy of Nursing Program to officially post a final course grade as a record of student progress or achievement for each course in which the student is registered for and enrolled. Official final course grades will only be posted by means of the affiliated University’s online student record system at the time and date as determined by the University. Unless there are special circumstances, no final grades will be posted or released to a student by course faculty or any nursing program official.
- B. In all required NUR courses of the Nursing program including BIO 212 and BIO 213, the student must demonstrate an overall test and quiz average of an unrounded 80% or above, meet all course related competencies (i.e. math, etc.) and satisfactorily achieve clinical requirements (if applicable) in order to “satisfactorily pass” the course. If unrounded 80% overall test and quiz average is not met, the final course grade will be recorded as the overall test and quiz average. Final course grades below a “B-” of 80% are considered failing grades for purpose of program completion requirements of the required courses of the nursing program. Failure in either theory or clinical is equivalent to failure in the course. (See Policy 9732-I-100013 THE COOPERATIVE NURSING PROGRAM COMPLETION REQUIREMENTS for listing of all nursing and BIO courses required of the nursing program.)
- C. The following grading system is used in recording the progress and achievement of students in all required NUR courses of the Nursing program, including BIO 212 and BIO 213:

GRADING SCALE for Final Course Grades	Letter Grade	Percentage	Quality Points Used for GPA
PASSING	A	93 – 100%	4.0
	A-	90 – 92%	3.7
	B+	87 – 89%	3.3
	B	83 – 86%	3.0
	B-	80 – 82% (79.5%)	2.7
NOT PASSING	BELOW STANDARD (NOT PASSING)		
	C+	77 – 79% (79.49%)	2.3
	C	74 – 76%	2.0
	D	66 – 73%	1.0
	F	below 66%	0.00

I - INCOMPLETE	indicates conditional or incomplete work and gives no quality points
W - WITHDRAWAL	indicates withdrawal within the published withdrawal period and gives no quality points
P - PASS	indicates a passing grade in courses for which regular credit may or may not be given but required. A Clinical PASS must be achieved in each clinical nursing course in order to receive a theoretical grade
N - NOT PASS – NO CREDIT	indicates a non-passing grade in courses for which regular credit may or may not be given but required. A Clinical NOT PASS in a clinical nursing course will result in a course grade of “F”.
LA - LEAVE OF ABSENCE	indicates a period in which a student who was in good academic standing was granted a leave for medical/personal reasons - not to exceed 180 calendar days
Z - AUDIT	indicates attendance in courses for non grade, non credit
R - REPEAT	indicates the class has been repeated resulting in a possible adjusted GPA
IP - IN-PROGRESS	Indicates that the course cannot be graded at this point. The grade will be reported at the end of the term

- D. A Final course grade of B- (at least an overall course grade percentage of 79.5% or greater) is required for all NUR, BIO212, and BIO213 courses (See Cooperative Nursing Program Completion Requirement Policy 9732-I-100013). Final course grades below B- (79.49% and below) are considered failing grades for purpose of program completion requirements of the required NUR courses and BIO212 and BIO213. Seventy-nine point forty nine percent (79.49%) is not a passing grade in a nursing or BIO212/213 course and *will not be rounded up* as the final course grade.
- E. A student who fails to achieve a passing grade in a required nursing program course (i.e., non-nursing -BIO212 and BIO213, clinical nursing or non-clinical nursing course) will be required to repeat that course. Students may enter the same nursing program course no more than three (3) times. Students may withdraw from the same nursing program course no more than one (1) time. Students may fail the same nursing program course no more than one (1) time. Failure to achieve a passing grade or better on the second completion of the same required non-nursing or non-clinical nursing course will result in being dropped from the Clinical Nursing Curriculum Plan (CNCP). Failure to achieve a passing grade or better on the second completion of the same clinical nursing course will result in dismissal from the nursing program. (See related policies: 9732-I-100008 - Add/Drop and/or Course Withdrawal and 9732-I-100016 DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM/ DROPPED FROM CLINICAL NURSING CURRICULUM PLAN).
- F. A student may repeat a previously “passed” course only once. The highest grade earned will be used in calculating the CUM-GPA. However, all courses will remain part of the student’s official academic record. The student must inform their advisor and Registrar/Bursar that a course is repeated prior to registration and enrollment.
- G. A grade of incomplete “I” will be assigned if a documented illness or other unavoidable excused absence has kept the student from taking the final examination or otherwise meeting requirements of the course. A grade of incomplete will be allowed only with completion of an Incomplete Grade Agreement.
1. If the course requirement(s) for a posted “I” (Incomplete) grade of the NUR and BIO212 and BIO213 courses of the Nursing Program is/are not completed by the published date in the Nursing Program Academic Calendar for “Deadline for Removal of ‘I’ grades and Petition for Grade Changes for Nursing course”, or by the agreed upon due date(s) of the Incomplete Grade Agreement, the “I” grade will be converted from a “I” to an “F”.
 2. A course instructor may have the option to convert an “I” grade for incomplete course requirement(s) to another letter grade other than “F” if that grade had been pre-determined in the Agreement for a Grade of Incomplete contract.
 3. It is the course instructor's responsibility to report a change of grade to the Registrar in accordance with the contract.
 4. A course in which the grade of “I” is received will not be considered in the computation of the GPA until the incomplete grade is removed. A student with an “I” grade is not eligible for Academic Honors.
- H. Grades issued for courses of the Affiliated University shall be based on the grading policy of the University.
- I. Grades cannot be changed once they are submitted to the Registrar’s Office. In case of computational error, the instructor must secure the written authorization of the Nursing Program’s Administrator or designee and University’s respective Dean by completing the “Change in Semester Grade” form. STESON Registrar will submit instructor-completed Change in Semester Grade form to the University Registrar.
- J. Students' rights to grade review will be assured.

GRADING PROCEDURE

PURPOSE: This document establishes the procedure for recording and reporting grades of courses for St. Elizabeth School of Nursing (School) – University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Students.

- PROCEDURE:**
- A. Course Grade: Each student shall be responsible for the completion of all required work in each course in which s/he is enrolled. Final course grades shall be recorded by the course instructor(s) and posted on the Final Grade Report within the Student Record System with a copy to the Registrar.
 - B. Issuance and Notification of Grades:
 - 1. Each student shall receive a grade in each course for which s/he is enrolled at the close of that course. This grade shall indicate the student's achievement with respect to the objectives of the course.
 - 2. Grade reports are made available to the student by the Registrar. Copies of grade reports may be sent to parents or guardians of students and to financial assistance sources with the written consent of the student.
 - 3. Grade reports may be held for student's non-compliance of tuition payment, financial arrangement, clearance procedure, or by record encumbrance policy or procedure, or at the request of affiliated institution for non-compliance of policies of that institution.
 - C. Discrepancy in Recorded Grades:

The student is responsible for contacting the appropriate course instructor if any discrepancy appears on a posted grade report. This discrepancy must be reported prior to the date set as the last day of petition for grade change as published in the program's official academic calendar.

No grades, once submitted to the Registrar's office can be changed, apart from the removal of "I" grades, except by written petition of the instructor to the Nursing Program's Administrative designee (unless grade is changed as a result of review or appeal). Such petition must be made prior to the date set as last day of petition for grade change as published in the program's official academic calendar.
 - D. Grade Point Averages

Grade point average (GPA) and Cumulative Grade Point Average (Cum- GPA) will be calculated from the "letter" course grade submitted by the instructor. The GPA is determined as follows:

 - 1. The quality points of the letter grade received multiplied by the number of credit hours earned in that course.
 - 2. Total semester (term) quality points earned divided by total semester (term) earned credit hours equal semester (term) GPA.
 - 3. Total cumulative quality points earned divided by total cumulative credit hours earned equal Cum-GPA.
 - E. Repetition of Courses

A student may repeat any course only once. Only the highest grade earned will be used in calculating the GPA and CUM-GPA. However, all courses will remain part of the student's official academic record.

F. Grade Review

A grade review (Appeal) shall include, but not necessarily be limited to, all graded material of a course (i.e., papers and tests) as well as final course grade. The option for a grade review must occur within five (5) school days of grade posting. Failure to initiate grade review within the time frame shall be interpreted as forfeiture of grade review option. (Final course grade review would therefore only include that course material graded and returned within the last week (five school days) of the course or for which the grade review forfeiture period had not expired.)

In order to request a grade review, the student must:

1. Contact the involved instructor(s) who issued the grade to make an appointment to discuss the matter within five (5) school days of the student's notification of the grade (i.e., as posted, placed in student mailboxes, or from postmarked date to last recorded permanent address with reasonable allowance for delivery). For review of summer term course grades, contact must be made with the involved instructor prior to the date set as last day of petition for grade change as published in the program's official academic calendar.
2. Review with the involved instructor(s) and/or Principal Course Instructor (PCI) the requirements on which the grade was based, points of disagreement, and areas for resolution of the problem.
3. Appeal unresolved differences to the appropriate Department Chair responsible for the course, as appropriate, by scheduling an appointment to review the matter in question within three (3) school days following the notification of decision by the instructor(s)/ Principal Course Instructor (PCI). This appeal must be submitted in writing with the points of contention identified by the student and the course instructor(s)/ Principal Course Instructor (PCI). The Department Chair responsible for the course will review the written statement and discuss the matter with the involved persons as soon as possible. (The time frame for the Department Chair's decision will be determined by the circumstances of the case.) If the conference and subsequent decision reached by the Department Chair is not acceptable, or if the instructor of grade review is the Department Chair's responsible for the course, or if there is no appointed Department Chair for the course, the student or faculty may-
4. Appeal the decision in writing to the Nursing Program's Administrative Officer/designee for final resolution. The Nursing Program's Administrative Officer/designee will review the written statements, discuss the matter with the involved persons and may call for a hearing of the issues by the Administrative Council of the Faculty Governance Committee. (The time frame for decision will be determined by the circumstances of the case.) Case hearing proceedings shall follow rules of appeal.

G. Procedure for Appealing a Test Item:

Students who judge that their chosen response on an exam item is correct may initiate the test item appeal process per the following procedure. Professional communication must be maintained throughout the entire appeal process.

1. UNIT EXAMS:

- a. **INFORM:** The Student must inform the PCI, by means of an email to the PCI via franciscanalliance.org email only, of the intent to submit a Student Test item Appeal Form by 9:00 am EST the following business day after the exam grade posting is released to the student.
- b. **APPEAL:** The student will have a maximum of 2 business days (8:00am - 4:30 pm) following the initial exam review to complete a Student Test

Item Appeal with a faculty member not associated with the course or with a conflict of interest (designated by the PCI). Once the student receives the Appeal form, the student will have up to 1 hour to complete the test item Appeal. Students will be allowed to Appeal no greater than one (1) item on a unit exam.

2. FINAL EXAMS

- (a) REVIEW: Students will be given the opportunity to review their individual final exam results. In the event an immediate review is not possible, students must meet individually with their instructor to complete the exam review. Students will be informed that Official Exam score is pending faculty analysis and may be adjusted. Adjusted items will not be eligible for test item appeal.
- (b) INFORM: The student must inform the PCI, by means of an email to the PCI via franciscanalliance.org email of the intent to submit a Student Test Item Appeal Form within the 2-hour post exam review window.
- (c) APPEAL: The student will have a maximum of 1 business day (8:00 am-4:30 pm) following the initial exam review to complete a Student Test Item Appeal with a faculty member not associated with the course or with a conflict of interest (designated by the PCI). Once the student receives the Appeal form, the student will have up to 2 hours to complete the test item Appeal. Students will be allowed to Appeal no greater than two (2) items on a Final exam.

3. COMPLETING THE FORM:

- a. The student must correctly complete the form. If the form is incomplete when returned to the course faculty, the appeal is considered null and void.
- b. The exam number, date of the exam, and the question that is being appealed should be completely filled out on the Appeal form.
- c. The student must utilize only those published peer reviewed resources **listed in the course syllabus as required or recommended** to defend his or her chosen response as the best response compared to the keyed answer based on the stem of the question (i.e., priority intervention, first step, best action, etc.).

4. DECISION PROCESS:

- a. Once the item Appeal form has been completed, the form must be returned to the course PCI and/or course faculty.
- b. Once the completed Appeal form is received, the course faculty will have 2 business days (8:00 am - 4:30 pm) to review the references and documentation for accuracy when addressing the student's written reason for the Appeal.
- c. The course PCI will notify the student in writing immediately via official school email regarding the faculty decision and the rationale for the decision.
- d. All decisions by designated faculty will be final. No further appeal is allowed.

STUDENT TEST ITEM APPEAL FORM

Fill this form out completely. Professional communication must be maintained throughout the entire appeal process.

Date of Exam: _____

Name: _____

Course Number: _____

Unit Exam Number: _____

Test item being Appealed:

Explain why you judge your chosen response is the best response compared to the keyed answer based on the stem of the question (i.e., priority intervention, first step, best action, etc.).

References: Cite published peer reviewed resources (listed in the course syllabus as required or recommended), including page numbers, to validate your Appeal. Attach a photocopy of each resource page.

1. _____

2. _____

3. _____

=====

Faculty Only:

Date of Initial Exam Review: _____	Date Item Appeal Form Submitted: _____
------------------------------------	----------------------------------------

NUMBER:	9732-I-100015	DATE:	July 1988
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	May20, 2021
REPLACES POLICY #:	S-10-691-I-0015	REVIEWED:	March 27, 2024

PROBATIONARY STATUS OF A STUDENT OF THE NURSING PROGRAM POLICY & PROCEDURE

PURPOSE: This document establishes the policy determinants for a probation status of a student enrolled in the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”) and its affiliates.

GENERAL INFORMATION: **Academic Probation** is the status assigned to a student of the Nursing Program who has a cumulative grade point (Cum-GPA) average below 2.0 at the end of a semester.

Nursing Probation is the status assigned to a nursing student who has received a NON-PASSING grade (see GRADING Policy and Procedure # 9732-I-100011) in a clinical nursing course.

Full semester shall be considered a period of time consistent with the Fall or Spring semesters of 16 weeks or the combined Summer terms.

Probation Manager may be the student’s faculty advisor, or a faculty member appointed by the Administrative Council and/or by the respective Nursing Program’s Administrative Officer.

RELATED POLICIES:

GRADING Policy and Procedure # 9732-I-100011

DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM/DROPPED FROM CLINICAL NURSING CURRICULUM PLAN Policy #9732-I-100016

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Nursing Students

EQUIPMENT: N/A

POLICY: The student of the Nursing Program who does not meet nursing or academic standards of the Nursing Program will be given a probationary period of time to meet those standards as determined by specific objectives (criteria), terms and/or conditions.

- A. A student with a cumulative grade point average (Cum-GPA) below 2.0 will be placed on **ACADEMIC PROBATION**. Students on Academic Probation have two (2) consecutive semesters of full-time enrollment or it’s equivalency of the regular academic year in order to raise the cumulative grade point average to 2.0 or above. If by the end of the second full semester a 2.0 is not achieved, the student will be dismissed from the Nursing Program.
- B. A student who receives a final NON-PASSING grade (see GRADING Policy and Procedure # 9732-I-100011) in a clinical nursing course will be placed on **NURSING PROBATION**. A student on Nursing Probation shall remain on Nursing Probation for the remainder of his/her program of study. A second NON-PASSING grade in a clinical nursing course will result in the student being dropped from Nursing and the Clinical Nursing Curriculum Plan (CNCP) provided his/her Cum-GPA is 2.0 or higher.

C. Probationary status will be reflected in the student's file/transcript.

D. Should the student fail to follow through with requirements as outlined in his/her Probation Status Form, disciplinary action may occur, which could include any sanction through dismissal from the Nursing Program.

PROCEDURE:

A. Initiating Phase:

1. An Initiating Course Instructor and/or course PCI shall identify the need to place a student on probation in the case of **NURSING** probation. The initiating instructor/PCI will inform the student of probation and identify the reasons for this action.
2. The initiating instructor shall consult with the Nursing Academic Department Chair regarding the need for probation and will provide documentation of observed behaviors that support this recommendation.
3. An Administrative Officer of the Nursing Program shall identify the need to place a student on probation in the cases of **ACADEMIC** probation. The Administrative Officer or designee shall notify a student being placed on **ACADEMIC** probation in writing of the type, terms and conditions, and length of probation period.
4. A Probation Initiation Form (PIF) will be completed by the initiating instructor and forwarded to the student's faculty advisor, with a copy to the Nursing Program Registrar. The form will be retained in the student's designated probation folder in the SON Shared Drive. In the case of academic probation, the Administrative Officer shall delegate this duty to the student's designated Faculty Advisor.

B. Formalizing Phase: (The Probation Contract):

1. The student is responsible for coordinating a meeting to include their faculty advisor and initiating instructor within the first week of being placed on probation. The designated Faculty Advisor shall assist in coordinating the meeting. The goal of the meeting is to develop specific behavioral objective criteria based on performance issues which the student must demonstrate in successive course(s) which shall be documented on the Probation Follow-Up Form (PFF) by the Faculty Advisor.
2. An Administrative Officer of the Nursing Program or designee will report/update members of the Nursing Governance-Faculty Committee the probationary status of enrolled students at the beginning of each term for informational purpose.
3. The Probation Initiation Form shall be reviewed and electronically signed by the student, Faculty Advisor, and initiating instructor/PCI and will be retained in the student's designated probation folder in the SON Shared Drive. (The Faculty Advisor shall maintain a current and/or updated copy of the Probation Status Form.)

C. Follow-up Phase:

1. The student is responsible for notifying their course instructors/PCIs by the first day of each course of his/her probation status.
2. The student shall be responsible to coordinate/schedule a meeting with their faculty advisor within the first week of every semester that the student is on probation in order to discuss progress, issues and plans of action.
3. The Faculty Advisor shall meet with the student at the beginning, middle and end of each term/semester to formally discuss progression towards the objective criteria. Documentation of this progression will be completed on the Probation Follow-Up Form (PFF) by the Faculty Advisor in conjunction with the student. Follow-up meetings will be arranged by the student and designated Faculty Advisor. The Faculty Advisor shall determine when additional meetings are

needed between (1) the student, (2) the initiating instructor, and (3) the respective course PCI/ instructor responsible for the student's clinical instruction/theory during the probationary period.

4. Subsequent meetings for each course must include the student and their faculty advisor and may include the presence of or communication with relevant instructors. The Probation Follow-Up Form will be completed and attached to the original Probation Initiation Form for each subsequent semester in which the student is enrolled and on probation and will be maintained in the student's designated probation folder in the SON SharePoint.
5. The appropriate Nursing Academic Department Chair, if available, may attend any follow-up meetings.
6. The Probation Initiation Form (PIF) and all Probation Follow-Up forms (PFF) will be retained in the students designated probation folder on the SON SharePoint, until such time that the student leaves (is no longer enrolled in) the Program. At that time paper copies of all forms will be made by the student's Faculty Advisor and given to the Registrar of the Nursing Program retention and filing in the Student Permanent file.

NUMBER:	9732-I-100015B	DATE:	October 11, 2018
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	May 26, 2021
REPLACES POLICY #:	N/A	REVIEWED:	March 27, 2024

CORRECTIVE ACTION-PROFESSIONAL PROBATION OF A STUDENT OF THE NURSING PROGRAM POLICY & PROCEDURE

PURPOSE: This document establishes the policy determinants for a corrective action of a student enrolled in the St. Elizabeth School of Nursing – University of Saint Francis (School) Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”) and its affiliates.

This document also establishes the procedure for placing a student enrolled in the Nursing Program on corrective action.

GENERAL INFORMATION: Corrective action may be taken when a student has violated an organizational or nursing program policy or procedure or code of conduct, or when the student's behavior does not meet expectations.

The Nursing Program is committed to working with students to improve their performance or behavior and as such, generally will follow a progressive corrective action process. However, the Nursing Program reserves the right to skip any or all steps in the progressive corrective action process if it deems it to be appropriate. Additionally, some violations are so severe that a student may be dismissed without any notice or warning.

Corrective action is equivalent to “professional probation.” Any reference to “professional probation” in the nursing program’s policies and procedures, handbooks, or other publications (printed or digital) equates to corrective action.

When placed on corrective action, it will remain in effect until graduation and, when applicable, will be reflected on the student’s transcript as “professional probation.”

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Nursing Students

RELATED POLICIES PROBATIONARY STATUS OF A STUDENT OF THE NURSING PROGRAM POLICY & PROCEDURE (9732-I-100015); DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM/DROPPED FROM CLINICAL NURSING CURRICULUM PLAN (9732-I-100016); NURSING PROGRAM’S DRUG PREVENTION PROGRAM (9732-I-450030); ASSESSMENT OF STUDENT AND GRADUATE COMPETENCY WITHIN PROGRAM BY MEANS OF STANDARDIZED ASSESSMENTS (9732-I-100014); Nursing Program’s Student Honor System

EQUIPMENT: N/A

POLICY:

A. The student of the Nursing Program who does not meet professional standards of the Nursing Program will be placed on a corrective action plan and given a period of time to meet those standards as determined by specific objectives (criteria), terms and/or conditions as outlined on the corrective action form. Behaviors that do not meet professional standards include but are not limited to the following:

1. violation of the Nursing Program's Student Honor System (as published in the Nursing Student Handbook);
 2. violation of the Code of Student Conduct or the Code for Nurses (as published in the Nursing Student Handbook);
 3. violation of a Nursing Program policy which automatically by policy indicates "Professional Probation" or Corrective Action as a term and condition, or after administrative hearing by the Administrative Council of the Nursing Faculty Governance Committee or by a quorum of members of the Nursing Faculty Governance Committee is in violation of policy, procedures, or Codes of Conduct of the Nursing Program or University;
 4. failure to comply with academic, affiliate University, Nursing Program, Franciscan Health Lafayette, or Franciscan Alliance policies, procedures or the policies or procedures of the Nursing Program's respective affiliated clinical or community agencies;
 5. violation of the Assessment of Student and Graduate Competencies by Means of Standardized Assessments Policy (# 9732-I-100014);
 6. violation of the Nursing Program's Drug Prevention Program (9732-I-450030 or 9732-II-450031);
 7. violation of institutional professionalism and technology policy statements.
- B. Corrective Action will be reflected in the student's file/transcript (noted as "professional probation" on transcript).
- C. Should the student fail to follow through with requirements as outlined in his/her Corrective Action Form, disciplinary action may occur, which could include any sanction through dismissal from the Nursing Program.

PROCEDURE: Corrective Action Process

The corrective action process will generally be a progressive one, starting with a First Reminder, followed by a Second Reminder, a Final Reminder, and then Dismissal. However, some situations may warrant that one or more steps in the process be skipped. The corrective action process can be initiated by faculty and/or staff. Meetings related to the Corrective Action Process may include a witness (e.g., course PCI, advisor, Department Chair, etc.).

A. First Reminder

1. This is a formal corrective action discussion between the student and his or her faculty member(s). This conversation will be documented. The student will be asked to electronically acknowledge the corrective action. If student refuses

to sign, the form will indicate so and a third party will also initial. The PCI or designee will deliver the corrective action. The student will be given a copy of the document. Documentation of the First Reminder will be forwarded to the student's advisor after all signatures are obtained and saved in the student's online probation file.

B. Second Reminder

1. Faculty members(s) or designee will prepare an electronic report of the performance or behavioral issue. The electronic report will be completed using the Corrective Action Report form.
2. Faculty members(s) or designee will consult with his or her Department Chair prior to initiating corrective action. The nursing program's director may be consulted for assistance in drafting the corrective action documentation if needed.
3. Faculty members(s) or designee will meet with the student to discuss the performance or behavior issue and the action(s) the student needs to take to improve his/her performance.
4. At the conclusion of the meeting, the student will be asked to electronically sign the Second Reminder, confirming that he or she has been given a copy of the document. If the student refuses to sign the document, the faculty member(s) or designee will note that the student refused to electronically sign the report, indicate the date and time of the meeting, and have any witness present, if applicable, countersign the electronic document.
5. The student will be given a copy of the Second Reminder.
6. The Second Reminder will be forwarded to the student's advisor after all signatures are obtained as well as saved in the student's probation file. This document will become a part of the student's online probation file/permanent record and will be noted on the student's transcript that he or she was placed on corrective action (noted as "professional probation" on transcript). Initiating faculty will notify the registrar, student's advisor, Department Chair, course faculty as applicable, and the Nursing Program director.

C. Final Reminder

1. If terms outlined/discussed in the Second Reminder were not met by the student, the faculty members(s) or designee will prepare an electronic report of the continued performance or behavior issue. The report will be completed using the Corrective Action Report format.
2. The Faculty members(s) will consult with his or her Department Chair prior to initiating corrective action. The Nursing Program's director may be consulted for assistance in drafting the corrective action documentation if needed.
3. Faculty members(s) or designee and the student will meet to discuss the performance or behavior issue and the action(s) the student needs to take to improve his/her performance. The Faculty members(s) will emphasize that failure to address the stated issues may result in dismissal.
4. At the conclusion of the meeting, the student will be asked to electronically sign the Final Reminder confirming that he or she has been given a copy of the

document. If the student refuses to sign any correction action document, the Faculty members(s) or designee will note that the student refused to sign the report, indicate the date and time of the meeting, and have any witness present, if applicable, countersign the document.

5. The student will be given a copy of the Final Reminder.

6. The Final Reminder will be forwarded to the student's advisor after all signatures are obtained as well as saved in the student's probation file. This document will become part of the student's online probation file/permanent record and will be noted on the student's transcript that he or she was placed on corrective action (noted as "professional probation" on transcript). Initiating faculty will notify the registrar, student's advisor, Department Chair, course faculty as applicable, and the Nursing Program director.

D. Dismissal

If performance concerns are not corrected as outlined in the action plan (see corrective action plan write-up), dismissal from the nursing program may result.

1. Prior to meeting with the student, the faculty member(s), the course Department Chair and the Director of the School of Nursing will review and discuss any applicable corrective action documentation related to the student. Upon concurrence by the applicable Department Chair and Director of the School of Nursing, the student may be dismissed from the School of Nursing.

2. At the time of Dismissal, the student will be advised of the reason for the Dismissal congruent with Corrective Action Plan content.

Corrective Action

Nursing Program

STUDENT: _____
GIVEN BY: _____ DATE: _____

RE: _____

Corrective Action Step (circle one)

First Reminder

Second Reminder

Final Reminder

Dismissal

SECTION 1: Performance Concerns

SECTION 2: Performance Expectations

SECTION 3: Resources for Assistance

SECTION 4: What Happens if Expectations Are Not Met by (Date) _____

SECTION 5: Signatures

Your signature below indicates that you have received a copy of this document.

Student

Date

Advisor

Date

Faculty or Designee

Date

Department Chair

Date

Director, SON

Date

NUMBER:	9732-I-100016	DATE:	July 1986
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	November 26, 2024
REPLACES POLICY #:	S-10-691-I-0016	REVIEWED:	November 26, 2024

DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM/DROPPED FROM CLINICAL NURSING CURRICULUM PLAN

PURPOSE: This document establishes the policy for academic, professional and/or non-academic dismissal from the nursing program of a student of the (St. Elizabeth School of Nursing (School) -University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

GENERAL INFORMATION: Dismissal from the nursing program shall mean that the student is no longer eligible to register or enroll in nursing, clinical or non-clinical nursing courses of the Nursing Program.

Dropped from Clinical Nursing is a classification by which a student will be denied enrollment in a clinical nursing course(s), due to failure to meet the academic and/or professional standards, or for violation of the Nursing Program, University or HealthCare Institution/Hospital related policies or procedures, or by the Nursing Program’s Administrative due process decision for cause.

Reinstatement of a student to the Clinical Nursing Curriculum Plan (CNCN) after having been dropped or dismissed from nursing program shall be based on supporting evidence that the student has clearly addressed those conditions that precipitated the Nursing Program’s classification of having been Dropped or Dismissed from the Nursing Program or University.

Healthcare Institution/Hospital shall mean the campuses of Franciscan Health Lafayette and/or other affiliated clinical agencies of the Nursing Program.

See related Policies

THE COOPERATIVE NURSING PROGRAM COMPLETION REQUIREMENTS (#9732-I-100013)

REINSTATEMENT OF A STUDENT TO THE CLINICAL NURSING CURRICULUM PLAN (CNCN) (#9732-I-100018)

ADD/DROP AND/OR COURSE WITHDRAWAL POLICY AND PROCEDURE (#9732-I-100008)

PERSONNEL: Nursing Program Administration, Affiliate University, Faculty and Students.

POLICY: A student, who does not show or meet academic or professional standards or who has been found to have violated the policies and/or procedures of the Nursing Program, University or Healthcare Institution/Hospital which have dismissal as a term or condition, shall be dismissed from the program in nursing.

Grounds for dismissal shall include but are not necessarily limited to:

- A. Lack of academic achievement as defined in terms of number of course failures, Cumulative Grade Point Average (Cum-GPA) requirements, or failure to meet the terms of probation in which dismissal is identified as a term or condition.
1. Academic
 - a) Any student whose cumulative grade point average remains below 2.0 for two consecutive full academic semesters of enrollment, after being placed on academic probation, will be DISMISSED from the nursing program.
 - b) A student who has been DROPPED from the CNCP with a Cum-GPA less than 2.0 will be DISMISSED from the nursing program.
 - c) A student who fails to achieve a passing grade in a required clinical nursing course will be required to repeat that course. Students may enter the same clinical nursing course no more than three (3) times. Students may withdraw from the same clinical nursing course no more than one (1) time. Students may fail the same clinical nursing course no more than one (1) time. Failure to achieve a passing grade or better on the second completion of the same required clinical nursing course will result in dismissal from the nursing program. (See related policies: 9732-I-100011 GRADING POLICY AND PROCEDURE; 9732-I-100008 - Add/Drop and/or Course Withdrawal and 9732-I-100016 DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM/ DROPPED FROM CLINICAL NURSING CURRICULUM PLAN).
 - d) A reinstated student on nursing probation who had been dropped from the CNCP or dismissed from the nursing program upon reinstatement, who earns a failing grade in any clinical nursing course and/or non-clinical nursing course of the nursing program, including BIO212 or BIO213, will be DISMISSED from the nursing program.
 - e) Any student dismissed from the Affiliate University shall be dismissed from the Nursing Program.
 2. Non-Academic
 - a) Significant or repeated violation of the Nursing Program, Affiliate University, Healthcare Institution/Hospital, or Affiliate Clinical Agencies' policy or engagement in disruptive or destructive behavior will result in dismissal from the nursing program. See Corrective Action-Professional Probation Policy (9732-I-100015B).
 - b) Students are expected to abide by general Nursing Program, Affiliate University, Healthcare Institution/Hospital or Affiliate Clinical Agency's policies and academic expectations. Violation of policies, including violation of expected professional and ethical behavior and Code of Student Conduct, will be handled administratively and may result in dismissal from the Nursing Program. See Corrective Action-Professional Probation Policy (9732-I-100015B).
 - c) Students failing to pay all tuition and fees in a scheduled manner are subject to dismissal.
 - d) Students convicted of a felony during the time they are in the program shall automatically be dismissed from the Nursing Program.
- B. Abusive, inconsiderate, intimidating, or uncivil treatment of faculty, university/school staff, patients, visitors, doctors, volunteers, hospital employees, or peers as related to, but not necessarily limited to, verbal interaction, e-mails, or publication of comments on social networking sites.
- C. Habitual absenteeism.
- D. Theft.
- E. Any negligent or careless act which results in or may result in property damage or personal injury to the offender or others.
- F. Unlawful possession, use or distribution of illicit drugs and/or alcohol or controlled substances or intoxicants on the premises of the Healthcare Institution/Hospital, the Nursing Program, or the affiliated university campuses or clinical agencies.
- G. Unauthorized possession of firearms or other dangerous weapons on the premises of the HealthCare Institution/Hospital, the Nursing Program or the affiliated university.

- H. Willful violation of safety regulations.
- I. Insubordination.
- J. Divulging confidential information or for violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) requirements.
- K. Dishonesty.
- L. Unethical professional behavior as related to, but not necessarily limited to, the nursing codes of ethics, the Code of Student Conduct or professional boundaries including such activities as electronically posting information regarding financial or physical conditions of the nursing program or its affiliated agencies.
- M. Students who are dismissed must follow the ADD/DROP AND/OR COURSE WITHDRAWAL POLICY AND PROCEDURE.

Grounds for being DROPPED from CLINICAL NURSING CURRICULUM PLAN shall include but are not limited to:

- A. A student who fails to achieve a passing grade in a required non-nursing -BIO212 and BIO213 - or non-clinical nursing course will be required to repeat that course. Students may enter the same non-nursing -BIO212 and BIO213 - or non-clinical nursing course no more than three (3) times. Students may withdraw from the same non-nursing -BIO212 and BIO213 - or non-clinical nursing course no more than one (1) time. Students may fail the same non-nursing -BIO212 and BIO213 - or non-clinical nursing course no more than one (1) time. Failure to achieve a passing grade or better on the second completion of the same required non-nursing or non-clinical nursing course will result in being dropped from the Clinical Nursing Curriculum Plan (CNCN) for a minimum of one (1) full academic semester or its equivalent provided their Cum-GPA is 2.0 or higher. (See related policies: 9732-I-100011 GRADING POLICY AND PROCEDURE; 9732-I-100008 - Add/Drop and/or Course Withdrawal and 9732-I-100016 DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM/ DROPPED FROM CLINICAL NURSING CURRICULUM PLAN).
- B. .
Students who are DROPPED must follow the ADD/DROP AND/OR COURSE WITHDRAWAL POLICY AND PROCEDURE.

NUMBER:	9732-I-100012	DATE:	July 10, 1986
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	April 26, 2023
REPLACES POLICY #:	S-10-691-I-0012	REVIEWED:	April 26, 2023

ACADEMIC PROMOTION OF STUDENTS OF THE NURSING PROGRAM

PURPOSE: The purpose of this policy is to establish a uniform basis for promotion of nursing students from one academic level to the next of St. Elizabeth School of Nursing (School) – University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

**GENERAL
INFORMATION:** N/A

PERSONNEL: Nursing Program’s Administration, Faculty, and Students

- POLICY:**
- A. Promotion occurs at the end of each nursing level. A Cumulative Grade Point average (CUM-GPA) of 2.0 or better must be maintained and a passing grade received in all nursing courses of the level.
 - B. All required non-nursing and non-clinical nursing courses should be completed with a passing grade by the end of the academic year in which they normally appear in the curriculum plan. Promotion may occur if the non-clinical nursing course(s) and/or non-nursing course(s) are not pre/co-requisite to clinical nursing course(s) of the next nursing level. (Refer to Grading Policy and Procedure: 9732-I-100011 for minimum passing requirements.) For promotional consideration, the CUM-GPA is based only on courses taken while the student is enrolled in the Nursing Program.
 - C. A student with a CUM-GPA below 2.0 will be placed on Academic Probation for two semesters. If by the end of the second semester a CUM-GPA 2.0 is not achieved, the student will be dismissed from the Nursing Program.
 - D. The student must meet all financial obligations or have made arrangements with the Registrar/Bursar Office of the Nursing Program for payment, before promotion will occur.

NUMBER:	9732-I-100013	DATE:	July 10,1986
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	June 22, 2022
REPLACES POLICY #:	S-10-691-I-0013	REVIEWED:	June 22, 2022

THE COOPERATIVE NURSING PROGRAM COMPLETION REQUIREMENTS

PURPOSE: This document establishes the policy for the requirements for program completion by an enrolled student of the Cooperative Nursing Program (CNP) of St. Elizabeth School of Nursing and University of Saint Francis (hereinafter referred to as the “Nursing Program”).

GENERAL INFORMATION: St. Elizabeth School of Nursing (School)-University of Saint Francis is legally two separate institutions; however the nursing curriculum is offered as a Cooperative Program between St. Elizabeth School of Nursing and University of Saint Francis. As such upon completion of study, the graduate is awarded the **DIPLOMA IN NURSING** from St. Elizabeth School of Nursing and a **BACHELOR OF SCIENCE IN NURSING (BSN)** degree from University of Saint Francis.

This Cooperative Curriculum of St. Elizabeth School of Nursing and University of Saint Francis has been reviewed and approved by the Indiana State Board of Nursing (ISBN) under its authorization for Approval of Schools of Nursing and continues to recognize St. Elizabeth School of Nursing as a State Board of Nursing Approved School of Nursing. (Approved April 20, 2017.) Due to the structure of the Cooperative Agreement between Franciscan Health Lafayette (d/b/a St. Elizabeth School of Nursing) and University of Saint Francis, the University is not required to hold a separate approval status from the ISBN but is offering an ISBN-approved cooperative nursing curriculum by means of the Cooperative Agreement.

St. Elizabeth School of Nursing (as a legal entity of Franciscan Health Lafayette (FHLA)) is thus approved by the Indiana State Board of Nursing to award a **DIPLOMA** and thus allows the graduates of St. Elizabeth School of Nursing to apply for the National Council of State Boards of Nursing Licensure for Examination as a Registered Nurse (NCLEX-RN). In addition, St. Elizabeth School of Nursing is accredited as a **DIPLOMA** program by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

When graduates of the Cooperative Nursing Program apply for Licensure by Examination (NCLEX), or Endorsement, the “State Approved School of Nursing” to be designated on the application is St. Elizabeth School of Nursing-Lafayette IN as a Diploma program. Designated (NCSBN) school code: **US48309100**.

University of Saint Francis (governed by its own Board of Directors and incorporation) is accredited by The Higher Learning Commission. It is through this accreditation that University of Saint Francis is authorized to grant degrees as an Accredited College including the BSN degree. The baccalaureate program in nursing at University of Saint Francis is accredited by the Commission on Collegiate Nursing Education (CCNE). (<http://www.ccneaccreditation.org>). For more information about CCNE or the program’s accreditation to go: <http://www.ccneaccreditation.org>.

Conferring of Diploma's Ceremonies may be held by the St. Elizabeth School of Nursing following each semester at a place to be determined by the School of Nursing. Students not able to participate in a Conferring ceremony will have the option to participate at the next scheduled Ceremony.

Students who complete the program requirements are eligible for graduation from University of Saint Francis at the regularly held Commencement Ceremony at a date, time and location determined by the University.

PERSONNEL: Nursing Program's Administration, Faculty, and Students

EQUIPMENT: N/A

POLICY: All program requirements must be met by a student in order to receive a St. Elizabeth School of Nursing diploma, pin, final transcript of grades and be issued a Certificate of Completion by the St. Elizabeth School of Nursing to the Indiana State Board of Nursing or any member board. Certifying and Nursing Program requirements include:

PROGRAM (Graduation) Requirements (Effective for First-time Entering students August 2017)

- Achieve a minimum of 120 semester credits and a cumulative grade point average (Cum-GPA) of 2.7 in the Cooperative Nursing Program for the Diploma from St. Elizabeth School of Nursing and the BSN degree from University of Saint Francis. The last 30 semester hours must be taken in residence.

REQUIRED:

- **General Education** – 13 courses (39 credits)

For 1st Time Students entering BEFORE August 2021	For 1st Time Students entering on or AFTER August 2021
<ul style="list-style-type: none"> • FYS 200 Engage: Intro to Franciscan Education (Formerly known as iConnect 200. Change effective August 2018) • ENGL 101 Composition and Rhetoric • ENGL 104 Rhetoric and Research • COMM 121 Public Communication • PSYC 121 General Psychology • Creative Arts • History • Literature • Philosophy (Ethics) • Theology 105 (Franciscan Tradition) • Theology (<i>Prerequisite is THEO 105.</i>) • Care of Creation • Sociology-related Course 	<ul style="list-style-type: none"> • FYS 200 Engage: Intro to Franciscan Education • ENGL 101 Composition and Rhetoric • ENGL 104 Rhetoric and Research • COMM 121 Public Communication • PSYC 121 General Psychology • Sociology-related Course (e.g., SOCI 101) • Theology 105 (Franciscan Tradition) • Philosophy (Ethics) (e.g., PHIL 123) • Creative Arts OR Literature • Theology (<i>Prerequisite is THEO 105.</i>) • FCC Elective • FCC Elective • FCC Elective
<p>(See <i>USF Course Catalog</i> for details and course descriptions: http://catalogs.sf.edu/)</p>	

- **Science** – 5 courses (15 credits)
- BIO 221, 222 Anatomy & Physiology 1 & 2 (+Lab)
- BIO 223 Intro Microbiology (+ Lab)
- BIO 212 Analysis of Pathophysiological Concepts
- BIO 213 Analysis of Pharmacotherapeutics
- **Nursing** – 66 credits (See below for listing)

- Achieve a required “C” grade or better in:
 - ❑ Human Anatomy & Physiology I and II (6 Semester Credits)
 - ❑ Introductory Microbiology (3 Semester Credits)
 - ❑ General Education
 - English 101: Composition and Rhetoric
 - Sociology 101: Introduction to Sociology (Change effective August 2020)
 - Psychology 121: Introduction to Psychology (Change effective August 2020)
- Achieve a required “C-” grade or better in:
 - ❑ General Education
 - English 104: Research and Rhetoric
- All nursing courses of the Nursing Program including Bio 212 - Pathophysiology and Bio 213 - Pharmacology must be passed with at least an overall 80% or better per the GRADING Policy requirements (#9732-I-100011). .
- These courses include:
 - **Biology (Level 1)**
 - BIO 212 Analysis of Pathophysiological Concepts (3)
 - BIO 213 Analysis of Pharmacotherapeutics (3)
 - **Level 1:**
 - NUR 101 FUNDAMENTAL KEY CONCEPTS TO NURSING SKILLS (5)
 - NUR 102 KEY CONCEPTS OF ASSESSMENT (5)
 - **Level 2:**
 - NUR 211 – HEALTH AND ILLNESS CONCEPTS I: HOMEOSTASIS AND REGULATION (5)
 - NUR 212 – HEALTH AND ILLNESS CONCEPTS II: SENSORY AND MOVEMENT (5)
 - NUR 213– HEALTH AND ILLNESS CONCEPTS III: EMOTIONAL PROCESS (6)
 - **Level 3:**
 - NUR 305 – HEALTH AND ILLNESS CONCEPTS V: HUMAN PROTECTION (6)
 - NUR 308 – HEALTH AND ILLNESS CONCEPTS IV: FAMILY HEALTH (6)
 - NUR 336 – HEALTH AND ILLNESS CONCEPTS VI: OXYGENATION AND HOMEOSTASIS (6)
 - NUR 341 – PROFESSIONAL NURSING AND HEALTH CONCEPTS I: HEALTHCARE QUALITY AND ADVANCED HEALTH PROMOTION (3)
 - NUR 342 – STATISTICS (3)
 - **Level 4:**
 - NURSING 402 (NUR 402) - PROFESSIONAL NURSING AND HEALTH CONCEPTS II: ETHICAL AND LEGAL ISSUES (6)
 - NURSING 403 (NUR 403) - PROFESSIONAL NURSING AND HEALTH CONCEPTS III: LEADERSHIP & COLLABORATION (7)
 - NURSING 404 (NUR 404) - NURSING RESEARCH (3)
- To qualify for a passing grade or better in all nursing courses including Bio 212 Pathophysiology and Bio 213 Pharmacology, the student must demonstrate an overall unrounded average of 80% or better on all tests and quizzes of the course and satisfactorily complete all course requirements (e.g., clinical requirements, successful completion

of the medication competency within the allotted time and number of possible qualifying tests etc.). If unrounded 80% overall test and quiz average is not met, the final course grade will be recorded as the overall test and quiz average.

- Achieve a cumulative GPA of 2.00 or better in USF General Education requirements.
- Show evidence of reasonable professional competency in nursing as demonstrated by achieving a satisfactory observed score on program determined national standardized examinations during the student's last year of nursing course work.
- Have met financial and/or other graduation requirements as published in the Student Handbook.
- Students are ultimately responsible to ensure that CNP requirements and graduation requirements are met.

Effective Date: August 1, 2017, Revised May 2020 for effective Date August 2020; Revised June 2021 for effective Date August 2021; Revised June 22, 2022 to clarify USF ENG104 Requirement

NUMBER:	9732-I-100014	DATE:	July 1984
DEPARTMENT:	Nursing Program Curriculum Council	REVISED:	June 9, 2023
REPLACES PROCEDURE #:	9732-II-100014	REVIEWED:	June 9, 2023

ASSESSMENT OF STUDENT AND GRADUATE COMPETENCY WITHIN PROGRAM BY MEANS OF STANDARDIZED ASSESSMENTS

PURPOSE: This document establishes the Comprehensive Nursing Examination Program (CNEP) related to the policy, procedure and responsibilities regarding the assessment methodologies and requirement for program completion and the Graduation Comprehensive Examination of a student while enrolled in the nursing program of the St. Elizabeth School of Nursing - University of Saint Francis Cooperative Nursing Program (CNP).

GENERAL INFORMATION: The student must show evidence of reasonable professional competency in nursing as demonstrated by nationally standardized measured exams in the content areas of the CNP and demonstrated proficiency on a Comprehensive Nursing Examination requirement (ATI Proctored RN Comprehensive Predictor Exam) or its equivalency as determined by the program nursing faculty of the nursing program.

CORRECTIVE ACTION-PROFESSIONAL PROBATION OF A STUDENT OF THE NURSING PROGRAM POLICY & PROCEDURE - 9732-I-100015B states:

- A. The student of the Nursing Program who does not meet professional standards of the Nursing Program will be placed on a corrective action plan and given a period of time to meet those standards as determined by specific objectives (criteria), terms and/or conditions as outlined on the corrective action form.
- B. A student who is found in non-compliance of the Assessment of Student and Graduate Competencies within the Program by means of Standardized Assessments will be placed on a Corrective Action-PROFESSIONAL PROBATION.
- C. Corrective Action will be reflected in the student's file/transcript (noted as "professional probation" on transcript).
- D. Should the student fail to follow through with requirements as outlined in their Corrective Action Form, disciplinary action may occur, which could include any sanction through dismissal from the Nursing Program.

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Students.

EQUIPMENT: N/A

POLICY:

- I. During enrollment in the Clinical Nursing Curriculum Plan (CNCP) a student:
 - A. Will be required to complete a series of nationally normed content examinations at specific points during the curriculum plan and a Comprehensive Examination in Nursing or its equivalency as determined by the program nursing faculty of the nursing program. (See TABLE 1 - COURSES WITH INTEGRATION OF ATI).
 - B. Will be required to complete the requirements indicated in step A. above for any applicable courses for which transfer credits have been obtained. No points or grades will be assigned.

TABLE 1 - COURSES WITH INTEGRATION OF ATI

Course	Required ATI Assessment
NUR 213 – Health and Illness Concepts III: Emotional Process	RN Mental Health
NUR 308 – Health and Illness Concepts IV: Family Health	RN Maternal Newborn
NUR 336 - Health and Illness Concepts VI: Oxygenation and Homeostasis	RN Pharmacology
NUR 336 – Health and Illness Concepts VI: Oxygenation and Homeostasis	RN Fundamentals
NUR 341 – Professional Nursing and Health Concepts I: Healthcare Quality and Advanced Health Promotion	RN Nutrition
NUR 341 – Professional Nursing and Health Concepts I: Healthcare Quality and Advanced Health Promotion	RN Community Health
NUR 402 – Professional Nursing and Health Concepts II: Ethical and Legal Issues	RN Nursing Care of Children
NUR 402 – Professional Nursing and Health Concepts II: Ethical and Legal Issues	RN Adult Medical Surgical
NUR 403 – Professional Nursing and Health Concepts III: Leadership and Collaboration	RN Leadership
NUR 998 - Graduation Comprehensive Examination in Nursing	RN Comprehensive Predictor

- C. Will be required to attend scheduled ATI proctored and proctored practice assessment(s) as outlined on the course calendar. Courses that have required ATI testing will integrate results into overall course grade (5% overall), except NUR 998 - Graduation Comprehensive Examination in Nursing which shall issue a Pass or Not Pass (See Section II, III and IV below for requirements).
- D. Must complete the requirements of the **Practice Assessments Content Mastery Series Online Practice Assessment** as per course calendar before taking the **Proctored Assessments Content Mastery Series Assessment** (here-in-after referred to as Proctored Assessment). Requirements for the Practice Assessments are:
 - i. Student will take Practice Assessment A (Practice A) in a proctored setting as per course calendar.
 - ii. Student will refer to the Individual Performance Profile Report from Practice A and complete 3 handwritten critical points with a rationale for each item identified as a “topic to review.”
 - iii. Student will, after completing the critical points with rationale for Practice A, complete the Practice Assessment B (Practice B) on their own.
 - iv. Student will, after steps i, ii and iii above are completed, upload their Individual Performance Profile Report from Practice A, their 3 critical points and rationale for each topic to review for Practice A, and their Individual Performance Profile Report from Practice B (no critical points are required for Practice B) as one complete document to an area designated by their course PCI. The deadline for this step will be designated on the course calendar.

- v. Student will, after step iv. is completed, sign-up for a time with the designated standardized testing coordinator to take Proctored Attempt #1 and any subsequent retakes as dictated by the student's performance.
 - vi. Failure to meet the requirements mentioned in Step D i. thru v. and/or failure to complete the required proctored assessment(s) and/or required remediation by the deadline on the course calendar will result in Corrective Action-PROFESSIONAL Probation (See CORRECTIVE ACTION-PROFESSIONAL PROBATION OF A STUDENT OF THE NURSING PROGRAM POLICY & PROCEDURE 9732-I-100015B for details).
- E. Who is enrolled in a course with integrated ATI testing and who scores a:
- i. **Proficiency Level 3** on the First (1st) Attempt of a Proctored Assessment (Proctored #1) has earned **100 total points**. No further action is required of the student. Remediating the "topics to review" from their Individual Performance Profile Report of Proctored #1 is suggested.
 - ii. **Proficiency Level 2** on the First (1st) Attempt of a Proctored Assessment (Proctored #1) has earned **80 total points**. The student may consider the Proctored Assessment requirement for that course complete and perform no further action
OR
The student may:
 - a) refer to the Individual Performance Profile Report from Proctored #1 and complete 3 handwritten critical points with a rationale for each item identified as a "topic to review" **and**
 - b) submit as directed by the standardized testing coordinator the Individual Performance Profile Report from Proctored #1 and their 3 critical points and rationale for each "topic to review" for Proctored #1 **and**
 - c) submission of documents noted in step b. above is due by **1200 noon the school day prior to the proctored assessment retake deadline** as per course calendar in order to obtain **20** additional points for a **total of 100 points**.
 - iii. **Proficiency Level 1 or Proficiency Level Less Than (< 1) Level 1** on the First (1st) Attempt of a Proctored Assessment (Proctored #1): The student:
 - a) **required: must** sign up **and take** the Proctored Assessment Second (2nd) Attempt (Retake Attempt) before the retake deadline as indicated on the course calendar **and**
 - b) **optional: should 20 additional points be desired, must** refer to the Individual Performance Profile Report from Proctored #1 and complete 3 handwritten critical points with a rationale for each item identified as a "topic to review" **and** submit as directed by the standardized testing coordinator the Individual Performance Profile Report from Proctored #1 **and** their 3 critical points and rationale for each "topic to review" for Proctored #1 by **1200 noon the school day prior to the Retake Attempt in order to obtain the 20 additional points**.
- F. Who is enrolled in a course with integrated ATI testing and who scores a **Proficiency Level 1 or a Proficiency Level Less Than (<) Level 1** on the First (1st) Attempt of a Proctored Assessment (Proctored #1) and who does **not** complete step E. iii a):
- i. will receive a **total score of 0, and**
 - ii. will be placed on Corrective Action-PROFESSIONAL Probation. (See CORRECTIVE ACTION-PROFESSIONAL PROBATION of a Student of the NURSING PROGRAM POLICY & PROCEDURE 9732-I-100015B for details)

- G. Who is enrolled in a course with integrated ATI testing and who scores a **Proficiency Level 1 or a Proficiency Level Less Than (<) Level 1** on the First (1st) Attempt of a Proctored Assessment (Proctored #1) and who does complete all of the steps in E. iii:
- i. will receive a **total of 100 points** for achieving a **Level 3** score on the Proctored Assessment Second (2nd) Attempt (*100 points for achieving a Level 3 Second (2nd) Attempt score; maximum 100 points awarded*)
 - ii. will receive a **total of 100 points** for achieving a **Level 2** score on the Proctored Assessment Second (2nd) Attempt (*80 points for achieving a Level 2 Second (2nd) Attempt score plus 20 points for submitting 3 critical points for each topic of review of Proctored #1*)
 - iii. will receive a **total of 80 points** for achieving a **Level 1** score on the Proctored Assessment Second (2nd) Attempt (*60 points for achieving a Level 1 retake score plus 20 points for submitting 3 critical points for each topic of review of Proctored #1*)
 - iv. will receive a **total of 60 points** for achieving a **Less Than (<) Level 1** score on the Proctored Assessment Second (2nd) Attempt (*40 points for achieving a Less Than (<) Level 1 retake score plus 20 points for submitting 3 critical points for each topic of review of Proctored #1*)
- H. Who does not meet standardized testing requirements will be placed on Corrective Action-PROFESSIONAL PROBATION (See CORRECTIVE ACTION-PROFESSIONAL PROBATION OF A STUDENT OF THE NURSING PROGRAM POLICY & PROCEDURE 9732-I-100015B for details).
- I. Total points earned account for 5% of overall course grade.
- II. During enrollment in NUR 998 - Graduation Comprehensive Examination in Nursing, a student will:
- A. Meet the requirements for the **Non-Proctored** RN Comprehensive Online Practice Assessment before taking the **Proctored** RN Comprehensive Predictor Attempt #1. The requirements for the **Non-Proctored** RN Comprehensive Online Practice Assessment are:
 - i. Student will complete the RN Comprehensive Online Practice Assessment Version A or Version B until a score of \geq (equal to or greater than) **80%** is earned on an attempt.
 - ii. Student will show evidence of creating and completing an online Focused Review of any attempt of the RN Comprehensive Online Practice Assessment (individualized based on student results, as determined by the student) regardless of score earned in step i. Evidence of creating and completing a Focused Review is determined by using the ATI Transcript/Student Report Card. Therefore, the Focused Review must be completed online so that it is recorded and documented.
 - iii. Student will email the ATI Transcript/Student Report Card documenting steps i. and ii. to the standardized testing coordinator (Amy Vanderkolk at Amy.Vanderkolk@franciscanalliance.org) by **1200 noon on the school day prior** to the scheduled Proctored RN Comprehensive Predictor 1st Attempt per the NUR 998 course calendar.
 - iv. Student will make individual arrangements with the standardized testing coordinator (Amy Vanderkolk) to take Proctored RN Comprehensive Predictor #1 and will be placed on Corrective Action-PROFESSIONAL Probation (See CORRECTIVE ACTION-PROFESSIONAL PROBATION OF A STUDENT OF THE NURSING PROGRAM POLICY & PROCEDURE - 9732-I-100015B for details) should steps A. i. thru iii. above not be met by the deadline per the NUR 998 course calendar.
 - B. Achieve a passing score on the **Proctored** RN Comprehensive Predictor at 72% individual score / 92% probability of passing NCLEX-RN (or as determined by Faculty) on the date indicated on the NUR 998 course calendar.

- C. Attend and complete the live in-class ATI NCLEX review course as indicated on the NUR 998 course calendar.
- D. Complete a self-directed online Focused Review of Proctored Attempt #1 **and** email the ATI Transcript/Student Report Card documenting the focused review to the standardized assessment coordinator (Amy Vanderkolk) **by noon the school day prior to the Proctored Retake/2nd Attempt date** as indicated in the NUR 998 course calendar if a score of 72% individual score / 92% probability of passing NCLEX-RN was not achieved on Proctored Attempt #1. See Table 2 showing the recommended time of Focused Review within the ATI system. Evidence of creating and completing a Focused Review is determined by using the ATI Transcript/Student Report Card. Therefore, the Focused Review must be completed online so that it is recorded and documented. Upon completion of the complete live in-class ATI NCLEX review course and self-directed focused review, sign-up and take the RN Comprehensive Predictor Attempt #2 before the deadline indicated on the NUR 998 course calendar.

TABLE 2: SELF-DIRECTED FOCUSED REVIEW REQUIREMENT FOR THE RN COMPREHENSIVE PREDICTOR:

Individual score earned on Proctored RN Comprehensive Predictor #1	Recommended Time of Focused Review of Proctored RN Comprehensive Predictor #1
72%-100%	One (1) Hour of focused review
69.3%-71.99%	Two (2) Hours focused review
66.7%-69.2%	Three (3) Hours focused review
0%-66.6%	Four (4) Hours focused review

PROCEDURE

The Curriculum Council will:

- A. Determine the Comprehensive Nursing Examination Program (consisting of a nationally normed reference examination(s) with reported reliability and validity coefficients) and the required reference score to be achieved by the student in order to show reasonable evidence of professional competency by means of standardized measured exams and demonstrated proficiency of meeting the Graduate Comprehensive Nursing Examination requirement.
- B. Evaluate composite data of student performance as a measure of Systematic Program Evaluation of curriculum.

The Coordinator Skill Lab and Assessment or designee will:

- A. Oversee, coordinate and monitor the Comprehensive Nursing Examination Program.
- B. Assist Academic Advisors and Course PCI's in the interpretation of exam results and reports of individual student performance, provide guidance to Academic Advisor, PCI's and students in remediation services, and schedule in conjunction with PCI's course calendars for deadlines and exams.
- C. Offer initial evaluation of exam results to student.
- D. Counsel students regarding achievement standards, remediation options, tutoring services, and Focused Reviews.
- E. Compile and report composite results to Faculty Committee, Curriculum, and Administrative Councils.
- F. Assure examination scores are placed in the student's academic record.

- G. Initiate Corrective Action-Professional Probation and participate in the Corrective Action process with students placed on Corrective Action-Professional Probation related to this policy.

The Academic Advisors and individual faculty members will:

- A. Counsel and tutor students as needed.
- B. Assist in the interpretation of results for students.
- C. Review a student's Focused Review for remediation.
- D. Assist the Coordinator Skills Lab and Assessment in the scheduling and proctoring of examinations.
- E. Initiate and participate in the Corrective Action process with students placed on Corrective Action-Professional Probation.

NUMBER:	9732-II-100010	DATE:	June 1983
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	June 22, 2022
REPLACES PROCEDURE #:	S-10-691-II-0010	REVIEWED:	June 22, 2022

SCHOLASTIC ACHIEVEMENT RECOGNITION AND GRADUATION AWARDS OF THE COOPERATIVE NURSING PROGRAM

PURPOSE: It shall be the practice of St. Elizabeth School of Nursing (School) and University of St Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”) to have established recognition awards for those nursing students of the Program who exhibit scholastic achievement based on a computed grade index.

GENERAL INFORMATION: Cumulative Grade Point Average (Cum GPA): An average determined by the sum of quality points of all earned grades divided by the total number of earned credit hours for courses in which grades are received.

Semester Grade Point Average (Sem GPA): An average determined by the sum of quality points of all earned grades received in current semester divided by the total number of earned credit hours in all courses of current semester in which grades are received.

Repeat Courses: In the case of a course which has been repeated, the highest grade earned will be used in calculating the GPA and CUM-GPA.

Scholastic Achievement: Special certificate of achievement based on Semester GPA.

PERSONNEL: Nursing Program Administrator, Affiliate University, Nursing Faculty and Students.

EQUIPMENT: N/A

- PROCEDURE:**
- A. The grades of I, P, N, W, LA or Z are not computed in the GPA. (See Grading Policy 9732-I-100011)
 - B. The semester and cumulative GPAs are based only on course work completed in the Cooperative Nursing Program (CNP); it will not include points (grades) for course work accepted as transferred credit.
 - C. The Cumulative GPA (Cum-GPA) is used to determine awards at graduation.
 - D. Semester Recognition:
 1. Scholastic Achievement: a student enrolled as full-time student (12 or more semester hours) and who has met the Semester Recognition Award qualifications shall receive an Award Certificate and be published on the Academic Honors List at the end of the given semester based on their computed earned semester GPA. No student shall qualify for Scholastic Achievement Recognition if he/she is not in good academic standing as indicated on official transcript.
 2. Scholastic Achievement Recognition Awards for semester GPA's shall be given for:

Highest Honors:	3.75-4.00
High Honors:	3.45-3.74
Honors:	3.00-3.44
 3. Recognition for semester awards shall be published for:

Fall Semester - in January.

Spring Semester - in May.
Summer Session - in August.

E. Affiliate University Academic Honors

A student shall be considered eligible for Academic Honors from the Affiliate University based on the University's rules and criteria.

F. Graduation Awards:

1. Academic Excellence in Nursing Award is given to a graduate of a cohort who has the highest cumulative GPA of the graduating class and is eligible for Graduation with Honors.
2. Outstanding Nursing Graduate Award may be given to a graduate of a cohort who has demonstrated outstanding performance and behavior throughout their program of studies in nursing. This award shall be determined by faculty nomination and vote of the graduate, who has demonstrated professional and personal growth, promoted a spirit of loyalty and cooperation among peers and been supportive of the Christian Humanist principles and holistic behavior expressed in the philosophical framework of the Nursing Program.
3. Elizabeth Pullin Award may be given to a graduate who experienced extraordinary personal struggles, yet persevered and reached their goal of becoming a nurse. This award shall be determined by faculty nomination and vote.
4. Patricia Gobel Award may be given to a graduate who demonstrated behaviors of commitment to the nursing profession and to their community. This award shall be determined by graduating cohort nomination and faculty vote.
5. The School gives Graduation with Honors to a graduate based on his/her Cumulative GPA at time of graduation (Program Completion). Graduation with Honors categories are:

Summa Cum Laude:	3.80 – 4.00
Magna Cum Laude:	3.60 – 3.79
Cum Laude:	3.40 – 3.59

NUMBER:	9732-I-100008	DATE:	January 1987
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	November 26, 2024
REPLACES POLICY #:	S-10-691-I-0008	REVIEWED:	November 26, 2024

ADD/DROP AND/OR COURSE WITHDRAWAL POLICY AND PROCEDURE

PURPOSE: This document establishes the policies for the adding and dropping of a course(s) during the official Add/Drop Period and the withdrawal from a course (rather than Withdrawal from College/Program in total) of a student enrolled in the St. Elizabeth School of Nursing-University Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

GENERAL INFORMATION: Withdrawal from a course is student initiated. The grade of "W" will be entered for the course(s) from which the student withdraws. Because perceptions may not be accurate prior to withdrawal, students are urged to consult with their instructor and academic advisor on the necessity of withdrawal. Withdrawal involves the loss of tuition and credit and may alter the student’s status from full time to part time.

A grade of "W." Withdrawal is assigned to a course in which the withdrawal occurred within the published withdrawal period. On the student academic record, the grade of "W" is recorded but not calculated in the student's semester or cumulative grade point average. The "W" is counted as attempted hours.

Grades issued (including “W”) for courses of the affiliated institution shall be based on the grading/course withdrawal policies of the affiliated institution.

Academic Engagement: for definition, examples and other details refer to REFUND/RETURN TO TITLE IV FUNDS POLICY (#9732-I-300004)

Academic Success. All students are expected to make satisfactory progress toward their completion of program during each period in which they are enrolled. To demonstrate academic success, a student must be satisfactorily progressing in both clinical and theory portions of courses, passing all required courses and achieve a cumulative GPA average of 2.0 or better at the end of each full academic semester or by the end of a period of academic probation. (Review: FINANCIAL AID STANDARDS OF SATISFACTORY ACADEMIC PROGRESS 9732-I-300001)

RELATED Policies:

DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM/DROPPED FROM CLINICAL NURSING CURRICULUM PLAN Policy #9732-I-100016

REINSTATEMENT OF A STUDENT TO THE CLINICAL NURSING CURRICULUM PLAN (CNCP) Policy #9732-I-100018

REFUND/RETURN TO TITLE IV FUNDS POLICY (#9732-I-300004)

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Students.

EQUIPMENT: N/A

- POLICY:**
- A. A student may add and/or drop a course(s) during the published dates of "Add/Drop" period of the semester/term. The student does not receive a grade for the course(s) dropped during this time period. Dropped courses do not appear on the student's permanent records as hours attempted. Any Refund/Return of Title IV Funds calculation shall be as per Policy 9732-I-300004. A change in credit hours resulting from add/drop may create an adjustment in the student's enrollment, billing and financial aid award status.
 - B. A grade of "W" will be issued on the student's academic record if the student withdraws from a course as published in the official academic calendar for the term or semester. For traditional terms, the last date for course withdrawal will be the Friday of Week 10. For 11-week terms, the last date for course withdrawal will be the Friday of Week 8. For 8-week terms, the last date for course withdrawal will be the Friday of Week 5.
 - C. A student who fails to achieve a passing grade in a required non-nursing - BIO212 and BIO213 - or non-clinical nursing course will be required to repeat that course. Students may enter the same non-nursing -BIO212 and BIO213 - or non-clinical nursing course no more than three (3) times. Students may withdraw from the same non-nursing -BIO212 and BIO213 - or non-clinical nursing course no more than one (1) time. Students may fail the same non-nursing -BIO212 and BIO213 - or non-clinical nursing course no more than one (1) time. Failure to achieve a passing grade or better on the second completion of the same required non-nursing or non-clinical nursing course will result in being dropped from the Clinical Nursing Curriculum Plan (CNCP). (See related policies: 9732-I-100011 GRADING POLICY AND PROCEDURE; 9732-I-100008 - Add/Drop and/or Course Withdrawal and 9732-I-100016 DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM/ DROPPED FROM CLINICAL NURSING CURRICULUM PLAN for details).
 - D. The official effective date of withdrawal shall be the earlier of:
 - (1) the date the student began the withdrawal process or the date the student otherwise provided official notice of intent to withdraw; or
 - (2) the midpoint in the period if the student did not notify the School-University of their intent to withdraw; or
 - (3) if the student did not notify the Program administrator(s) due to circumstances beyond their control (including, but not limited to, illness, accident, grievous personal loss or other such circumstances), the date related to that circumstance.
- If the School-University has documented the student has had *Academic Engagement* that is later than items 1, 2, or 3 above, then that date will be used as the official date of withdrawal.
- E. A student who does not complete the withdrawal procedure before the last date for course withdrawal as published in the official academic calendar for the term or semester and fails to attend course activities or appear during the scheduled final exam of the course may be issued a grade of "F" in the course(s) in which the student is enrolled.

- F. Placement in subsequent courses of the nursing program at the time of re-enrollment, re-instatement or readmission to the Clinical Nursing Curriculum Plan (CNCN) will depend upon space availability. A priority for re-enrollment, re-instatement and readmission of a student is as follows:
 - 1. Students on Leave of Absence (LOA).
 - 2. Students who have withdrawn with a "W" grade.
- G. Any student withdrawing from a course prior to its completion will be required to repeat the entire course.

PROCEDURE:

- A. The student shall:
 - 2. Contact their academic advisor to initiate and complete either an "Add/Drop" (Revised Schedule Form - Form A) or Withdrawal From Course or School Within a Semester Form during the appropriate period.
 - 3. Contact the Financial Aid Office of the Nursing Program in order to obtain information if the Add/Drop or Withdrawal for a Course will have implications to their specific Financial Aid eligibility.
 - 4. Secure appropriate signature of Advisor.
 - 5. Complete "Reason Section" of Form and sign student signature section
 - 6. Take the completed Add/Drop (Form A) or Withdrawal From Course or School Within a Semester Form to the Registrar/Bursar office of the Nursing Program.
- B. The Academic Advisor or designee shall:
 - 1. Counsel the student regarding the course change and its effects on completion of the program of study.
 - 2. Determine if the student has made contact and met with the Financial Aid Office of the Nursing Program. If not, require the student to do so before continuing the Add/Drop or Course Withdrawal process.
 - 3. Sign the Add/Drop slip (Form A) or Withdrawal From Course or School Within a Semester Form prior to the student taking it to the Registrar/Bursar of the Nursing Program.
 - 4. Document the advisee file of the course change and consultation session with the student.
- C. The Principal Course Instructor (PCI) or designee shall:
 - 1.. Complete course evaluation of student progress up to withdrawal to be filed with student record.
- D. The Financial Aid Officer or designee shall:
 - 1. Counsel the student regarding continuing Financial Aid eligibility.
- E. The Nursing Program's Administrative Officer or designee shall as needed:
 - 1. Interview the student.
 - 2. Provide assistance and guidance to the Academic Advisor and/or student regarding the request for withdrawal and interpretation of the withdrawal policy and/or procedure.

- F. The Registrar/Bursar of the Nursing Program shall:
1. Ensure student academic record accurately reflects changes in course enrollment.
 2. Send notification of the student's change in course/enrollment to:
 - a. Administrative Officer of the Nursing Program
 - b. Department Chairs
 - c. Principal Course Instructor and Instructor(s) of the course(s) in which the student was enrolled.
 - d. Library Staff of the Nursing Program
 - e. Student Financial Aid Director.
 - f. Nursing Program's Health Officer
 - g. Registrar, affiliated university
 - h. Nursing Program's Business Office.
 - i. Coordinator Skills Lab and Assessment
- G. Related Forms:
1. ADD/DROP – FOR USE UP TO THE END OF PUBLISHED ADD/DROP DATE ONLY - REVISED SCHEDULE FORM. This form is used when a student wishes to Add/Drop a course after being registered in a course. This form is ONLY used during the ADD/DROP PERIOD of the semester.
 2. WITHDRAW FROM A COURSE or SCHOOL WITHIN A SEMESTER FORM. This form is used when a student wishes to withdraw from a course under the jurisdiction of Nursing Program. It is important that the date is posted as soon as possible to ensure accurate grades and financial refunds be calculated. For this reason, this form may be initiated by EITHER the academic advisor or course instructor. The Registrar/Bursar of the Nursing Program will ensure that all persons are notified of the change in a timely manner.

ATTACHED:

ADD/DROP Form

WITHDRAW FROM A COURSE or SCHOOL WITHIN A SEMESTER FORM.

ADD/DROP – FOR USE PRIOR TO
 OR UNTIL END FIRST WEEK OF SEMESTER OR
 ADDING A 2ND (8 WEEK COURSE).

REVISED SCHEDULE FORM
 (FORM A)

TERM _____ DATE _____
 NAME _____ ID# (SS) _____
 Student Signature _____

Please write in the boxes below those course(s) which are to be **ADDED** and those which need to be **DROPPED**. Make sure there are **NO CONFLICTS** with courses for which you have already registered. Students are responsible for constructing their own schedules and making sure times and days with courses already registered for do not conflict.

ADD			DROP		
Course #	Sect	Title	Course #	Sect	Title
1					
2					
3					
4					
5					
6					
7					

Advisor/Course Instructor/Designee Signature: _____ Date: _____

/ / Student Initiated

/ / School Initiated

Reason: _____

Reason: _____

FOR OFFICE USE ONLY: NOTIFICATION					
<input type="checkbox"/> Record Change Made (Student records system)	<input type="checkbox"/> Registrar/Bursar Office	<input type="checkbox"/> Financial Aid Office			
<input type="checkbox"/> Registrar, Affiliated University	<input type="checkbox"/> Faculty Advisor	<input type="checkbox"/> Department Chair	<input type="checkbox"/> PCI/Instructor		

WITHDRAWAL FROM COURSE(s) or SCHOOL WITHIN A SEMESTER

Name _____ ID # _____

Address _____

_____ Telephone () _____

Student Signature: _____ Faculty Advisor Signature: _____

Official Date of Withdrawal _____ Term _____

Course(s) Withdrawing From:

Course Number	Title	Grade

Reason(s) for Withdrawal: LOA (Attach Letter Requesting LOA) Academic Financial Health
 Personal/Family Transferring to another School (Nursing) Transferring/Change of Major other than Nursing

Comments: _____

1. A student may withdraw from a course without academic penalty per the published date (refer to academic calendar). Withdrawal from a course by dates as published in the school calendar shall be indicated by the symbol "W" on the academic record.
2. A maximum of one (1) withdrawal from the same required course (non-clinical, clinical or non-clinical nursing) may be allowed. A second (2nd) withdrawal from the same required non-clinical course will result in being dropped from the program due to lack of academic success/progression. See Policy 9732-I-10008 Add/Drop and/or Withdrawal Policy. A second (2nd) withdraw from the same required clinical course will result in being dismissed from the CNP. See Policy 9732-I-100016 Dismissal from the Cooperative Nursing Program.
3. A student who does not complete the withdrawal/LOA procedures may have a grade of "F" assigned to the course in which the student failed to withdraw according to procedures.
4. A student withdrawing prior to completion of a course will be required to repeat the entire course and/or related clinical.

Director/Designee Signature **Date**

FOR OFFICE USE ONLY: Notification					
_____ Record Change Made (CA)	_____ Registrar/Business Office	_____ Financial Aid Office	_____ Library	_____ Registrar, Affiliated University	_____ Faculty Advisor
_____ Department Chair	_____ PCI / Instructor	_____	_____	_____	_____

NUMBER:	9732-I-100007	DATE:	January, 1987
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	March 27, 2024
REPLACES POLICY #:	S-10-691-I-0007	REVIEWED:	March 27, 2024

**VOLUNTARY STUDENT WITHDRAWAL FROM THE COOPERATIVE NURSING PROGRAM POLICY
AND PROCEDURE**

PURPOSE: This document establishes the policy for the voluntary withdrawal of a student from St. Elizabeth School of Nursing-University Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

GENERAL INFORMATION: The Nursing Program reserves the right to change certain requirements for program completion, prerequisites, course requirements, program requirements/policies, fees, tuition, scheduling, etc. effective immediately. A student who has discontinued their program studies for a full semester or more is regarded as re-entering the Nursing Program when resuming studies and will be held to the requirements that are in place at the time of re-entrance.

Grades issued (including “W”) for courses of the affiliated institution shall be based on the grading/course withdrawal policies of the affiliated institution.

Notice of intent to withdraw: The student's notice of intention to no longer attend class (es), given either orally or in writing, to an Administrative Officer of the Nursing Program or their designee. Any employee having knowledge of a student's intent to withdraw is required to share that information with the Administrative Officer of the Nursing Program or designee in a timely manner.

Academic Engagement: Nursing Program activities in which students participate that are a component of post-secondary enrollment designed to aid in student learning or assist in the progression of students in their plan of study.

- Academic Engagement includes:
- Attending a synchronous class, lecture, field activity or laboratory activity, either physically or online, where there is an opportunity for direct interaction between the instructor and students
 - Submitting an academic assignment
 - Taking an assessment or exam
 - Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
 - Participating in a study group, group project, or an online discussion that is assigned by the institution
 - Interacting with an instructor about academic matters

- Academic Engagement does not include:
- Living in institutional housing
 - Participating in the institution’s meal plan
 - Logging into an online class or tutorial without any further participation
 - Participating in academic counseling or advisement

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Students.

POLICY:

- A. A student may withdraw from the Nursing Program in total during an academic semester after the student has informed the Administrative Officer of the Nursing Program or designee, of their intent to withdraw.
 - B. The official effective date of withdrawal shall be the earlier of:
 - (1) the date the student began the Nursing Program's withdrawal process or the date the student otherwise provided official notice of intent to withdraw; or
 - (2) the midpoint in the period if the student did not notify the Nursing Program of their intent to withdraw; or
 - (3) if the student did not notify the Nursing Program due to circumstances beyond their control (including, but not limited to, illness, accident, grievous personal loss or other such circumstances), the date related to that circumstance.
- If the Nursing Program has documented the student has had academic engagement that is later than items 1, 2, or 3 above, then that date will be used as the official date of withdrawal.
- C. A student leaving the program must complete a clearance procedure in order to receive grades or transcripts.
 - D. The official transcript of a student who voluntarily withdraws from the Nursing Program will reflect "W" as the final grade for enrolled courses at the time of withdrawal. Grades for courses of the affiliated institution may reflect a "WP" or "WF" and will be based upon the grading/withdrawal policy of that institution.

PROCEDURE:

- A. The student shall:
 - 1. Make an appointment with his/her academic advisor to discuss withdrawal.
 - 2. Contact the Financial Aid Office of the Nursing Program in order to obtain information how a Withdrawal from the Nursing Program will impact their specific Financial Aid eligibility.
 - 3. Deliver to the Administrative Officer of the Nursing Program, or designee, notice of intent to withdraw, either in writing or orally, giving an effective date and reason for withdrawal.
 - 4. Complete any requirements including the clearance procedure.
 - 5. Present the completed clearance list to the personnel in the Nursing Program Business Office.
- B. The Academic Advisor shall:
 - 1. Counsel the student regarding the request for withdrawal and explain the withdrawal policy.
 - 2. Determine if the student has made contact and met with the Financial Aid Office of the Nursing Program. If not require the student to do so before continuing in the Withdrawal process.
 - 3. Inform the Administrative Officer of the Nursing Program or designee, regarding the student's request.
- C. The Administrative Officer of the Nursing Program or designee shall as needed:
 - 1. Interview the student.
 - 2. Provide assistance and guidance to the Academic Advisor and/or student regarding the request for withdrawal and interpretation of the withdrawal policy and/or procedure.
- D. The Registrar/Bursar shall:
 - 1. Ensure the Nursing Program records are complete.
 - 2. Send notification, as appropriate, of the student's change in status including listing of courses withdrawn, date, and reason(s) given to:
 - a. Administrative Officer of the Nursing Program

- b. Department Chairs
- c. Principal Course Instructor and Instructor(s) of the course(s) in which the student was enrolled.
- d. Library Staff of the Nursing Program
- e. Student Financial Aid Director.
- f. Nursing Program's Health Officer
- g. Registrar, affiliated University
- h. Nursing Program's Business Office.
- i. Coordinator Skills Lab and Assessment

- E. The Principal Course Instructor shall:
Assign the appropriate letter grade for the course (in accordance with
ADD/DROP AND/OR COURSE WITHDRAWAL Policy and Procedure, 9732-
I-100008).

NUMBER:	9732-I-100009	DATE:	January 1987
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	April 26, 2023
REPLACES POLICY #:	S-10-691-I-0009	REVIEWED:	April 26, 2023

COOPERATIVE NURSING PROGRAM STUDENT LEAVE OF ABSENCE POLICY AND PROCEDURE

PURPOSE: This document establishes the policy for a Leave of Absence (LOA) for a student of the St. Elizabeth School of Nursing (School) – University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

GENERAL INFORMATION:

Leave of Absence (LOA): A temporary discontinuance attendance in all courses in which the student is enrolled for a period during the semester, the remainder of a semester and/or subsequent semesters not to exceed one hundred and eighty (180) calendar days within any twelve (12) month period of any course of the Nursing Program. It is the intention of the student to continue with the academic program of studies within the 180-calendar day time frame.

Academically related event: Nursing Program activities in which students participate that are a component of post-secondary enrollment designed to aid in student learning or assist in the progression of students in their plan of study. Such activities may include, but are not limited to: physically attending a class with direct interaction between instructor and students, submitting an academic assignment, taking an exam, or an interactive tutorial or computer assisted instruction, attending a study group that is assigned by the course instructor, participating in an online discussion about academic matters, and initiating contact with a faculty member to ask a question about the academic subject studied in the course. What is **not** considered an academically related activity includes: living in institutional housing, participating in campus meal plan, logging onto an online course without active participation, or participating in academic counseling or advising.

Business day: A day when the Nursing Program’s Business Office is open to the public and conducting regular business functions of the Program. The hours and days will be posted.

General reasons for LOA Request: Health or illness of self, parent, spouse, significant other, child that will require an extended period for recovery; family issues; temporary relocation, etc.

See: PROCEDURE TO BE COMPLETED BY A COOPERATIVE NURSING STUDENT REQUESTING A LEAVE OF ABSENCE Policy Number 9732-II-100009

ADD/DROP COURSE AND/OR WITHDRAWAL PERIODS Policy Number 9732-I-100008

VOLUNTARY STUDENT WITHDRAWAL FROM THE COOPERATIVE NURSING PROGRAM Policy No. 9732-I-100007.

DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM/DROPPED FROM CLINICAL NURSING CURRICULUM PLAN Policy Number 9732-I-100016

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Students.

EQUIPMENT: N/A

- POLICY:**
- A. A student may request and be granted a leave of absence (LOA) for a maximum of one hundred eighty calendar days (180) within any 12-month period provided:
 1. The student is able to resume attendance within 180 days in all courses for which the LOA is requested. If he/she is unable to resume attendance he/she must withdraw from those courses and will not be granted an LOA. Failure to resume attendance within 180 days will result in a withdrawal being recorded in the course with the effective date of the last day of an academically related activity, which may result in a Return of Financial Aid Funds calculation resulting in an obligation by the student to repay awarded financial aid for the period (term/semester) of the LOA.
 2. The student submits to an Administrative Officer of the Nursing Program or designee a written letter stating the reason for and the requested beginning and anticipated ending dates of LOA.
 3. The student remains in class and/or clinical, if able to do so, until the LOA is officially granted.
 4. In the case of an accident/ sudden illness, the student or student's representative, i.e., parent or spouse, may submit a letter to the Administrative Officer of the Nursing Program or designee indicating the status of the student's enrollment for current and subsequent terms. The letter must be received and on file ten (10) business days after the date of occurrence/onset.
 5. Upon return from the LOA, the student shall be allowed to complete the course/clinical work from the point of LOA, however the student will be held responsible for the course requirements in place at time of re-entry.
 - B. The student's recorded graded course standing (i.e., tests, quizzes and completed course assignments, etc.) at the point of the approved LOA plus whatever the earned grades for academically related events after returning from the LOA will be used in the calculation of the final course grade.
 - C. The Student is responsible to withdraw from currently enrolled courses according to the ADD/DROP COURSE AND/OR WITHDRAWAL PERIOD Policy, No. 9732-I-100008 and/or the VOLUNTARY STUDENT WITHDRAWAL FROM THE COOPERATIVE NURSING PROGRAM Policy No. 9732-I-100007.
 - D. The academic record (transcript) for the semester of the leave will indicate "LA" for all courses of the LOA and its effective date on the official transcription record of the nursing program. If the student fails to return within one hundred and eighty calendar (180) days, the transcript notation will be changed from a "LA" to "W" with the effective date of the last date of an academically related activity of the approved LOA.
 - E. If the student is requesting an LOA for a short period of time, e.g., three (3) weeks or less and plans to complete course work for that semester, the student should attempt to negotiate with each course instructor in order to determine if an LOA is appropriate and what the timeframe and course completion requirements will be if an Incomplete (I) is issued.
 - F. The Nursing Program cannot guarantee that any course of the Nursing Program or affiliated University will be available for enrollment within the one hundred eighty (180) calendar day

LOA period. Students who cannot re-enter a course within the 180-calendar day period must withdraw from the course.

PROCEDURE:

- A. The Student shall:
 - 1. Contact the Financial Aid Office of the Nursing Program in order to obtain information about how a LOA will impact their specific Financial Aid eligibility.
 - 2. Contact each course instructor informing them of their intent to request a LOA.
 - 3. Contact the academic advisor to initiate the LOA procedure.
 - 4. Complete appropriate course withdrawal forms as necessary (see Add/Drop Course and/or Withdrawal Periods policy 9732-I-100008).
 - 4. Complete clearance procedure if necessary. i.e., Plan to be out of the Nursing Program for one or more semesters (Voluntary Student Withdrawal from the Cooperative Nursing Program policy 9732-I-100007).
 - 5. Return to the course PCI/faculty all completed course/clinical evaluation instruments (student and instructor) up to the last date of attendance or record of any academically related event.

- B. The Academic Advisor will:
 - 1. Counsel the student regarding reasons for LOA.
 - 2. Determine if the student has made contact and met with the Financial Aid Office of the Nursing Program. If not, require the student to do so before continuing in the LOA process.
 - 2. Explain LOA policy to student as necessary.
 - 3. Complete appropriate course withdrawal forms as necessary (see Add/Drop Course and/or Withdrawal Period Policy 9732-I-100008).

- C. The Principal Course Instructor (PCI)/course faculty will:
 - 1. Assign a course grade of "LA" for courses not completed during the remainder of the enrolled semester of approved LOA, if student is unable to complete the requirements during that period.
 - 2. Discuss the anticipated arrangement needed for student to resume the course activities within the 180 calendar days of start of LOA, formulate a written plan and file with the respective Department Chair of Practice and Nursing Program Registrar/Bursar.
 - 3. Calculate and provide to the student a Course Standing Statement of Completed Work (CSSCW) to date of anticipated LOA, including but not necessarily limited to a summarized "grade book" of test/quiz average and grades of work submitted. Included in the CSSCW the PCI/course faculty will provide the student with an indication of projected likelihood of course success upon return if the same course and grading requirements are in place at the time of return. The intention of the indication of projected likelihood is to provide the student with a best estimate of success at the time of the LOA only.

- D. The Administrative Officer of the Nursing Program or designee shall:
 - 1. Review with relevant Administrative Council members the request for LOA.
 - 2. Notify student by written response indicating that LOA is approved or not approved.
 - 3. Forward information to Registrar/Bursar of the Nursing Program.
 - 4. Forward information to appropriate involved faculty.

- E. The Registrar/Bursar of the Nursing Program shall:
1. Ensure that all records are complete
 2. Send notification of the student change in enrollment, as appropriate, to:
 - a. Administrative Officer of the Nursing Program
 - b. Department Chairs
 - c. Principal Course Instructor and Instructor(s) of the course(s) in which the student was enrolled.
 - d. Library Staff of the Nursing Program
 - e. Student Financial Aid Director.
 - f. Nursing Program's Health Officer
 - g. Registrar, affiliated university
 - h. Nursing Program's Business Office.
 - i. Coordinator Skills Lab and Assessment

NUMBER:	9732-II-100017	DATE:	September 1985
DEPARTMENT:	Nursing Program Curriculum Council	REVISED:	June 24, 2022
REPLACES PROCEDURE #:	S-10-691-II-0017	REVIEWED:	June 24, 2022

CLINICAL ATTENDANCE FOR NURSING STUDENTS OF THE COOPERATIVE NURSING PROGRAM

PURPOSE: This statement establishes the practice, procedure and responsibilities for attendance of on-site clinical (OSC) or in-house clinical (IHC) laboratory days of the St. Elizabeth School of Nursing (School)-University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

GENERAL INFORMATION: Clinical laboratory attendance is mandatory. Absence, regardless of legitimacy of excuse, prevents the student from achieving course objectives.

Regardless of attendance, each student must demonstrate the ability to meet specific clinical laboratory criteria representing the application of course objectives, presented in the clinical evaluation tool as critical elements.

Failure to comply with call-in procedures may result in an unexcused absence. Call-in procedures are explained in each instructor's clinical expectation guidelines. Failure to comply with clinical absence call-in procedures or with clinical absence documentation requests may result in an unexcused absence. Unexcused clinical absences or abuse of call in time may result in Corrective Action-Professional Probation process initiation and/or failure of the course.

See Corrective Action-Professional Probation Policy – 9732-I-100015B and Inclement Weather Procedure 9732-II-150002

PERSONNEL: Academic Department of Nursing Education Administration, Affiliate University Nursing Faculty and Students.

EQUIPMENT: N/A

- PROCEDURE:**
- A. The Students:
 1. when unable to attend, must notify the clinical instructor by a prearranged time prior to expected arrival on the unit as indicated in the course clinical expectations identified by the course faculty or Clinical Instructor.
 2. will meet all clinical criteria noted on the evaluation instrument for the course, regardless of attendance.
 3. will ask for feedback from the clinical instructor if they feel unsure of their standing due to clinical absences.
 4. must provide documentation of reason for absence to clinical instructor.
 5. will complete clinical make-up activities as assigned by clinical instructor.
 - B. Clinical Instructors:
 1. will supply the student with the instructor phone number and times when the student may call.
 2. will document date of student absences on the appropriate area on the evaluation instrument. =

3. will initiate CPR/Course Evaluation instrument and Corrective Action-Professional Probation process as appropriate to document an unexcused absence.
4. will inform student's advisor of CPR tool initiation.
5. must document the student's weekly progress on the clinical evaluation instrument and to give examples of the student's ability to meet course and clinical objectives.
6. will keep the student informed of their progress in meeting clinical criteria and course objectives.
7. within the limits of the course, will aid the student in meeting clinical objectives.
8. will keep the Nursing Program's Administrative Officer apprised of any student who is not satisfactorily meeting clinical objectives due to excessive absence.

**FRANCISCAN HEALTH LAFAYETTE
LAFAYETTE, IN
SCHOOL OF NURSING**

NUMBER:	9732-II-150002	DATE:	September 1985
DEPARTMENT:	Nursing Program Curriculum Council	REVISED:	February 17, 2022
REPLACES PROCEDURE #:	S-15-691-II-0002	REVIEWED:	February 17, 2022

**CANCELLATION OR DELAY NOTIFICATION OF NURSING PROGRAM ACTIVITIES
DUE TO INCLEMENT WEATHER**

PURPOSE: The purpose of this document is to establish the procedure for the cancellation of activities in the event of adverse weather conditions affecting the St. Elizabeth School of Nursing (School) and University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

GENERAL INFORMATION: In the event of inclement weather, it shall be the practice of the Nursing Program’s Administrative Officer to have the School remain in session for classes and business unless a radio/TV or emergency communication service announcement to the contrary is made. These practices shall apply only to the Nursing Program’s campus in Lafayette. Affiliated University class cancellations will be determined and communicated by the University.

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Students.

EQUIPMENT: N/A

- PROCEDURE:**
- A. For notification cancellation of Nursing Program activities or classes for the day due to weather conditions:
 1. The Administrative Officer of the Nursing Program or designee, will activate the Nursing Program’s Emergency Alert System (via TEAMS messaging system). Individuals will receive a message notification on Teams WIR- STESON ALERT.
 2. The Administrative Officer of the Nursing Program or designee, may arrange to notify the following:
 - a. Radio Stations
WASK- FM (K105)
WAZY (96.5 FM)
 - b. TV Station:
WLFI (Channel 18)
 - c. Initiate the faculty calling tree
 - d. Post notification of cancellation or delay on the Nursing Program’s e-mail distribution list.
 2. Students are responsible for setting up TEAMS Application on computer and/or mobile device to receive emergency alerts or notifications from the Nursing Program’s Emergency Alert System (via TEAMS messaging system), listening to the above radio stations or TV station and frequently check e-mail if they believe activities of the Nursing Program might be cancelled or delayed.

- B. Clinical Cancellation
1. In the event that an individual clinical instructor cancels a scheduled clinical experience, the instructor must notify the clinical unit, the Administrative Offices (Business Office) of the Nursing Program or the respective Department Chair of Practice response for the course and/or PCI office(s) (Voice Mail) at least two (2) hours prior to the start time of clinical. (A general guideline is that notifications must be received by 4:00 a.m. for any scheduled morning clinical and 10:00 a.m. for any scheduled clinical starting after 12:00 noon.)
 2. The instructor will initiate the calling tree for his/her clinical group.
 - a. At the beginning of each rotation, the instructor will obtain phone numbers from each student in the clinical group and will determine a method to notify students in the event of cancellation of clinical.
 - b. If the student has any questions, he/she may call the clinical instructor via the established mechanism as designated by the instructor.
 3. In the event that the clinical experience is not cancelled, and the student cannot make it to the clinical area due to conditions where they are, the student must follow the call-in policy for his/her course.
- C. Theory (class) Cancellation or Postponement
1. If the instructor(s) cancels or postpones a class, he/she must notify the Administrative Office (Business Office) of the Nursing Program, or the respective Department Chair of Practice response for the course and/or PCI at least two (2) hours prior to the start time of class. (A general guideline is that the Business Office must be notified by 7:00 a.m. for morning classes and 12:00 Noon for afternoon classes.)
 2. If classes are delayed, the students are responsible for calling the Administrative Office (Business Office) of the Nursing Program after 8:10 a.m. to obtain specific information regarding starting times for various classes.

PLEASE NOTE: If clinical or class - theory is not cancelled, common sense and good judgment should be used by individuals depending on their own circumstances, especially those students living in rural areas or driving long distances.

**FRANCISCAN HEALTH LAFAYETTE
LAFAYETTE, IN
SCHOOL OF NURSING**

NUMBER:	9732-I-450010	DATE:	June 1984
DEPARTMENT:	Nursing Program Faculty Council Student Governance and Resources Council	REVISED:	January 10, 2024
REPLACES POLICY#:	S-45-691-I-0010	REVIEWED:	January 10, 2024

COOPERATIVE NURSING STUDENT UNIFORM AND DRESS CODE POLICY

PURPOSE: The purpose of this document is to establish the policy and regulations for students while in the Franciscan Education Center and while wearing the St. Elizabeth School of Nursing (School) University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”) uniform to be in accordance with Franciscan Alliance Policy #1003.02 Dress Code & Personal Appearance Policy.

GENERAL INFORMATION: A neat, clean, and professional appearance is the image Franciscan Alliance requires of all coworkers. Good judgment should be exercised in the choice of clothing that best represents Franciscan Alliance.
Not all "casual" clothing meets the workplace business casual standard. It is never appropriate to wear tight fitting, transparent or revealing clothing in the educational setting.
See: Franciscan Health Lafayette/Franciscan Alliance Corporate policy and procedure Policy Number: 1003.02, Dress Code & Personal Appearance Policy.

PERSONNEL: Nursing Program’s Administration, Faculty and Students

POLICY: The Nursing Program shall require that all students while in the Franciscan Education center will wear attire in accordance with Franciscan Health Dress and Appearance Standards.

The faculty of the Nursing Program are responsible for the enforcement of these dress code regulations. A Student will be dismissed from the clinical laboratory and given a fail for that day, if improperly attired for clinical.

The Nursing Program shall require that all students wear the complete uniform while in the clinical laboratory or engaged in a professional capacity associated with the Nursing Program. The Nursing Program’s uniform must be purchased from the designated uniform company.

A. The Nursing Program’s complete uniform consists of a 1) clinical (in-patient), 2) a community/school related activity uniform and 3) a specialized unit/agency specific dress code.

1. The required clinical uniform shall consist of a:

- a) Royal blue pants/skirts and white pullover tunic, with Nursing Program insignia on left chest. Underclothing should be worn and not visible through outer garments. White, gray, or black “t-shirts” may be worn under the pullover tunic. Scrubs should not drag on the floor and should not be tight-fitting.
- b) Nursing Program’s identification badge worn above the waist at a place that is always easily visible to others.

- c) White, black, or gray socks or hose and plain solid color (white, black, gray) shoes. Shoes must be closed-toe, clean and be of a material that can be wiped clean or washed. Foot apparel with flannel, fleece or fur-like material is not permitted.
 - d) A white warm-up jacket with the Nursing Program's insignia on left chest over the pullover tunic shall be an acceptable optional cover.
 - e) The Nursing Program's designed traditional nursing cap is not part of the official clinical uniform, but may be worn, provided it is clean and appropriately folded and secured.
 - 1. The community/school related activity uniform shall consist of:
 - A royal blue polo, with Nursing Program insignia on left chest unless otherwise indicated by the clinical instructor.
 - Khaki or black pants
 - the Nursing Program's identification badge
 - Footwear must be appropriate to the agency setting. Footwear must be always kept clean.
- B The uniform must be clean, in good condition and pressed. The shoes must be kept polished and in good repair and laces must be clean.
- C Hair:
- 1. Neat and clean keeping with a professional appearance. Extreme hairstyles and glitter sprayed hair are not considered professional. Hairstyle should not interfere with work performed such as brushing against a patient or getting caught in equipment. If hair touches the shoulder, it should be pulled back.
 - 2. Facial hair must be trimmed and neatly groomed (unless there is a religious accommodation). In some clinical work areas, facial hair may be prohibited based on work requirements.
- D. Students should not wear the Nursing Program's uniform or cap while traveling, or outside the clinical laboratory, except at Nursing Program functions.
- E. Jewelry: Jewelry of any type which may present a safety hazard to patients, coworkers or equipment should not be worn. Conservative ear piercing is acceptable (e.g., 2 small piercings per ear). Facial jewelry, including tongue, lip, eyebrow, or nose jewelry are to be removed.
- F. Tattoos: Tattoos that are visible must be respectful, not contain inappropriate or offensive images, references, or language. Those not considered professional or inappropriate for the workplace are to be covered. For Clinical site visits it is at the discretion of the Clinical Site Instructor to decide if tattoos are to be covered.
- G. Personal Hygiene: Good oral and body hygiene is maintained.
- H. Fingernails: Fingernails must be short, clean, and healthy. Artificial nails are not allowed in clinical areas. In clinical area, natural nail tips are limited to 1/4 inch in length.
- I. The Nursing Program's identification badge must be worn at all times while on the Nursing Program's campus in Lafayette, in clinical affiliate agencies and at Community agencies unless otherwise specifically instructed by the Nursing Program's faculty member for safety or aseptic reasons. ID badges are to be worn above the

waist at a place that is easily visible to others at all times, with the name and department side outward. Unauthorized pins, buttons, stickers or other adornments on the ID badge, badge holder, and/or lanyard are not permitted.

NUMBER:	9732-I-400001	DATE:	March 1988
DEPARTMENT:	Student Governance and Resources Council Student Compliance and Monitoring Council	REVISED:	June 6, 2022
REPLACES POLICY #:	S-40-691-I-0001	REVIEWED:	June 6, 2022

**BASIC LIFE SUPPORT (CPR) REQUIREMENT FOR NURSING STUDENTS OF THE COOPWERATIVE
NURSING PROGRAM**

PURPOSE: This document establishes the policy for verification of successful course completion in CPR (Cardiopulmonary Resuscitation) for students of the -St. Elizabeth School of Nursing (School) – University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”).

GENERAL INFORMATION:

- A. **SUCCESSFUL COURSE COMPLETION.** The individual has successfully met the standards of the specific Basic Life Support (BLS) (CPR) course in which the student is enrolled. Upon completion the individual must secure a valid certification issued from the American Heart Association (AHA). This certification must contain a date of issuance and recommended renewal date.
- B. **VERIFICATION/REVERIFICATION.** Evidence that the individual has met the standards of the specific CPR course either through taking the initial course or by means of a certification renewal course.

PERSONNEL: Nursing Program’s Students

POLICY:

- A. All students enrolled in clinical nursing courses are required to present documentation of a current AHA BLS Provider CPR certification. The STUDENT must:
 - 1. Obtain initial CPR validation prior to enrollment in his/her first clinical nursing course.
 - 2. Prior to the first day of classes, submit to Nursing Program’s Health Officer a copy of AHA BLS Provider CPR certification.
- B. A current CPR certification is required to attend a clinical nursing course. A student who does NOT HAVE A CURRENT CPR CERTIFICATION will be unable to attend clinical, which may result in Clinical Performance Remediation (CPR) initiation, Corrective Action-Professional Probation process initiation and/or clinical failure of the course.
- C. AHA BLS Provider CPR certification is considered valid for two (2) years after the date issued.

HUMANKIND

Faculty view individuals as thinking, feeling, and unique beings with inherent dignity and worth. Within the individual there is a spiritual essence that provides meaning and substance to the person's life and being.

Inherent in these values are respect for the uniqueness and diversity of the human experience. Humans influence and are influenced by their environment, and have meaning within the roles, relationships, and societal structures of families and communities. Each individual is accountable for social consciousness that guides the recognition and acceptance of responsibilities to self, others and the environment. It is this social consciousness that motivates individuals to interact with others in a mutually beneficial manner.

RATIONALE: The Nursing Program assures a teaching and learning environment conducive to student academic achievement and lifelong learning.

HUMANKIND:

Student Government	259
Student Participation in the Institutional Governance	259
Harassment Policy of the Cooperative Nursing Program – 9732-I-100019	260
Management of Reportable Complaints of Cooperative Nursing Program – 9732-II-100020	264
Valuables	267
Campus Facilities	267
Clinical Facilities	267
Transportation and Parking Facilities	267
Housing	268
Official School of Nursing Address	268
Official School of Nursing Telephone Number	268
Mailboxes	268
Office Hours	268
Cooperative Nursing Program Records – 9732-I-100021	269
Background Check	276
Learning Resource/Computer and Library Center	277
Skills Labs/Simulation Labs	277
Franciscan Health Library Services 7692-II-50001	278
Interlibrary Loan Procedure 7692-II-50002	280
Photocopying of Copyrighted Print Material 7692-II-100022	282
Meeting Spiritual Needs	283
Need for Nutrition	283
No Tobacco Use Policy – 9732-I-150001	284
Career Planning and Placement	285
Cooperative Nursing Program Administration and Faculty	286
Telephone Listing of Cooperative Nursing Administration, Faculty and Staff	289
Campus Parking Maps	
Franciscan St. Elizabeth Health – Central Campus and School of Nursing	291
Franciscan St. Elizabeth Health – East Campus	292

STUDENT GOVERNMENT

Student Government of the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program” or “Program”) is a way to develop a relationship between the Nursing Program and the greater nursing community. In student government, students have the opportunity to develop their leadership and management skills.

Each class is organized as a cohort to plan and govern its own class and social activities. A faculty advisor may be appointed for each class if requested by the class in order to assist the class in its business.

Students are also encouraged to actively participate at the district and state levels of their professional student organizations.

From time to time, student cohorts may initiate the development of a local chapter of a student organization related to nursing students (e.g., Nursing Christian Fellowship, etc.). Requests of this nature are discussed with the Director of the School of Nursing and input is sought from the Student Governance and Resource Council chair and members. If a chapter of a student group is formed, the group assumes all responsibility for governing the chapter per the respective organization’s rules and expectations. The student group must have a representative on the Student Governance and Resource Council.

STUDENT PARTICIPATION IN THE INSTITUTIONAL GOVERNANCE

Students have the right and responsibility to participate in those institutional and Faculty Committee and Councils which directly affect their living and learning activities while in the nursing program. Students are asked to actively participate on Councils and have voting privileges. They have the responsibility to represent their peers, present majority and minority views and set priorities for issues to be discussed at the meetings. The Councils in which the students participate are Student Governance and Resource Council, Nursing Honor Council, Curriculum Council, and the Nursing Faculty Governance Committee.

NUMBER:	9732-I-100019	DATE:	August, 1996
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	May 22, 2024
REPLACES POLICY #:	S-10-691-I-0019	REVIEWED:	May 22, 2024

HARASSMENT POLICY OF THE COOPERATIVE NURSING PROGRAM

PURPOSE: The St. Elizabeth School of Nursing (School) – University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”) seeks to maintain a campus environment as a place of work and study for faculty, staff, students, management and administrators that fosters an atmosphere committed to excellence and quality which is conducive to the intellectual, spiritual, moral, social, and professional development of the entire nursing educational community.

GENERAL INFORMATION: Although it is impossible to detail all instances which represent harassment, the following may assist in defining harassment behavior.

- A. Harassment is defined as any person’s conduct which unreasonably interferes with an employee’s or student’s status or performance by creating an intimidating, hostile or offensive working or educational environment.

- B. Sexual harassment includes unsolicited, non-reciprocal behavior by a person who is in a position of control or can affect an employee’s job or a student’s status or who uses the power of authority of his/her position to cause that employee or student to submit to unwanted sexual attention, or to judge that he/she will be adversely affected for the refusal to submit. Sexual harassment may consist of a variety of behaviors including, but not limited to, subtle pressure for sexual activity, inappropriate touching or language, demands for sexual favors, and physical or verbal abuse.

- C. Harassment on the basis of age, color, race, creed, sex, national origin, handicap or financial status includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, bullying, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct personally or technologically via social media directed against the individual because of his/her age, color, race, creed, sex, national origin, handicap or financial status.

- D. For purposes of this policy, reference to student means a student of the St. Elizabeth School of Nursing (School) - University of Saint Francis (University) Cooperative Nursing Program (CNP).

- E. For purposes of this policy, reference to Nursing Program means the Nursing Program Administration or related departments under the administrative control of the Academic Services Department of Franciscan Health Lafayette and/or the St. Elizabeth School of Nursing.

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Students.

EQUIPMENT: N/A

POLICY:

- A. Harassment is a form of conduct which is injurious to a productive learning or work experience. As such, harassment is deemed contrary to the Cooperative Nursing Program, Franciscan Health Lafayette, and University of Saint Francis Missions, and is therefore prohibited.
- B. Harassment is a form of discrimination. The Nursing Program's Administration and/or the administration of Franciscan Health Lafayette and/or University of Saint Francis will investigate and take either formal or informal action or otherwise respond to harassment complaints based on the policies and procedures currently established for the Cooperative Nursing Program (CNP).
- C. The CNP reserves the right to revise and promulgate from time to time investigation and disciplinary procedures of the Nursing Program and its constituencies (students, staff, faculty, management and administrators).
- D. It is the obligation of all constituencies to adhere and enforce the Nursing Program and Franciscan Health Lafayette (FHLA) policies.

If one believes they have been the victim of harassment, they must first convey to the person doing the harassing that they are offended by the other's behavior and they want that behavior to stop. If the behavior does not stop, they should then contact the appropriate Administrator of the Nursing Program, FHLA, or University of Saint Francis official or the designated official charged with implementation of the Harassment Policy of the Cooperative Nursing Program, the FHLA Harassment Policy or the University of Saint Francis Harassment Policy.

- A. **Student to Student.** If the harassment complaint is against another nursing student, and not against an employee of the Nursing Program or (e.g. staff, faculty, administrator, or another student employed by the Nursing Program or related administrative controlled department of the Academic Services Department), the jurisdiction for investigation and response resides with the Administrative Director, Academic Services/School of Nursing or administrative designee.
- B. **Student to Student or Student to Faculty of Affiliate University.** If the harassment complaint is against another student or faculty member of the University, the jurisdiction for investigation and response resides within the University's Harassment Policy. The Administrative Director, Academic Services/School of Nursing or administrative designee should be contacted for assistance. Students may also contact the University of Saint Francis Vice President for Catholic Culture and Student Life who serves as the University's Title IX Coordinator. At the time of printing, the contact information is: Sister Maria Gemma Salyer, VP for Catholic Culture and Student Life; MSalyer@sf.edu.
- C. **Nursing Faculty to Student or Student to Faculty of Nursing Program or Employee of FHLA.** If the harassment complaint is against an employee of the Nursing Program or FHLA (e.g. faculty, staff or administrator or even a student employee), the involved individual should contact the St. Elizabeth School of Nursing Title IX Coordinator: Andrea Blissitt PhD, RN, CNE by phone at 765-423-6252 or by email at andrea.blissitt@franciscanalliance.org, Administrative Director, Academic Services/School of Nursing or administrative designee, or the appropriate FHLA supervisor, department director or the FHLA Human Resources Business Partner.
 - 1. If the complaint involves a staff member, coordinator, faculty, manager/departmental chair of the Nursing Program, the complaint shall be filed directly with the St. Elizabeth School of Nursing Title IX Coordinator: Andrea Blissitt PhD, RN, CNE by phone at 765-423-6252 or by email at andrea.blissitt@franciscanalliance.org or Nursing Program Administrative Officer.
 - 2. If the complaint involves the Administrative Director, Academic Services/School of Nursing or a manager, supervisor, or department director of a FHLA department, the complaint shall be filed directly with the FHLA Human Resources Business Partner or the President/ CEO of FHLA.

3. All complaints involving FHLA employees will be forwarded to the Office of the FHLA Human Resources Business Partner.
 4. All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released by the Nursing Program or FHLA to a third party or to anyone within the Nursing Program or FHLA who is not involved with the investigation. Nor will anyone involved be permitted to discuss the subject outside the investigation. The purpose of this provision is to protect the confidentiality of the person who files a complaint, to encourage the reporting incidents of harassment, and to protect the reputation of anyone wrongfully charged. Violations of confidentiality will be handled through the Nursing Program or FHLA discipline policy.
 5. The St. Elizabeth School of Nursing Title IX Coordinator, Nursing Program Administrative Officer or the FHLA Vice President Nursing/Chief Nursing Officer, Human Resources Business Partner or their designee will investigate the complaint by conferring with the parties involved and any named or apparent witness(es). Everyone shall be guaranteed an impartial and fair hearing. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.
 6. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.
- D. **Confidentiality.** The Nursing Program Administration and FHLA are committed to the maintenance of confidentiality and will take disciplinary action for breaches of confidentiality in the course of investigation; however, confidentiality cannot be guaranteed when investigating a harassment claim or the sanctions, if imposed.
 - E. The Nursing Program Administration and FHLA reserve the right to initiate their own investigation of any instances of alleged harassment even where no formal or informal complaint has been made.
 - F. **Cooperation Required.** It is a violation of this policy to refuse to fully cooperate in any harassment investigation.
 - G. **Retaliation Prohibited.** Any person who retaliates against anyone for complaining of harassment violates this policy; and such conduct is prohibited and subject to disciplinary action.
 - H. In the event the Nursing Program Administration or FHLA sustains any economic harm from any person's violation of this policy, then that person will be held strictly liable to the Nursing Education Program and FHLA for reimbursement of such damages or settlement cost including legal fees.
 - I. **Consensual Relationships.** Serious concerns exist regarding amorous relationships in the employment or educational context. The elements of authority, power, respect, trust, influence, and approval by faculty or employment supervisors over students are extremely susceptible to exploitation. Anyone who engages in such conduct risks serious questions as to whether the consent is valid and not a result of the unequal power relationship. The Nursing Program Administration and FHLA will give critical attention to any claim of invalid consent in the context of sexual harassment.
 - J. This Harassment Policy does not create or extend any contractual or other legal duties owned by the Nursing Program Administration of the CNP or FHLA to any individual, except as required under prevailing federal or state law.
 - K. Harassment of any kind - personal or those violating federal law (sexual harassment, Title VII, or on the basis of protected status, Title IX) - violates the policies of the School or FHLA. Nursing Program Administration of the CNP is committed to ensuring and maintaining an academic and work environment without harassment. Any individual who, after appropriate investigation, is found to have engaged in harassment of any form, will be dealt with through the disciplinary procedures dependent upon that person's relationship to the Nursing Program Administration of the CNP or FHLA as set forth above, and the investigation and disciplinary policies and procedures as

then adopted by the School or FHLA. Title IX makes it clear that violence and harassment based on sexual orientation and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Any student, faculty member or staff who judges that he/she has been harassed, assaulted, or has been the victim of sexual or gender-based harassment or misconduct he/she is encouraged to contact the St. Elizabeth School of Nursing Title IX Coordinator: Andrea Blissitt PhD, RN, CNE by phone at 765-423-6252 or by email at andrea.blissitt@franciscanalliance.org .

Individuals experiencing harassment or discrimination or feel as though the Program has not fulfilled its Title IX obligations always have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)

National Headquarters

400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: 800-421-3481
Fax: 202-453-6012
TDD #: 877-521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Chicago Office

U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312 730-1560
Fax: 312 730-1576
Email: OCR.Chicago@ed.gov

NUMBER: 9732-II-100020 **DATE:** August 1997
DEPARTMENT: Nursing Program **REVISED:** May 22, 2024
Administrative Council
REPLACES **REVIEWED:** May 22, 2024
PROCEDURE #: S-10-691-II-0020

MANAGEMENT OF REPORTABLE COMPLAINTS OF THE COOPERATIVE NURSING PROGRAM

PURPOSE: The-St. Elizabeth School of Nursing - University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”) seeks to maintain an environment as a place of work and study for faculty, staff, students, management and administrators that fosters an atmosphere committed to excellence and quality which is conducive to the intellectual, spiritual, moral, social, and professional development of the entire nursing education community. However, from time to time issues may arise that require an individual student, faculty, staff, or member from the public to present a complaint against a member of the school’s faculty, staff, administration, policy or procedure.

GENERAL INFORMATION: N/A

PERSONNEL: Nursing Program Administration, Affiliate University, Nursing Faculty and Students.

- PROCEDURE:**
- I. It is the procedure of the Nursing Program that all specific, written and individually signed complaints regarding individual faculty, staff or administrative members; policies and procedures of the CNP’s curriculum, affiliated university or the programs ability to meet accreditation standards and criteria will be investigated and procedurally handled as follows:
 - A. All letters of complaint must contain specific information about the alleged violation related to the Nursing Program policy, procedure or treatment of the individual(s) involved, or related to the Indiana State Board of Nursing Rules or to the Standards or Criteria for accreditation.
 - B. Letters must be individually signed and have a return address to be considered.
 - C. Response to the complaint will be written after investigation, with a copy of the complainant’s letter forwarded to any individual named in the complaint. If appropriate, a copy will be sent to the President/CEO and Vice President Nursing/Chief Nursing Officer of Franciscan Health Lafayette (FHLA), and if applicable, Vice President for Academic Affairs of Affiliated university.
 - D. Records of complaints, responses and resolutions shall be maintained, summarized and reported to the appropriate approval and accrediting bodies.
 - E. Complaints about violations related to accreditation standards or criteria should be addressed to:

For St. Elizabeth School of Nursing – Diploma Program:

Accreditation Commission for
Education in Nursing, Inc. (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
www.acenursing.org

Indiana State Board of Nursing
Professional Licensing Agency
402 W. Washington Street, Room W072
Indianapolis, IN 46204
(317) 234-2043
Fax: (317) 233-4236
E-mail: hpb2@pla.state.in.us
Web Address: <http://www.in.gov/pla/2490.htm>

OR

For the University of Saint Francis Bachelor of Science in Nursing (BSN) program (the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program is a program option for the BSN degree from USF):

Commission on Collegiate Nursing Education (CCNE)
655 K Street NW, Suite 750, Washington DC 20001
Phone: (202) 887-6791
<http://www.ccnaccreditation.org/>

The Nursing Program and Franciscan Health Lafayette, (FHLA) reserves the right to revise and promulgate from time to time investigation and disciplinary procedures of the Nursing Program and FHLA and its constituencies (students, staff, faculty, management, and administrators). If complaint is considered harassment, please refer to and follow the HARASSMENT POLICY OF THE COOPERATIVE NURSING PROGRAM.

- II. It is the obligation of all constituencies to adhere and enforce the Nursing Program's and FHLA's policies. If the complaint is related to a:
- A. **Student to Student.** If the complaint is against another nursing student, and not against an employee of the Nursing Program or (e.g. staff, faculty, administrator, or another student employed by the Nursing Program or related administrative controlled academic services department of the nursing program), the jurisdiction for investigation and response resides with the Administrative Director, Academic Services/School of Nursing or administrative designee.
 - B. **Student to Student or Student to Faculty of Affiliate University.** If the complaint is against another student or faculty member of the University, the jurisdiction for investigation and response resides within the affiliated University's policy. The Administrative Director, Academic Services/School of Nursing or administrative designee should be contacted for assistance.
 - C. **Nursing Faculty to Student or Student to Faculty of Academic Services Department or Employee of FHLA** If the complaint is against an employee of the Academic Services Department or Nursing Program or FHLA (e.g. faculty, staff or administrator or even a student employee), the involved individual should contact the Administrative Director, Academic Services/School of Nursing or administrative designee, or the appropriate FHLA supervisor, department director or the FHLA Human Resources Business Partner.
 - 1. If the complaint involves a staff, coordinator, faculty, manager/department chair of the Nursing Program the complaint shall be filed directly with the Academic Services/School of Nursing Director.
 - 2. If the complaint involves the Administrative Director, Academic Services/School of Nursing or a manager, supervisor, or department director of a FHLA department, the complaint shall be filed directly with the FHLA Human Resources Business Partner or the President/CEO of FHLA.
 - 3. All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released by the Nursing Program or FHLA to a third party or to anyone within the Academic Services Department or FHLA who is not involved with the investigation. Nor will anyone involved be permitted to discuss the

subject outside the investigation. The purpose of this provision is to protect the confidentiality of the person who files a complaint, to encourage the reporting incidents of harassment, and to protect the reputation of anyone wrongfully charged. Violations of confidentiality will be handled through the Nursing Program or FHLA discipline policy.

4. The Academic Services/School of Nursing Administrative Officer or the FHLA Human Resources Business Partner or their designee will investigate the complaint by conferring with the parties involved and any named or apparent witness (es). Everyone shall be guaranteed an impartial and fair hearing. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.
 5. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop and to prevent its recurrence will be taken.
- D. **Confidentiality.** The Nursing Program and FHLA are committed to the maintenance of confidentiality and will take disciplinary action for breaches of confidentiality in the course of investigation, however, confidentiality cannot be guaranteed when investigating a complaint or the sanctions, if imposed.
 - E. The Nursing Program and FHLA reserve the right to initiate their own investigation of any instances of alleged harassment even where no formal or informal complaint has been made.
 - F. **Cooperation Required.** It is a violation of this policy to refuse to fully cooperate in any investigation.
 - G. **Retaliation Prohibited.** Any person who retaliates against anyone for complaining violates this policy and such conduct is prohibited and subject to disciplinary action.
 - H. In the event the Nursing Program or FHLA sustains any economic harm from any person's violation of the Nursing Education Harassment Policy 9732-I-100019 or this procedure, then that person will be held strictly liable to the Nursing Program and FHLA for reimbursement of such damages or settlement cost including legal fees.
 - I. This procedure does not create or extend any contractual or other legal duties owned by the Nursing Program or FHLA to any individual, except as required under prevailing federal or state law.

VALUABLES:

Every reasonable precaution is taken to protect personal property brought into the Franciscan Education Center/St. Elizabeth School of Nursing building or FHLA; however, the Nursing Program cannot assume responsibility for the personal property of students, guests or visitors.

1. Report any missing valuables to the respective Administrative Officer of the Nursing Program, and the FHLA Security Department (Central Campus 423-6192, East Campus 502-4911).
2. Students may keep valuables in lockers provided on the 2nd Floor of the Franciscan Education Center ONLY DURING Simulation Learning Experiences (when belongings may not be allowed in the room). Students must secure that locker with their own locking mechanism and then remove the lock when the Simulation learning experience concludes. Lockers that have secured locks will have locking mechanisms removed by FHLA Security at the end of the day.

CAMPUS FACILITIES

The Nursing Program conducts classes on Franciscan Health Lafayette - Central campus in the Franciscan Education Center. The Nursing Program's campus is in Lafayette and the 1501 Hartford Street building houses the administrative, business and faculty offices, classrooms and conference rooms, skills lab, computer labs, two Simulation labs, and an Allied Health library. In addition to housing the St. Elizabeth School of Nursing, the Franciscan Education Center, also houses other education departments (i.e., Community Education, Staff Education, EMS Education, etc.).

Students of the Cooperative Program complete all nursing and science courses in Lafayette at the School of Nursing. Students complete all USF General Education courses via online delivery format. Students who are enrolled in the Nursing Program have the ability to utilize all services of the University offered via the University's virtual campus or, if desired, in Fort Wayne, Indiana.

Students of the Nursing Program complete required General Education Courses via distance education/online delivery format. The University of Saint Francis utilizes Canvas as its Learning Management System for the provision of online distance education courses in the general education curriculum. While course content and pedagogical approaches may vary by discipline, the fully online courses are generally asynchronous, with required participation by students (such as posting on the discussion board or completion of various assignments) each week. Although asynchronous, most fully online courses are not self-paced, and students complete the course by following the instructor's syllabus, receiving constructive feedback from the instructor, and demonstrating achievement of course learning outcomes through assignments that are submitted according to due dates established by the instructor. Fully online courses generally incorporate the use of discussion boards, pre-recorded lectures, various types of assignments, exams, and interactive multimedia content. Faculty members in online courses are accessible via e-mail, phone, video conference, and virtual office hours.

CLINICAL FACILITIES

Many different clinical facilities within Tippecanoe and surrounding counties and Indianapolis help meet the educational objectives of the clinical aspects of nursing courses. With the community concept threaded throughout the curriculum, the student experiences the expanding role of the nurse in a variety of settings. Besides the campus of Franciscan Health Lafayette, clinical experiences are held in a variety of hospitals, outpatient centers and community agencies within a 60-mile radius of Lafayette, Indiana.

TRANSPORTATION AND PARKING FACILITIES

The student is responsible for his/her own transportation for all experiences as required by the curriculum. Neither the St. Elizabeth School of Nursing of Franciscan Health Lafayette nor University of Saint Francis is responsible for liability incurred in travel as required by the curriculum. This includes parking costs, transportation to and from campus clinical affiliation, and community agency visits. Parking facilities on the campuses of FHLA are available in designated parking sections at no charge. Parking at affiliated clinical agencies may be provided for students, any cost for parking is the responsibility of the student.

HOUSING

The Nursing Program does not offer on-campus housing in Lafayette. With a major Big Ten university nearby, there are ample off-campus student housing options in the Lafayette and West Lafayette communities.

OFFICIAL ST. ELIZABETH SCHOOL OF NURSING ADDRESS:

**St. Elizabeth School of Nursing
1501 Hartford Street
Lafayette, IN 47904-9988**

OFFICIAL SCHOOL OF NURSING TELEPHONE NUMBER:

(765) 423-6400

WEB SITE: www.steson.org

“MAILBOXES”:

1. Students will be assigned a “mailbox” on the 1st Floor of the Franciscan Education Center. Mailboxes are located near the Student Services suite of offices (Room 1101). Students will be assigned a locked mailbox and will be issued a key.
2. Students who have an assigned locked mailbox are to bring their keys with them to obtain materials from their mailboxes. **THE SUPPORT STAFF *WILL NOT* GET THINGS OUT OF STUDENT MAILBOXES.** If a student has forgotten their key, a \$5.00 fee per request will be paid to obtain the contents of mailboxes.
3. Lost keys must be reported immediately. \$5.00 will be charged to have the key replaced.
4. When a student withdraws or graduates, the key must be turned in to the Nursing Program’s Business Office.
5. Keys must be accounted for or grades and/or diplomas will be withheld.
6. The Nursing Program assumes no responsibility for loss through the mail after it is placed in the mailbox.
7. Each student should check their mailbox daily. This is also a means of communication between faculty and students.
8. If a package is too large for the mailbox is received, a notice will be placed in the mailbox. The package may be picked up at in the Registrar/Bursar/Business Office of the Nursing Program (Rm 1101).
9. A COD delivery will not be accepted by the Staff of the Nursing Program.

OFFICE HOURS:

1. The Nursing Program’s business office, located on the first floor of the Franciscan Education Center building in Lafayette, is open daily Monday through Friday, 8:30 a.m. to 4:30 p.m. ET, except holidays. Official days when the business office will be closed is posted on the business office reception area and published in the Nursing Program current year academic calendar.
2. The Nursing Program Administrative Officer wishes to get to know each of you on a personal basis. Although the Administrative Officer pursues an open-door policy, an appointment is suggested when meeting with the Administrative Officer. The St. Elizabeth School of Nursing Director’s office is located on the 3rd Floor of the Franciscan Education Center in Room 3106.
3. The Director and respective Department Chairs may be seen by appointment during business hours.
4. The faculty members may be consulted any time that they are available in their 3rd Floor offices, or by appointment. Their office hours will be posted in the waiting room on the 3rd Floor.
5. Access to the St. Elizabeth School of Nursing Student Services, Faculty, and Administration offices is restricted outside business hours (see 1. above).

NUMBER:	9732-I-100021	DATE:	August, 1975
DEPARTMENT:	Nursing Program Administrative Council	REVISED:	May 2, 2024
REPLACES POLICY#:	S-10-691-I-0021	REVIEWED:	May 2, 2024

COOPERATIVE NURSING PROGRAM RECORDS

PURPOSE: This document establishes the policy of St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”) regarding the implementation of the General Education Provisions Act called “Family Educational Rights and Privacy Act of 1974.” (FERPA)

GENERAL INFORMATION:

- A. Applicant - an individual who has made an official application to attend the Nursing Program.
- B. Student - an individual currently enrolled in academic and/or clinical program or who has attended in the past but who is not currently enrolled in St. Elizabeth School of Nursing or the Nursing Program but did not graduate from the School or Program.
- C. Graduate - an individual who met all requirements of St. Elizabeth School of Nursing or the Nursing Program, been awarded a Diploma in Nursing, and is no longer enrolled as a student.
- D. Faculty/Staff - individuals employed by Franciscan Health Lafayette (FHLA) who have designated responsibility in the St. Elizabeth School of Nursing and/or Nursing Program.
- E. Record - data/information about inquiries, applicants, students and / or graduates which are collected and preserved for designated periods of time for the expressed purpose of assisting in maintaining the various operations of the School and to better serve the student/graduate. This record is the property of St. Elizabeth School of Nursing and the Nursing Program and may be in paper (hard) copy or in an electronic form.
- F. Datum - a fact
- G. Information - data which has been processed to provide the answer to a question.
- H. Transcript - a listing of final grades for specific courses that the student/graduate registered for and enrolled in while in the Nursing Program. An official transcript is one which bears the school seal and signature of designated official.
- I. Grade Report - a list of all nursing and affiliated university course work and grades completed at the end of each semester

PERSONNEL: Nursing Program’s Administration, Faculty and Students

EQUIPMENT: N/A

- POLICY:**
- I. The Nursing Program shall:
 - A. Control the release of data/information about current and former students and graduates of the Program.
 - B. Protect the rights and privacy of current and former students and graduates of the Nursing Program.
 - C. Identify data/information that shall be a part of the cumulative record of current and former students and graduates of the Nursing Program.

II. LOCATION AND TYPES OF OFFICIAL CUMULATIVE RECORDS FOUND IN EITHER PAPER (HARD) OR ELECTRONIC COPY:

- A. Nursing Program’s Business Office on the Lafayette campus:

1. Inquiry and Applicant
2. Current student records (academic file)
3. Graduate records
4. Former student records (Withdrawn/Dismissed)
- B. Financial Aid Office on the Lafayette campus
All financial aid transactions and files
- C. Nursing Program Health Officer on the Lafayette campus
Student health records
- D. University of Saint Francis, Fort Wayne, IN
 1. Admissions and Registrar's Offices (Students admitted, registered, and enrolled to the Nursing Program.)

III. INFORMATION KEPT IN OFFICIAL CUMULATIVE RECORD:

Beginning with the 1995-1996 academic year, the Nursing Program began using an on-line automated student records system. Only authorized personnel have access to this system. In addition to the automated system, the Nursing Program maintains an educational record on each student. Students enrolled in the Nursing Program may inspect and review their own educational records upon written request.

- A. Applicant File shall include but is not necessarily limited to:
 1. Application for Admission
 2. High School Transcript
 3. College or Post-Secondary School Transcripts
 4. Summary of Standardized Test Scores
 5. Letter(s) of Recommendation (Prior to January 2017)
 6. Correspondence
 7. GED Scores (if applicable)
 8. Standardized Admission Assessment Test results (effective January 2015; if not exempted)
- B. Financial Aid File shall include but is not necessarily limited to:
 1. Counselor Worksheet
 2. Award Letter
 3. Needs Analysis (ISIR or Student Aid Report)
 4. Verification Worksheet/Tax Forms when required
 5. Loan Confirmation Forms, Origination Notices and Entrance Counseling documentation if student applies for a loan.
 6. Miscellaneous Documentation/Letter Copies
- C. Current Student File shall include but is not necessarily limited to:
 1. Academic File (may include paper (hard) copy and/or electronic on-line records)
 - (a) All records listed for applicant
 - (b) Release of Information Forms (Request for Copy of Records)
 - (c) Student Directory Information (FERPA) (Files after 1999)
 - (d) St. Elizabeth School of Nursing or Nursing Program transcript (as of 1995-96, on-line - files prior to June 1996)
 - (e) Copies of Disclosure Statement (Files after 08/96)

- (f) Requests for transcript (if applicable)
 - (g) Transcript Evaluation - Transfer Credit Approval (if applicable)
 - (h) Request for Credit by Examination (if applicable)
 - (i) Receipt for Student Handbook and Consumer Information
 - (j) Informed Consent regarding Hepatitis B, Corona Virus, HIV, etc. (Files after 08/92)
 - (k) Verification of Standard (Universal) Precautions Training (clinical student only- files after 08/96) Since 2010 as evidenced by transcript of Annual Mandatory Education (AME) (Electronic format via staff education if requested)
 - (l) Security and Confidentiality Agreement / Confidentiality Contract (Files after 08/96)
 - (m) Probation Form (if applicable – files after 08/99) On-line for all currently enrolled students
 - (n) Background Check (Files after 08/99)
 - (o) Proof of Annual Mandatory Competency In-services (files after 1999) (Electronic format via staff education if requested)
2. Medical History File shall include but is not necessarily limited to:
- (a) Self-Report of Medical History
 - (b) Physical Health Evaluation
 - (c) Record of required Immunizations
 - (d) Required Lab Screenings
 - (e) Immunization titers (if applicable)
 - (f) Annual IPPD Screening
 - (g) Annual flu immunization
 - (h) Request for copies of health records (if applicable)
- D. Withdrawn / Dismissed Student File shall include but is not necessarily limited to:
1. Application for Admission
 2. High School Transcript
 3. GED Scores, if applicable
 4. College and Post-Secondary School Transcripts
 5. Transcript of St. Elizabeth School of Nursing for course work completed
 6. Standardized Test Scores (if applicable)
 7. Correspondence giving date and reason for withdrawal/dismissal (if available)
 8. Request(s) for Transcript/Letter(s) of Recommendation (Request(s) for Copy of Records)
 9. Informed Consent (Files After 08/92)
 10. Verification of Standard (Universal) Precautions Training (clinical student only- files after 08/96) Since 2010 as evidenced by transcript of Annual Mandatory Education (AME) (Electronic format via staff education if requested)
 11. Security and Confidentiality Agreement / Confidentiality Contract (Files after 08/96)

12. Receipt of Student Handbook and Disclosure Information (Files after 08/96)
 13. Probation Form (if applicable – files after 08/99)
 14. Background Check (Files after 08/99)
 15. Student Directory Information (FERPA) (Files after 1999)
 16. Proof of Annual Mandatory Competency In-services (files after 1999)
(Electronic format via staff education if requested)
- E. Graduate Permanent File shall include but is not necessarily limited to:
The following will be transferred from the academic file to the graduate file at the completion of the program and retained as permanent records.
1. Graduate Final Transcript with School Seal (in either paper or electronic format).
 2. Graduation Picture with School Seal and Signature of Graduate and Director (Prior to 2019) (if available)
 3. Achievement Test Scores, if applicable
 4. High School, GED and College Transcripts
 5. Original Application for Admission
 6. Admission and acceptance letters
 7. Informed Consent (Files after 08/92)
 8. Verification of Standard (Universal) Precautions Training (clinical student only- files after 08/96) Since 2010 as evidenced by transcript of Annual Mandatory Education (AME) (Electronic format via staff education if requested)
 9. Security and Confidentiality Agreement / Confidentiality Contract (Files after 08/96)
 10. Receipt of Student Handbook and Disclosure Information (Files after 08/96)
 11. Probation Form (if applicable – files after 08/99)
 12. Background Check (Files after 08/99) (Electronic format)
 13. Student Directory Information (FERPA) (Files after 1999)
 14. Proof of Annual Mandatory Competency In-services (files after 1999)
(Electronic format via staff education if requested)

IV. RETENTION OF RECORDS

- A. An Applicant File that remained incomplete, withdrawn, denied or declined admissions shall be retained for a minimum of three (3) years from the end of the Recruitment cycle the application was received.
- B. A Financial Aid File shall be retained for a minimum period of five (5) years after enrollment ceases or as required by current regulatory rules.
- C. A Withdrawn/Dismissed Student File shall be retained for a minimum of sixty (60) year or as required by current regulatory rules.
- D. A Student Medical History File shall be retained separate from the Withdrawn/Dismissed, Current, or Graduate File for a minimum of twenty (20) years or as required by current regulatory rules. (Effective 1995)

- E. A Graduate File shall be retained for a minimum of sixty (60) year or as required by current regulatory rules.
- F. Records retained permanently shall be stored by means currently utilized in the records management practices of Franciscan Health Lafayette. If they are transferred to another institution for archival purpose, public notifications shall be made.

V. USE OF SOCIAL SECURITY NUMBERS

As of August 1997, the Nursing Program uses an assigned student identification number as the official Record number. The Nursing Program will require an admitted and enrolled student to provide a social security number for records. Students while enrolled will be assigned a student identification number. It shall be the responsibility of the Registrar/Bursar to secure the reported social security number of a record and assign student identification numbers.

VI. PRIVACY ACT:

The Buckley Amendment and the General Education Provisions Act called "Family Educational Rights and Privacy Act of 1974." (FERPA) ensures that student records will not be released without the written consent of the student except in emergency situations or in the following situations:

- A. To Nursing Program officials, including faculty, and regulatory and accrediting agency(s) who have legitimate cause to view the records.
- B. In connection with application for the receipt of financial aid.
- C. Where the information is classified as directory information. Directory Information includes name, address, telephone number, dates of attendance, date of graduation, and birth date. At the student's written request, any or all of these items will be withheld. After 1999, students will annually provide written declarations of Directory Information Status by means of the Student Directory Information (FERPA) form. A student may change their Directory Information Status at any time during the academic year.
- D. No other information about the student shall be released without the student's written consent.
- E. The Nursing Program's Administrative Officers and the Nursing Program's Registrar/Bursar shall be the designated FERPA Officials.

VII. MAILING LISTS:

- A. Student mailing addresses shall not be furnished to any person or organization without the permission of the student.
- B. A student mailing list may be furnished to the administrative departments of Franciscan Health Lafayette, as necessary for the operation of the Nursing Program.
- C. A Student mailing list will be furnished to the St. Elizabeth School of Nursing Alumni Association and the Franciscan Foundation.

VIII. RESTRICTED DATA/INFORMATION:

All data/information about an individual student which is in the Nursing Program's records, not listed as Directory Information, are considered restricted and may be released based only on the following conditions:

- A. Disclosure to individual student
 - 1. A student shall have access to all the data/information about himself/herself which are a part of the Nursing Program's records.

2. A student shall have the opportunity to request the deletion or modification of any such inaccurate, misleading or otherwise inappropriate data/information contained in the Nursing Program's records by requesting such action in writing.
- B. Disclosure to persons/groups/agencies external to the Nursing Program
No data/information about any individual student shall be released to any individual, group, or agency without the written permission of the student, unless required by existing regulations, accrediting agency, or federal or state law.
 - C. Disclosure to legitimate education interests
 1. Data/information from Nursing Program records about students and/or graduates will be released to a researcher only if the anonymity of the individual student/graduate and the Nursing Program are protected and upon appropriate administrative approval.
 2. When the researcher must know the student's/graduate's identity, written approval of the student/graduate must be obtained prior to inspection of the student's/graduate's record.
 - D. Disclosure by subpoena
When the disclosure of any data/information from the Nursing Program's records about a student/graduate is demanded by judicial subpoena, the staff member receiving the subpoena shall immediately notify, in writing, the Nursing Program's Administrative Officer and the student/graduate involved at their last known mailing address.

IX. STATISTICAL SUMMARY INFORMATION:

Statistical summary data/information which is not name-linked may be released to persons or groups as judged reasonable and justifiable for legitimate purposes by the Nursing Program's administration.

X. ACCESS TO STUDENT OR GRADUATE RECORD:

- A. Faculty Access to Student or Graduate Record
 1. Administrative staff and faculty members of the Nursing Program shall have access to the individual student's/graduate's record for legitimate educational interests. Such interests might include but not necessarily be limited to:
 - a. Data/information for counseling students with academic problems
 - b. Data/information which is beneficial in placement of students within the curriculum
 - c. Data/information which is necessary for selecting award recipients
 - d. Electronic viewing of unrestricted information, such as class lists and telephone numbers etc. Access to on-line private student information/record is by Administrative Permission of a designated FERPA official and is limited based on job responsibilities of individual faculty or staff members.
 2. To review the record the faculty member must:
 - a. Request to view a copy of non-electronic data available in a Nursing Program record must be approved by an Official FERPA Officer
 - b. Sign an access form, giving the faculty member's name, position, and reason for viewing the record
 - c. Remain in the Nursing Program's Business Office to view the record. No copies of the record may be made, and no information may be removed from the record.
- B. Student/Graduate Access to Academic Record
 1. Student/graduate may initiate access to Nursing Program's record concerning him/her by making the request to the Registrar/Bursar in writing, who shall notify the Nursing Program's Administrative Officer of this request.
 2. Student/graduate must show proper identification.

3. The Nursing Program's Administrative Officer may have the appropriate administrative staff member review the content of the record with the student/graduate. If this cannot be done immediately, an appointment shall be made to do so as soon as possible.
 4. Student/graduate may request to discuss the record with a Nursing Program's Administrative Officer. An appointment shall be made to do this as soon as possible.
 5. The student/graduate shall be free to make notes concerning contents, but no copies of the material shall be provided. No material is removed from the record at the time. Material is removed only after appeal.
- C. Student/Graduate Requesting Deletion or Modification of Record
 Student/Graduate requesting deletion or modification of his/her record is required to submit a request for administrative appeal in writing, to the Nursing Program's Administrative Officer, who shall convene the Administrative Council for discussion and action.
- D. Student/Graduate Request for Letter of Recommendation for Employment
1. Student/graduate requesting a letter of recommendation must submit a request for a letter of reference.
 2. A letter of recommendation may be sent as requested.
- E. Student/Graduate Requesting Transcript
1. Student/graduate requesting an official transcript be sent to another person or institution must complete a written Request for Copy of Records Form that is signed and dated by the student/graduate. A fee is charged for each request. The form along with the fee should be submitted to the Registrar/Bursar. A form and fee must be submitted for each request prior to record release.
 2. Student/graduate may request a personal copy of their final transcript by completing the Request for Copy of Records Form and submitting it with the fee to the Registrar/Bursar. This transcript shall NOT bear the official seal of the School and shall be stamped STUDENT COPY.
 3. No copies of any student/graduate record or Transcript will be sent via fax.
 4. No official transcript will be provided to a student or graduate who has a financial hold.
- F. Student Requesting Grades be sent to Parent/Guardian, etc.
 Students requesting that grades be sent to a parent, guardian, spouse, group or sponsor shall complete the appropriate section on the semester's Enrollment Form (EF). This permission form will cover the time the student is enrolled in the Nursing Program until the student requests, in writing, that the permission be retracted.

BACKGROUND CHECK AND ANNUAL BACKGROUND RE-CHECK

Due to State of Indiana Laws regarding Child and Adult Protective Services and affiliation requirement by clinical agencies, Background History Information must be obtained for Health Care Providers (including students assigned to clinical rotations) upon admission and thereafter at least annually. Copies of Background History Information may be forwarded by the St. Elizabeth School of Nursing-University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”) to contractual clinical agencies in which the student is assigned upon written request by the contractual clinical agency. Failure to comply with a request for Background History information by a student may result in the Nursing Program’s inability to place a student in a clinical site resulting in the student’s inability to meet the course requirements for graduation. Original Background History and requests for copies shall be maintained in the Student’s secure electronic record. Background History information **may not** be used for any purposes other than those stated in the request or which deny the subject any civil rights to which the subject is entitled.

A certified background check must be completed by the School’s designated “Background Check” service for all enrolling/enrolled students.

- a. Background checks are required to be completed and submitted by the required date and annually thereafter.
- b. Background checks and annual re-checks are at the students’ expense.
- c. Applicants and/or enrolled students with a record of child and/or elder abuse, substance abuse or conviction of violations of federal, state, or local laws related to child and/or elder abuse, controlled substances, alcohol, or other drugs or any offense (misdemeanor or felony) should know that they may *not* be eligible for licensure as a registered nurse. Any questions regarding applicant’s ability to be accepted by the Indiana State Board of Nursing or a NCSBN member board must be discussed with nursing program administrator before enrollment.

FINANCIAL AID OFFICE:

1. The financial aid office (Rm. 1103) is located in the Student Services Suite (Room 1101) on the First Floor of the Franciscan Education Center in Lafayette, Indiana. The financial aid officer is available during the day according to the posted schedule.
2. See the Nursing Program staff in the Student Services Center/Business Office in the Franciscan Education Center for an appointment with the Financial Aid Director, if necessary. The Financial Aid Director will assist you with advice and counseling about any aspect of financial aid.

LEARNING RESOURCE/COMPUTER AND LIBRARY CENTER

The Resource Center/Library of the Nursing Program is located on the First floor of the School of Nursing in the Franciscan Education Center building in Lafayette. The Center provides an extensive collection of nursing and health care related materials. Housed in the Center/Library is a range of nursing journals, a current collection of books and audio/visual materials in various formats. Computer stations are available to the student in the Center/Library as well as in computer labs located near the classrooms on the 1st Floor. In addition, the Center provides quiet area for study. Student study rooms are located south of the Library for more private, quiet study spaces. Resources, assistance for research and a copier are provided for student use. The Center's staff and student library assistants allow the Center to be open at posted hours.

LIBRARY

1. The library is open to students for study, research, recreational reading, and audiovisual viewing.

Library Hours are Monday through Friday from 7:30 am – 4:30pm

*Student access available after normal reference hours via badge access.

During the summer and vacations, times will vary for Library Reference hours

2. Professional library assistance is available Monday through Friday during library reference hours or by appointment.
3. Materials housed in the library include books, journals, learning modules, videotapes, and a professional collection. Books may be checked out for two weeks and may be renewed for two weeks if necessary. Videos may be checked out for two days only. Materials which **do not** leave the library include reference books, books on reserve, and journals. Students may make copies of these items for their own use and at their cost.
4. Students are responsible for all checked out materials and subject to the cost of replacement for any lost or damaged materials.
5. Students may make copies on the library copier at a cost of \$.05 per sheet. Charges are to be paid at the time of copying.

SKILLS LAB

Students also have access to the SON Skills Labs dedicated to STESON for student learning experiences and a School of Nursing- dedicated one-room Simulation Lab, an adjoining control/observation/debriefing room located on the Ground Floor. There is a Skills Lab and Assessment Coordinator who can assist students with Skills Lab and other learning and/or resource needs.

SIMULATION LAB

The 2nd floor of the Franciscan Education Center is home to a state-of-the-art Simulation Center in what once was the Intensive Care Unit. The SIM Center is shared by School of Nursing, Emergency Medical Services (EMS) Education, and Clinical/Staff Education departments. The SIM Center space offers 7 rooms, plus one room dedicated for a simulated ambulance. Because the High Fidelity Simulation Center is a collaborative resource/shared space that will serve the School of Nursing, EMS and employed clinicians/licensed care providers of FHLA, there is a significant amount of associated clinical training equipment within the space. The Simulation Center will serve as the primary location for high-fidelity simulation resources. Nursing Faculty will utilize the SIM Center to supplement nursing students' clinical learning experiences with life-like patient mannequins. The simulation experiences will provide nursing students a safe learning environment to practice clinical and decision-making skills.

NUMBER:	7692-II-50001	DATE:	January, 1971
DEPARTMENT:	LIBRARY SERVICES	REVISED:	July 9, 2021
REPLACES PROCEDURE #:	G-50-695-II-001	REVIEWED:	July 14, 2024

LIBRARY SERVICES

PURPOSE: The purpose of the Franciscan Health (FHLA) Library Services Department is to provide services which meet the informational, educational, and research-related needs of the Franciscan Alliance (FA) Western Indiana (WI) medical and dental staff members, its employees, nursing, medical, and allied health students; and medical, nursing, and pharmacy residents. Satellite-specific services and privileges shall be available to medical and dental staff members, employees, nursing, and allied health students and residents of FHLA programs, identified/registered public users, and students of affiliated educational programs of FHLA through its FHLA, FHCR, and FHRE campuses.

**GENERAL
INFORMATION:**

- A. Library Sites:
 - 1. FHLA Medical Library
 - 2. Sister Florianne Library (FHLC – School of Nursing Library)
- B. Privileges
 - 1. Full privileges shall mean access to all materials and services of FHLA libraries, including access to all electronic resources and databases from both on and off the hospital campuses.
 - 2. Limited privileges shall be satellite-defined and may be limited in access outside of posted library hours.
- C. Classification of Privileges
 - 1. Medical, dental and dependent allied health staff of FHLA, FHCR, FHRE, and faculty of FHLA-sponsored schools or educational programs (i.e. St. Elizabeth School of Nursing, EMT Training etc.) – Full Privilege.
 - 2. All employees of FHLA, FHCR, FHRE, and FHLA-sponsored physician practices – Full Privilege.
 - 3. Nursing and allied health students of FHLA-sponsored schools or educational programs – Limited Privilege.
 - a. Medical students of affiliate programs in the Unites States as verified by the Graduate Medical Education Department (GMED) of FHLA on rotation in the Lafayette community – Limited Privilege.
 - b. Students, and faculty of nursing, allied health, and other affiliated educational programs of FHLA – Limited Privilege.
 - c. Patients, families, and interested public members – Limited Privilege.
- D. Affiliated Educational Programs – Schools, universities, or educational programs having duly executed affiliation agreements and/or letters of understanding with FHLA regarding student participation in educational and clinical activities.

PERSONNEL: All Employees

EQUIPMENT: N/A

PROCEDURE:

1. All users shall identify privilege classification by such means as medical staff identification, FHLA, FHLC, FHCR, FHRE-affiliated medical, nursing and allied health students and FHLA-sponsored nursing or allied health students' identification badges, or other identification as appropriate.
2. Borrowing shall be as determined by satellite (individual library) procedure and may be limited to amount, time, and collection. All borrowers shall sign out material using satellite-determined protocol.
3. Site specific library orientations shall be offered as needed for WI employees, students and/or other individuals or groups. Group orientations should be scheduled with the FHLA librarian.
4. Interlibrary loan, photocopying, and Internet access policy and procedure shall be posted and must be followed by all individuals with full and limited privileges.
5. Library services, including use of databases, electronic and print books and journals, audiovisual materials, library-based PC's and printing facilities, and library instruction and assistance, will be provided to users by the professional library staff or their trained staff and volunteers. Library users requiring assistance will be provided guidance and access to library materials. Priority will be offered to medical and dental staff and dependent allied health staff of WI investigating current practice and/or patient cases, then to administrative and professional staff and students of WI programs, part-time employees and affiliated faculty and students of educational programs. Students may be guided by the library staff toward appropriate research materials, but their research and assignments will not be completed by the staff. No extraneous services will be provided to users by the library staff, i.e. personal typing, phone calls, document translation, or unrelated non-employment or patient services activities or functions.
6. Children under the age of fifteen (15) are to be accompanied by an adult in any WI library site. Physicians, employees, WI students, and library users may not leave children in any satellite library site while they conduct business at another location (i.e., make rounds, attend class, go to another office on the campus.) The professional library staff and its volunteers will not be responsible for supervising unattended children at a library site. Parents and/or guardians of unsupervised/unattended children shall be responsible for any loss or damage caused by unattended children.
7. Security will be notified and will attempt to locate any unattended or unsupervised child's parent or guardian (caregiver). Consistent or repeated violation of an adult leaving unattended or unsupervised children will result in written notification by the library or security staff to the adult's supervisor or Vice President for Medical Services and Quality Initiatives (if an employee or physician) or suspension of privileges (if a student or other public patron).
8. Food or drinks are restricted and may only be consumed in identified designated areas of a library. Failure to observe the restrictions on food or drinks, or discarding food or drink packaging inappropriately, will result in loss of library privileges.
9. Departmental private / staff / patient education library collections (i.e., books, journals, audio-visuals, etc.) shall be the responsibility of the sponsoring department (budget and procedures for collection regulations).
10. A library committee shall consist of at least six (6) representatives of the Medical and Dental staff, the professional librarian(s), and the Administrative Director for Academic Services and the St. Elizabeth School of Nursing. Ex-officio members will include the Vice President for Mission Integration and the Vice President for Medical Affairs.

NUMBER:	7692-II-50002	DATE:	June 1980
DEPARTMENT:	LIBRARY SERVICES	REVISED:	July 26, 2021
REPLACES PROCEDURE #:	G-50-695-II-002	REVIEWED:	July 14, 2024

INTERLIBRARY LOAN PROCEDURE

PURPOSE: This document establishes the procedure for responding to and processing requests for information not available in the collections of the Franciscan Health Lafayette (FHLA) Library Services Department or online via databases PubMed/Ovid/Clinical Key/INSPIRE/open access.

GENERAL INFORMATION: Interlibrary loan refers to any material obtained from one library by another library, whether or not that material is to be returned to the lending library or kept permanently by the requester.

Materials which may be obtained via interlibrary loan are books and journal articles.

PERSONNEL: All Employees

EQUIPMENT: N/A

PROCEDURE: Requests for interlibrary loan material may be received via email, fax, phone, in person at the libraries, or in writing, by the professional librarian(s) or their trained staff.

- A. Requests for interlibrary loan material must be as bibliographically thorough as possible.
 1. Requests for books should include: author, title, publisher, date of publication, edition requested, and ISBN or Library of Congress (LC) number, if available.
 2. Request for journals should include: article author, article title, title of journal, date, volume, and issue number, all-inclusive pages, and where article was originally cited, if possible.
 3. Incomplete bibliographic data may increase processing time due to library staff verification of requested material.
- B. Copyright law will be strictly adhered to by the library staff. If a request for a particular article violates regulations designated by U. S. law for copyright, (i.e. multiple articles from the same journal title), the library staff shall notify the requester that the article(s) cannot be obtained, and the requester may wish to seek alternative resources and articles.
- C. The library staff will process requested material through FHLA library resources if available (shelf collection and available on-line full text databases), member libraries of consortia, affiliated reciprocal lending libraries, the Indiana State Library's SHARE program, the National Library of Medicine's DOCLINE membership, or from other medical or university libraries as needed.
 1. Requested articles by the hospital administration, physicians or members of the medical staff termed "immediate need" or "emergency request" related to administrative protocol or patient care will be secured from the most rapidly-responding known location, even if a cost is incurred for the

transaction. Non-emergent interlibrary loan requests will be ordered within two working days of the time of the request.

- D. Library patrons will be offered training, as time permits, and encouraged to seek articles using on-line full text databases.
- E. Interlibrary lending privileges are extended to: medical, dental, and allied health staff members who are affiliated with FHLA, faculty and staff of the St. Elizabeth School of Nursing and affiliated university and college programs of FHLA, employees of FHLA, FHCR, and FHRE; clinical students and medical, nursing, and pharmacy residents of the WI. Requests for interlibrary materials will be for professional, academic, or personal research and study; however, the library staff will determine the appropriateness of the requests before ordering the materials.
- F. Expense of work-related requests shall be assumed by the Library Services Department. However, users or departments making costly and numerous requests will be required to obtain authorized department director/manager and vice president signatures for departmental payment prior to processing the requests.
- G. Personal interlibrary loan requests will be ordered at the discretion of the librarian only from libraries which do not charge for requests. The library staff will suggest articles and material available in the FHLA library.
- H. Requesters shall be responsible for:
 - 1. Arranging for requested material to be delivered to the user when notified by the library staff.
 - 2. Returning borrowed material to a library site on the FHLA and FHRE campuses in advance of the loaned materials' due date (if material is required to be returned to the lending library).
 - 3. Assuming any cost that may be incurred as a result of user's failure to return loaned material to the FHLA libraries or returning materials in a damaged condition.

MEETING SPIRITUAL NEEDS

CHAPEL:

The St. Francis Chapel is located on the first floor of the Franciscan St. Elizabeth Health – Central campus and is open twenty-four (24) hours a day. A chaplain is available for counseling and can be reached in Spiritual Care at 423-6105.

The Catholic Mass is offered as published through Spiritual Care Department.

PRAYER:

In keeping with the Christian Philosophy, the classes, events and/or meetings may begin with a prayer or moment of silent reflection. At this time, students are encouraged to contribute their own inspirational thoughts and reflections.

In addition, an Opening Liturgy Service is held the first day of classes for Fall and Spring Semesters. All students are invited/encouraged to attend the Opening Academic Year Liturgy (Prayer Service) held in the St. Francis Chapel (the Hospital Chapel) for a few minutes to come together and reflect (pray) as a community in order to calm any feelings of angst or worry.

NEED FOR NUTRITION

CAFÉ

The Canticle Café is another food and drink service option for students. Located at the entrance of the Student Atrium, the Canticle Café is open from approximately 7:45am-1:45pm and offers breakfast and lunch items as well as a variety of coffee drinks. Café and meal hours are subject to change: For current schedule and menu go to <http://franc/WIR/Pages/default.aspx>

VENDING:

The self-service VENDING is available on the Franciscan Health Lafayette Central and East campuses 24 hours a day. There is a vending area also located near the Student Kitchenette in the Student Atrium in the Franciscan Education Center.

KITCHEN FACILITIES IN THE SCHOOL:

A kitchenette is available (via student badge access) on the First Floor of the Franciscan Education Center near the Student Atrium. It has microwaves and a refrigerator/freezer. Students must provide their own cooking and eating utensils and are responsible to clean the area after use. Any food left in the refrigerator that is not marked with name and date will be discarded.

CAREER PLANNING AND PLACEMENT

The Franciscan Health Human Resources staff provide services to aid students in their career development, whether that be through career counseling, assisting in locating career related work experience, or supporting the job search process and if needed, work with students even after graduation. Some of the services offered may include career counseling, the development of credential files, resume development, interviewing tips, and guidance on various job search topics. Graduate school information and job listings are also available. Students of the CNP also have access to the resources provided by the University of Saint Francis Career Outreach Center. These resources may include Career Counseling, Strong Interest Inventory, Career Beam Job Posting Site, Full and Part-time Job Search Assistance, Résumé and Cover Letter Development Assistance and Reviews, Mock Interviews and Interview Coaching, Internship Assistance, Job Fair Information, Professional Development Workshops.

STUDENT EMPLOYMENT

Franciscan Health facilities may employ students of the Nursing Program. All hiring is done through the Human Resources Department of Franciscan Health. Local Human Resource business partners are available on the third floor of the Francis building of the Franciscan St. Elizabeth Health – East campus. Office hours are Monday through Friday – 8:00 AM – 4:00 PM; telephone (765) 502-4340.

STUDENT EMPLOYMENT – NURSING PROGRAM

Work Incentive Program jobs (such as library assistants and tutors) may be available within the Nursing Program. Students working in these positions will first be evaluated for payment through the Federal Work Study program and if not eligible, may receive tuition reimbursement for the hours worked each semester. Further information may be obtained from the Financial Aid Office.

COOPERATIVE NURSING PROGRAM: ADMINISTRATION AND STAFF

Andrea M. Blissitt, PhD, R.N., (2008)

Chair Department of Adult Health Practice

Assistant Professor of Nursing and Title IX Coordinator

Diploma, St. Elizabeth School of Nursing, Lafayette IN, 2003; B.S.N., Saint Joseph's College Rensselaer IN, 2005; M.S.N., Ball State University, Muncie, IN, 2009; PhD Nursing Education, Capella University, Minneapolis MN, 2015; Master's Organization Leadership, University of Saint Francis, Fort Wayne, IN, 2023. Certification: Certified Nurse Educator, National League for Nursing.

Martin E. Case, M.S.Ed. (1990)

Director Student Financial Aid

B. S., Purdue University, West Lafayette IN, 1982; M.S.Ed., Purdue University, West Lafayette, IN, 1997.

Jean A. Catron, M.S.N., R.N. (2016)

Chair Department of Community Health Practice

Assistant Professor of Nursing

B.S.N., DePauw University, 1984; M.S.N., Indiana University, 1993.

Michelle L. Gerrety, Ed.D, M.S.N., R.N., (1998)

Administrative Director Academic Services – Director St. Elizabeth School of Nursing

Program Director, St. Elizabeth School of Nursing–University of Saint Francis Diploma-BSN Cooperative Nursing Program

B.S.N., Purdue University, West Lafayette, IN; 1994; M.S.N., Indiana University, Indianapolis IN, 1997; Ed.D., Walden University, Minneapolis MN, 2013

Kelly Hudson, B.A., (2022)

Coordinator of Recruitment, Admissions and Advising

B.A., St. Mary's College, Notre Dame, IN, 1989.

Cody Maxwell, B.S., (2015)

Registrar/Bursar

B.S., Indiana University Kokomo, Kokomo, IN, 2015.

Amy S. Vanderkolk, MS, RN (2008)

Coordinator Skills Lab and Assessment

B.S., Indiana State University, Terre Haute, IN, 1989; M.S., Western Illinois University, Macomb, IL, 1992; Diploma, St. Elizabeth School of Nursing, Lafayette IN, 2006.

Kimbra L. Weesner, M.S.N., R.N., (2005)

Chair Department of Maternal-Child and Mental Health Practice

Assistant Professor of Nursing

A.D.N., Purdue University, West Lafayette, IN 1981; B.S.N., Purdue University, West Lafayette, IN, 1985; M.S.N., Indiana Wesleyan University, Marion, IN, 2007. Certification – Family Nurse Practitioner.

LIBRARY SERVICES FRANCISCAN ST. ELIZABETH HEALTH

Jessica Moya (2024)

Library Assistant

B.A., Purdue University, West Lafayette, IN, (2022).

Brenna Tuite, M.L.I.S. (2021)

Librarian

B.A., University of Missouri-Columbia, Columbia, MO (2008), MLIS, University of Pittsburgh, Pittsburgh, PA (2010).

ST. ELIZABETH SCHOOL OF NURSING FACULTY

Shani Berrios, MSN, RN (2021)

Assistant Professor of Nursing

B.S.N., Purdue University, West Lafayette, IN; 2019; M.S.N., Indiana University, Indianapolis IN, 2023

Andrea M. Blissitt, PhD, R.N., (2008)

Chair Department of Adult Health Practice

Assistant Professor of Nursing

Diploma, St. Elizabeth School of Nursing, Lafayette IN, 2003; B.S.N., Saint Joseph's College Rensselaer IN, 2005; M.S.N., Ball State University, Muncie, IN. 2009; PhD Nursing Education, Capella University, Minneapolis MN, 2015; Master's Organization Leadership, University of Saint Francis, Fort Wayne, IN, 2023. Certification: Certified Nurse Educator, National League for Nursing.

Carrie Brooks, MSN, RN (2024)

Assistant Professor of Nursing

Diploma, St. Elizabeth School of Nursing, Lafayette IN, 2012; B.S.N., Saint Joseph's College, Rensselaer, IN, 2012; M.S.N., Western Governors University, Indianapolis IN, 2022.

Jean A. Catron, M.S.N., R.N. (2016)

Chair Department of Community Health Practice

Assistant Professor of Nursing

B.S.N., DePauw University, 1984; M.S.N., Indiana University, 1993.

Tonya A. Collado, M.S.N., R.N., (2011)

Assistant Professor of Nursing

Diploma, St. Elizabeth School of Nursing, 2003; B.S.N., Saint Joseph's College, Rensselaer, IN, 2005; M.S.N., University of Phoenix, Phoenix, AZ, 2010

Robin A. Davis, M.S.N., R.N. (2011)

Assistant Professor of Nursing

Diploma, St. Elizabeth School of Nursing, 1999; B.S.N., Saint Joseph's College, Rensselaer, IN 2001; M.S.N., Ball State University, Muncie, IN, 2014.

Carol L. Dobson, M.S.N., R.N., (2004)

Assistant Professor of Nursing

A.D., Vincennes University, Vincennes IN; B.S.N., Indiana Wesleyan University, Marion IN, 2003; M.S.N., Ball State University, Muncie, IN. 2008.

Rebecca J. Horn, D.N.P., R.N., (2003)

Assistant Professor of Nursing

Diploma, St. Elizabeth School of Nursing, Lafayette IN, 1985; B.S.N., Old Dominion University, Norfolk VA, 1989; M.S.N., Old Dominion University, Norfolk VA, 1993; D.N.P., Purdue University, West Lafayette IN. 2010; Certification - Neonatal Nurse Practitioner.

Tessa Klein, BSN, RN (2024)

Assistant Professor of Nursing

Diploma, St. Elizabeth School of Nursing, Lafayette IN, 2019; B.S.N., University of Saint Francis Fort Wayne, IN, 2019.

Brittany Maxwell, MSN, RN (2021)

Assistant Professor of Nursing

B.S.N., Indiana State University, Terre Haute, IN, 2014; MSN Ball State University, Muncie IN, 2021.

Betty Mosier-Johnson, MSN, RN (2014)

Assistant Professor of Nursing

B.S.N., Lakeview College of Nursing, Danville IL, 2008; M.S.N. Benedictine University, Lisle IL, 2011.

Kelly Munn, M.S.N., R.N., (2008)

Assistant Professor of Nursing

B.S.N., Ball State University, Muncie, IN, 1995; M.S.N., Walden University, Minneapolis MN, 2010.

Kathleen S. Murtaugh, M.S.N., R.N., (1999)

Assistant Professor of Nursing

B.S.N., Northwestern State University, Natchitoches LA, 1978; M.S.N. Northwestern State University, Natchitoches LA, 1990; Certification: Nursing Administration, American Nurses' Credentialing Center, 1990. Graduate Studies, Walden University, Minneapolis MN.

Brittany Stone, MSN, RN (2021)

Assistant Professor of Nursing

B.S.N., Indiana State University, Terre Haute, IN, 2016; M.S.N., Western Governors University, Indianapolis IN, 2021.

Kimbra L. Weesner, M.S.N., R.N., (2005)

Chair Department of Maternal-Child and Mental Health Practice

Assistant Professor of Nursing

A.D.N., Purdue University, West Lafayette, IN 1981; B.S.N., Purdue University, West Lafayette, IN, 1985; M.S.N., Indiana Wesleyan University, Marion, IN, 2007.

Certification – Family Nurse Practitioner.

Glenda D. Wicks, M.S.N., R.N., (2003)

Assistant Professor of Nursing

Diploma, St. Elizabeth School of Nursing, Lafayette IN, 1987; B.S.N., Saint Joseph's College, Rensselaer IN, 1997, M.S.N., Indiana University, Indianapolis IN, 2005.

DIRECTORY INFORMATION

Unless indicated all School of Nursing Office Telephone and Fax Numbers are **Area Code 765**

OFFICE AREA	PHONE#	LOCATION
School of Nursing Business Office	423-6400	1101
FAX	423-6383	1101
St. Elizabeth Alumni Office	423-6408	3104
Honor Council Office	423-6933	1101
Skills Lab - STESON	423-6571	G135
Education Services Scheduler – Moya, Rhonda, BA	423-6050	1109
Security Department at Central	423-6192	G158 - Ground Floor Entrance

ADMINISTRATION & STAFF

NAME	TITLE	PHONE #	LOCATION
Bonner, Jeri	Office Manager	423-6408	3104
Case, Martin, MSED	Student Financial Aid Director	423-6340	1103
Gerrety, Michelle, EdD, MSN, RN	Director, School of Nursing Program Director, STE SON-USF Diploma-BSN CNP	423-6408	3106
Hudson, Kelly, BA	Coordinator of Recruitment, Admissions & Advising	423-6285	1102
Maxwell, Cody, BS	Registrar/Bursar	423-6400	1101
Vanderkolk, Amy MS, RN	Coordinator Skills Lab & Assessment	423-6571	1128

FACULTY

Berrios, Shani MSN, RN, PMHNP-BC	Assistant Professor Nursing	423-6531
Blissitt, Andrea, PhD, RN, CNE	Department Chair Adult Health Practice Assistant Professor Nursing	423-6252
Brooks, Carrie MSN, RN	Assistant Professor Nursing	423-6309
Catron, Jean, MSN, RN	Department Chair Community Health Practice Assistant Professor Nursing	423-6337
Collado, Tonya, MSN, RN	Assistant Professor Nursing	423-6557
Davis, Robin MSN, RN	Assistant Professor Nursing	423-6330
Dobson, Carol, MSN, RN	Assistant Professor Nursing	423-6208
Horn, Rebecca, DNS, NNP, RN	Assistant Professor Nursing	423-6463
Klein, Tessa BSN, RN	Assistant Professor Nursing	423-6223
Maxwell, Brittany, MSN, RN	Assistant Professor Nursing	423-6494
Mosier-Johnson, Betty, MSN, RN, PMH-BC	Assistant Professor Nursing	423-6242
Munn, Kelly, MSN, RN	Assistant Professor Nursing	423-6155
Murtaugh, Kathleen, MSN, CNA, RN	Assistant Professor Nursing	423-6526
Stone, Brittany, MSN, RN	Assistant Professor Nursing	423- 6857
Weesner, Kimbra, MSN, FNP-C, RN	Maternal Child & Mental Health Practice Student Health Officer Assistant Professor Nursing	423-6932
Wicks, Glenda, MSN, RN	Assistant Professor Nursing	423-6529
Karns, Tyler Dr.	Associate Professor (USF Science Faculty)	423-6205

LIBRARIES

OFFICE AREA	FAX NUMBER	PHONE #	LOCATION
SON Library (Central Campus)	FAX (765) 423-6841	423-6125	1170
Library (FHLA - E)	Fax 765-502-4011	502-4010	FHLA-E 1F29
Jessica Moya, BA	Library Assistant	423-6125	1170
Tuite, Brenna, MLIS	Librarian	502-4010 423-6347	FHLA-E FHLA-C

Information is accurate at time of printing. Contact 423-6400 for further information.

CENTRAL CAMPUS

Students are asked to park in the lot between 16th St. & Erie St. and enter the East side of building. See **P** on map below. Do NOT park in Hartford St. lot closest to Chapel unless you have a valid handicapped plate or tag. It is reserved for adorners and those with mobility issues.

Franciscan Health LAFAYETTE CENTRAL



1 Franciscan Health Lafayette Central
1501 Hartford Street
Lafayette, IN 47904
(To enter the building, please use the ground floor or skywalk entrance. There is a call button to use to enter the building.)

Franciscan Education Center
(765) 423-6011

St. Elizabeth School of Nursing
(765) 423-6400

Community Education
(765) 449-5133

Employee Assistance Program
(800) 747-7262

2 Franciscan Healthy Living Center
1116 N. 16th Street
Lafayette, IN 47904
(765) 428-5850

Franciscan Physician Network
Behavioral Health – Top Floor
(765) 423-6300

Anticoagulation Clinic –
Top Floor
(765) 423-6880

2 Home Care and Hospice
Franciscan Home Care
(765) 449-5046

Franciscan Hospice Care
(765) 423-6224

Franciscan Home Health
Pharmacy
(765) 423-6540

Franciscan Health Lafayette EAST CAMPUS PARKING -

Students are to use “Staff” parking spots (yellow on map at bottom of page)

The Cancer Center Construction is complete. Students (and staff) must park in the spots highlighted in yellow.

Please follow your clinical instructor directions for more details on where to park and enter the East building for learning experiences.

