

Indiana State University
School of Nursing
Graduate Nursing
Student Handbook



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Graduate Nursing Program(s)
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Dear Student:

Welcome to Indiana State University's School of Nursing, where we are committed to teaching, service, and scholarship. We view the educational process as transformational, resulting in the individual becoming a competent, caring nursing professional with a commitment to lifelong learning. Faculty work collaboratively with students to achieve their educational goals.

We work to create an atmosphere where research, scholarship, and practice come together to foster positive health outcomes.

The policies and procedures included in this handbook relate to the many aspects of your educational experience at Indiana State University and are designed to serve as a useful guide and resource.

Best wishes for a positive and rewarding learning experience!

Graduate Nursing Faculty, Staff and Executive Director of Nursing

Introduction

This student handbook is designed to provide useful information that will enable you to successfully progress in your graduate nursing academic career at Indiana State University (ISU). In addition to this handbook, you will find policies specific to graduate studies in the current [Graduate Catalog](#).

College of Health and Human Services

The School of Nursing is within the College of Health and Human Services. Additional information about the college structure can be found by reviewing the [Organizational Chart](#).

Mission Statement

The mission of the Graduate Nursing Programs is to develop competent, caring nursing professionals and productive citizens practicing in advanced nursing roles in clinical care, education, and leadership. The mission is accomplished through innovative distance teaching modalities, experiential learning, evidence-based clinical preparation, and community engagement.

Vision Statement

School of Nursing - The [Vision](#) of the School of Nursing at Indiana State University is to serve as a leader in developing competent and caring nurse professionals who will positively impact communities.

Philosophy of the Faculty

Nursing faculty endorse the mission and values of Indiana State University (ISU), the College of Health and Human Services, and the mission of the ISU School of Nursing (SON). This philosophy articulates faculty beliefs about nursing practice, nursing education, continuous quality improvement, and also serves as a guide for all functions within the scope of nursing education at ISU. The philosophical beliefs of the SON faculty result in the development and advancement of competent, caring nurse professionals and productive citizens.

Nursing¹ is viewed as a professional practice discipline based in translational nursing science, a body of nursing knowledge derived from research and scholarly inquiry across relevant scientific and healthcare disciplines. Nurses implement evidence-based practice from a holistic, caring framework in a multicultural, complex environment to provide safe, high-quality care. The concepts of health promotion and wellness, cultural competence, risk reduction, self-care management, and palliative care are emphasized across the lifespan within the nurse-patient relationship. Nurses provide care to patients, families, groups, and communities with an emphasis on healthcare delivery that includes rural and underserved populations. To this end, nurses embrace technology and informatics to increase care and efficiency. Nurses also participate as collaborative members of the interprofessional team and demonstrate professional ethical behaviors.

Leadership in nursing² is an expectation to be demonstrated in a variety of venues, including clinical, educational, administrative, and sociopolitical arenas. Faculty promote excellence in nursing practice via education ranging from baccalaureate to clinical doctoral education and through professional continuing nursing education. All levels of nursing education are provided by supportive faculty who are experts in teaching, promote scholarship, and provide service to the University, the surrounding communities, and the profession of nursing.

¹ The profession is guided by the American Nurses Association Code of Ethics and Standards of Practice and also reflects mandates and nursing care standards from significant nursing and health education organizations such as the National League for Nursing, American Nurses Association, American Association of Colleges of Nursing, Indiana State Board of Nursing, and the Pew Health Professions Commission.

² Institute of Medicine (2010). *The Future of Nursing: Leading Change, Advancing Health*. National Academies of Science: Bethesda, MD.

Program outcomes are achieved through active, student-centered learning in an environment that values mutual respect, diversity, inclusivity, experiential learning, community engagement, and a wide range of teaching methods. Nursing education is accomplished through on-campus classes, clinical experiences, and technology-based modalities. Nursing faculty maintain academic integrity and high standards that promote student accountability as well as professional and personal growth.

Nursing faculty, in their pursuit of program excellence, are dedicated to systematic assessment through data collection and analysis for the purposes of continuous quality improvement. The dimensions by which programs are evaluated include students, faculty, administrators, community stakeholders, teaching/evaluation methods, resources, and curricula. The evaluation of these dimensions allows for opportunities to improve student learning, enhance educational outcomes, and celebrate successes across programs in the ISU SON.

Roles and Responsibilities of Key Personnel

Executive Director of Nursing - The Executive Director of Nursing has principal responsibility for establishing, monitoring, and strengthening the nursing programs within the college. They will oversee the development, operation, evaluation, improvement, approval, licensing, and accreditation of all programs.

Associate Director of Academics - The Associate Director of Academics facilitates the mission of the SON by supporting program quality; facilitating recruitment, development, and retention of faculty; and promote faculty scholarship and community engagement.

Associate Director of Students - The Associate Director of Students facilitates the mission of the SON by supporting a wide range of student success activities.

Program Coordinators – Are faculty that manage individual concentrations/programs of study within Graduate Nursing.

Faculty – Faculty manage and direct program curriculum, course content, evaluation methods, & delivery. They evaluate clinical experiences and facilitate student learning outcomes and course objectives reflective of program outcomes. Students collaborate with their faculty advisor to establish an individualized plan of study.

Adjunct Faculty (part-time) – Adjunct faculty teach courses or assist faculty with course management/instruction and/or provide clinical oversight under direction of the lead course faculty.

Mentor – Mentors facilitate appropriate clinical experiences for students taking doctoral level clinical courses. Mentors serve as a host, sponsor, project champion, and role model for the student; provides the student with appropriate experiences to meet specified outcomes based on their scholarly project; provides feedback on, student performance; and verifies clinical hours.

Preceptor – Preceptors facilitate and provide feedback, in collaboration with course faculty, related to clinical experiences and provide direct supervision of students in the graduate student clinical setting.

Student Support Specialist – Student Support Specialists provide student guidance, manage student documentation/files, facilitate the admission process, and procure documentation for verification and accreditation.

Clinical Coordinators – Assist students in securing a clinical site when their own efforts have not been successful.

Administrative Assistant – Administrative Assistants provide administrative support to faculty, staff, and students.

MSN/Post MSN End-of-Program Student Learning Outcomes

Domain 1: Knowledge for Nursing Practice

Integrates, translates, and applies scientific knowledge as the foundation for ethical practice and decision making in diverse health care settings.

Domain 2: Person-Centered Care

Demonstrates the fundamentals of person-centered care by utilizing evidence-based and best practice(s) to develop, manage and evaluate patient care while demonstrating ethical, inclusive, and professional conduct within the scope of practice and regulatory guidelines.

Domain 3: Population Health

Facilitates, guides, and participates in collaborative actions or activities to promote health, prevent disease, and improve the wellbeing of individuals, organizations, and communities.

Domain 4: Translational Scholarship

Utilize research methods, evidence-based practice, and critical appraisal skills to contribute to the development and dissemination of nursing knowledge that improves health and transforms healthcare.

Domain 5: Quality and Safety

Employ strategies to identify, evaluate, and mitigate potential risks, ensuring patient safety and minimizing adverse events in healthcare settings.

Domain 6: Interprofessional Partnerships

Employ effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products

Domain 7: Systems-Based Practice

Demonstrate an understanding of the healthcare system, including its organization, financing, policy, and regulation in order to influence future practice, healthcare policy and improve healthcare outcomes.

Domain 8: Informatics and Healthcare Technologies

Utilize informatics and healthcare technologies to support and enhance nursing practice in order to ensure the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

Domain 9: Professionalism

Demonstrates integrity and accountability in developing a professional nursing identity that is representative of the evolving values and characteristics of the profession.

Domain 10: Personal, Professional, and Leadership Development Personal, Professional, and Leadership

Development Engage in personal and professional development activities, including leadership training, to enhance skills, knowledge, and abilities as nursing professionals.

Doctor of Nursing Practice (DNP) Student Learning Outcomes

Domain 1: Knowledge for Nursing Practice

Integrate foundational and advanced knowledge from nursing and related disciplines to inform practice and decision-making in diverse healthcare settings.

Domain 2: Person-Centered Care

Demonstrate ethical, inclusive, and professional conduct in nursing practice, respecting the rights, autonomy, and dignity of all individuals and groups, while recognizing and addressing the social determinants of health that influence well-being.

Domain 3: Population Health

Develop and implement strategies to promote health, prevent disease, and improve the well-being of individuals, groups, families, and communities.

Domain 4: Scholarship for the Nursing Discipline

Utilize research methods, evidence-based practice, and critical appraisal skills to contribute to the development and dissemination of nursing knowledge that improves health and transforms healthcare.

Domain 5: Quality and Safety

Employ strategies to identify, evaluate, and mitigate potential risks, ensuring patient safety and minimizing adverse events in healthcare settings.

Domain 6: Interprofessional Partnerships

Engage in interprofessional partnerships and collaboration to improve patient outcomes, enhance teamwork, and optimize healthcare delivery.

Domain 7: Systems-Based Practice

Demonstrate an understanding of the healthcare system, including its organization, financing, policy, and regulation, and apply systems thinking to improve patient care and healthcare delivery.

Domain 8: Informatics and Healthcare Technologies

Utilize informatics and healthcare technologies to support and enhance nursing practice, healthcare delivery, data management, and evidence-based decision-making.

Domain 9: Professionalism

Cultivate a strong professional identity, embracing the values of nursing and contributing to the advancement of the nursing profession.

Domain 10: Personal, Professional, and Leadership Development

Engage in personal and professional development activities, including leadership training, to enhance skills, knowledge, and abilities as nursing professionals.

General Information

Additional Expenses

Additional expenses may be incurred due to cost of repeat National Background Check, purchase of name pin and lab coat, and clinical fees. APN students are required to purchase and maintain professional liability insurance throughout their clinical sequence (FNP; APN 624, 644, 664, & 670; PMHNP; APN 612, 614, 615 & 616). Clinical sites may require additional documentation, which may include, but is not limited to, disability insurance, drug screening, parking tags, and immunizations/titers.

Advisement and Registration

Faculty members recognize that their influence through advisement, mentorship, and cooperation with students is extremely important for a successful student educational experience. Student advisement is achieved through the development of a professional relationship and the relay of detailed and accurate information. As a student, it is important for you to work closely with your advisor to develop an agreed upon plan of study and to revise as needed. Each semester, a survey link provides students with an opportunity to evaluate your advisor and provide constructive feedback on the advising process. It is important for you to participate.

Registration may be accessed through your [MyISU Portal](#) and should coincide with the schedule set forth in your plan of study. Please refer to the [Registration Instructions page](#) for additional details. Important dates and deadlines can be found at the [Academic Calendar page](#).

Any alterations to your approved plan of study will likely result in the delay of your clinical courses and result in a later program completion date. Do not deviate from your plan of study without first discussing changes with your advisor.

APA Writing Style

You will be required to follow [APA Writing Style](#) when submitting assignments/professional papers unless advised otherwise per the course syllabus.

Artificial Intelligence

Indiana State University recognizes the transformative potential of generative artificial intelligence programs and encourages faculty and students to develop literacy regarding these programs.

Your instructor may provide more explicit instructions regarding AI usage as part of course syllabi and assignment descriptions. As a student, you need to assess the validity and applicability of any generative AI output you use; you bear the final responsibility for all work you submit.

Policies clarifying methods of enforcement against the use of AI tools should be made available in the syllabus. Faculty are discouraged from relying solely on AI-detection programs since such programs can be unreliable and prone to bias.

Several programs and applications have options to view the edit history of a file. If a student is suspected of using an AI tool in violation of course policy, they should be given the opportunity to present this history as evidence. Additionally, students should be able to explain their work and reasoning on the assignment during an in-person meeting with their instructor.

You should always protect your data when using generative AI platforms. Do not share what you do not want easily found by others; this includes but is not limited to: private information, sensitive material, any text protected by copyright, or any course content (lecture notes, assignment descriptions, etc.) without the explicit permission of your instructor.

Generative AI platforms are part of a rapidly developing field, and policies listed here may need to change to reflect those technological advances.

Bloodborne Pathogens Policy

The purpose of the [Graduate - Bloodborne Pathogens](#) Policy is to provide guidelines for the prevention of the transmission of Hepatitis B, Hepatitis C, Human Immunodeficiency Virus, and other bloodborne pathogens in the clinical setting. You will be required to complete an educational training module each year in Canvas, and you must score no less than 80% to meet the training requirement. Upon completion, save a PDF copy of your completion certificate and upload to Medatrax.

Chemically Impaired Nursing Student Policy

If you are found to be chemically impaired, a report will be filed with the appropriate state nursing authorities. You are required to be familiar with, and abide by, the [School of Nursing Chemically Impaired Nursing Student Policy](#).

Choosing or Changing Your Concentration

If you find that the concentration you chose is not suiting your needs, discuss your options with your advisor, who will help you initiate the process using the application change form. If you choose to transfer into one of our more sought-after concentrations, your request will be considered along with other applicants in a highly competitive admission process.

For a current list of graduate degree options please refer to the ISU [School of Nursing programs page](#).

Contact information/Change of Residency

Throughout your enrollment at ISU, it will be your responsibility to keep the Graduate Nursing Program Coordinator, and your advisor informed of changes in your personal contact information. All changes also must be submitted via the ISU portal to update all relevant University systems. Students that move from one state to another should notify their advisor and the Program Coordinator prior to moving. Not all nursing programs are approved in all states. Change of residency may result in lack of progression at Indiana State University. Please refer to the [State Eligibility Page](#) to ensure you are in an approved state.

CPR Certification

You are required to have CPR certification upon entry into any graduate nursing program and must remain current throughout your program of study. The updated card should be uploaded into Medatrax.

Disability Support Policy

ISU seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you require a special accommodation because of a documented disability, you are required to complete an accommodation request through the Dean of Students. To inquire about the process to qualify for disability services, contact the [Accessibility and Advocacy Resource Office](#). Once accommodations are approved, they will be communicated to your course faculty to ensure you receive available accommodations and support.

Emergency Services/Natural or Catastrophic Events

In the event that a catastrophic event occurs on a local, regional, or national level and disables communication to/from ISU, you should provide for your own and your family's safety and contact your instructors by phone, private e-mail, or through alternately provided numbers. Every effort on the faculty's part will be made to reasonably attempt to continue with the course and to meet the course objectives.

If, for any reason, there is no internet or telephone communication available for an extended period of time, postal service will be used and, in this instance, you will be awarded incomplete grades until revised completion plans can be determined. The [Public Safety](#) website provides valuable information about the emergency response plan and other documents concerning student and faculty safety.

Evaluation Method

The following scale is used for Graduate Nursing Program(s) grade determination. Courses from other departments may use different scales for grades, which will be reflected in the course syllabus.

98% - A+
93% - A
90% - A-
87% - B+
83% - B (minimum passing grade for APN courses)
80% - B-
78% - C+
75% - C
<75% - F

Fair Practice Work Policy

A Fair Practice Work Policy protects students from assuming the role of their credentialed supervisor, preceptor, professor, or clinical instructor. Students should be supervised in their clinical experiences and should not be functioning as an employee of the site. APRN students should be supervised at all times and final decision making/patient care is the responsibility of the preceptor. All documentation regarding patient care must be reviewed and signed by the clinical preceptor. Doctor of Nursing Practice students may work with clinical agencies or other community organizations to conduct their DNP projects. These hours and activities must be approved by course faculty and approved by the student's mentor.

Grade Appeal

Per the [University Policy Library](#), you may appeal a grade granted by any instructor of any course. Additional information is listed in the Policy Library under [University-Level Grade Appeals](#).

Graduation

Completion of Requirements - An application of graduation must be on file in the Office of Graduate Studies in order to be eligible for a graduation in a specific term. All degree requirements are to be completed prior to the close of the semester/session in which your degree is to be awarded. If the degree is not awarded, you must apply to update your graduation term in your ISU portal.

Completion of Course Work - All "incomplete" credits, which are necessary for completion of degree requirements, must be completed with satisfactory grades and on file in the Office of Registration and Records on or before the close of the semester/session.

Transfer of Credit - Transfer credits must be on file in the Office of Registration and Records on or before the

close of the semester/session your degree is to be awarded.

Fees and Delinquencies - All obligations to the University, such as library delinquencies, residence hall fees, breakage fees, etc., must be met by the close of the semester/session in which your degree is to be awarded. Diplomas and transcripts will not be released until all obligations to the university have been met.

Grievance Procedures

A student who believes that his or her rights have been violated by a faculty/staff member or by another student should refer to the following resource for [Student Complaint and Grievance Information](#).

Health Policy

A student admitted to the Graduate Nursing Program(s) must comply with the [Student Nurse Health Policy](#). Document compliance is monitored and maintained through the Medatrax system. Clinical sites may have different health policies, and students must comply with their requirements to be in the clinical setting.

HIPAA Policy

ISU nursing programs comply with all federal laws related to the confidentiality of student/patient/client medical information, including the Privacy Regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). You are required to complete CITI training during the Graduate Student Orientation. Following completion of this training, save a PDF copy of your completion certificate and upload into the Medatrax system. Violation of HIPAA will result in your dismissal from the program.

MySam

MySam is a University system that provides both students and advisors with an easy to understand, clearly defined pathway toward degree completion. This suite of tools includes degree audit capabilities, displays a semester-by-semester plan of study, advising notes, and more. You will use the MySam system to track your progress toward degree completion. MySam will reflect your official plan of study. Please review your program worksheet and MySam plan regularly in your MyISU portal. We also recommend reviewing the student user guide. Please contact your advisor with any questions.

National Criminal Background Check

At the time of your application, you were required to submit a current national level criminal background check, which was part of the criteria used to determine your eligibility. Criminal background information will be maintained in your secure Medatrax account.

Non-Discrimination Statement

Indiana State University's Policy 923 Non-Discrimination and Anti-Harassment may be found in [Policy 923 Non-Discrimination and Anti-Harassment](#). If you witness or experience any form of discrimination, please report the incident to the [Office of Equal Opportunity](#) or complete the [Policy 923 Non-discrimination and Harassment Report Form](#)

You do have the option of sharing your information with the following confidential resources on campus that are not required to report to the Director of Equal Opportunity/Title IX Coordinator:

ISU [Student Counseling Center](#): 812-237-3939 (2nd Floor of Gillum Hall)

[Confidential Victim Advocate](#) 812-243-7272 (7th Floor of FMSU)

Personal Wireless Communication Device

Cell phone and personal wireless communication device (PWCD) usage includes, but is not limited to, texting messages, listening to voice mail messages, accessing the internet, downloading, accessing any type of personal information, and/or taking pictures during classroom or clinical learning experience time.

While in the classroom setting or during a clinical learning experience, you are expected to use discretion when using cell phones and other PWCDs for personal matters. Please familiarize yourself with the [Personal Wireless Communication Device Policy](#).

Professional Conduct and Student Expectations

You are required to read and abide by the [SON Professional Conduct and Student Expectations Policy](#) regarding Graduate Nursing Programs and adhere to University policies and procedures defined within the [ISU Graduate Catalog](#). Indiana State University nursing students are expected to demonstrate a high standard of professional conduct in all aspects of their academic work and college life. Professional nursing behavior is guided and shaped by adherence to the [American Nurses Association Scope and Standards of Practice](#) and the [American Nurses Association Code of Ethics](#) and other agencies code of ethics, such as the [National Student Nurses Association Code of Conduct](#) for prelicensure students, the [National League for Nursing Core Values](#) and the [Accreditation Commission for Education in Nursing Accreditation Standards](#). The behavior of nursing students is directed by these standards and guidelines, as well as by clinical agency policies, federal regulations, and laws such as the Health Information Portability and Accountability Act (HIPAA) and University policy. Professional misconduct may result in a student's dismissal from the nursing program.

Disrespectful or Inappropriate Behavior

As members of the nursing profession, it is imperative that nursing students recognize their responsibility to society and their patients and exhibit behavior representing high standards, polite etiquette, compassion and respect for human dignity in both the classroom and clinical settings. Please refer to the Clinical Handbook and individual course syllabi for more detailed information.

Academic Integrity and Plagiarism

Academic Integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The Policy on Academic Integrity describes appropriate academic conduct in research, writing, assessment, and ethics. The Policy on Academic Integrity is contained within the [SON Professional Conduct and Student Expectations Policy](#).

Dismissal for Non-Academic Reasons-Professional Misconduct

A student who engages in unsafe, unethical or inappropriate conduct in a clinical or non-clinical setting may be dismissed from the nursing program. Students who engage in inappropriate or disruptive behavior with patients, staff members, other students, preceptors, or faculty will be asked to leave or removed from class or clinical area immediately. This policy includes *but is not limited to* verbally or physically threatening patients, staff, students, preceptors, or faculty; violation of federal or state regulations; being under the influence of alcohol or other mind-altering drugs; and/or performing actions outside of the nursing student's scope of practice.

Safe Practice Policy

Unsafe practice includes any behavior that may endanger a client, family member, staff, peer, or faculty in the physiological, psychological, spiritual, or cultural realm. Specific behaviors of endangerment may include acts of commission or omission in the clinical agency and/or behavior that causes the faculty to

question your potential for safe practice. If your actions or omissions endanger a client, family, peer, or staff or faculty member, you will receive verbal and written documentation of the event and may be removed from the clinical setting. Based on the severity and nature of the unsafe practice, you may be assigned an unsatisfactory clinical performance for that clinical experience or the course.

Professional Licensure/National Certification

You must have an unencumbered nursing license for the state in which clinical courses will be completed. Any encumbrance must be immediately reported, in writing, to the Program Coordinator and the Associate Director for Students. All state licenses and/or certifications must be entered into and maintained in Medatrx.

You are required to notify the Program Coordinator and the Associate Director for Students, via email or personal telephone call, within 72 hours of the commission of any act that: (a) may put your professional license in jeopardy; (b) resulted in a critical incident involving patient safety; or, (c) could result in your failure to possess an unencumbered professional license in the future. This would include any notification of pending judgment or action taken against your professional license(s); any traffic offense involving illegal drugs or alcohol (or, if any person was killed or hospitalized because of an accident in which you were charged with a traffic violation); or, if criminal or civil charges are filed against you in a court of law. You do not need to disclose information about minor traffic violations. A written explanation of any incident, and copies of all explanatory documentation, must be submitted to the Graduate Program Coordinator within a reasonable timeframe after initial contact is made with the Graduate Program Coordinator.

Progression/Retention/Dismissal

You must earn a "B", or better, in all Graduate Nursing courses (any course that starts with APN) to progress in any advanced practice nursing concentration. The Graduate Nursing Programs' faculty has determined that the minimum course percent score for a "B" is 83%.

In order to progress, you must also receive no less than a "satisfactory" appraisal from the clinical course preceptors.

Progression also requires maintenance of a 3.0/4.0 GPA and no more than one nursing course failure. The second failure of a nursing course will result in dismissal from the Graduate Nursing Programs. In order to pass a course that contains both theoretical and clinical requirements, the student must pass **BOTH** the theoretical and clinical components. A passing grade is considered 83% (B) or greater. When the student receives less than 83% (B) in either the clinical or didactic component, the final course grade recorded will reflect the lowest grade earned in the respective component. *Note: Faculty do not round grades.*

If your grade point average drops below a 3.0, you will be placed on academic warning, suspended from graduate study, or dismissed from the College of Health and Human Services (CHHS). The Associate Dean of CHHS, in accordance with the regulations of the academic department and CHHS, will make the decision in such matters. Additional information can be found in the [Graduate Catalog](#).

Reinstatement Procedure

A student who has been dismissed from the nursing program for academic failure, or any other reason, may request a review for reinstatement. The written request for reinstatement should be addressed to the Associate Director of Students. If the dismissal is for academic performance, a Plan of Improvement must be included with the request. Reinstatement will be determined by the Student Affairs Committee.

Reinstatement is not guaranteed, and no student may be reinstated more than once. A reinstated student will be dismissed upon failure of any additional required course in the program of study.

Students who are reinstated must adhere to the policies, guidelines, curriculum of the nursing program, and the recommendations of the Student Affairs Committee made at the time of reinstatement. The date of the

reinstatement will be determined by the Associate Director of Academics, in consultation with the Program Coordinator, based on space availability,

Sexual Misconduct Policy

Indiana State University fosters a campus free of sexual misconduct including sexual harassment, sexual violence, intimate partner violence, and stalking and/or any form of sex or gender discrimination. If you disclose a potential violation of sexual misconduct policy, faculty and staff involved in the disclosure are required to notify the Title IX Coordinator.

To make a report to the Title IX Coordinator, visit the [Office of Equal Opportunity and Title IX](#). Students who have experienced sexual misconduct are encouraged to contact confidential resources:

- [ISU Student Counseling Center](#)
- [Confidential Victim Advocate](#)
- [United Campus Ministries](#)

Student with Clinical Course Failure

Students who repeat a clinical course due to didactic or clinical failure must repeat the entire course, including the clinical hours associated with that course.

Support for Graduate Students

[About Graduate Studies](#) provides one-stop answers and assistance for currently enrolled ISU graduate students and can be a valuable resource to you.

Transfer of Credit

Transfer of credit will be considered for graduate work taken only at regionally accredited institutions or at institutions recognized by the Department of Education. Graduate credits earned from an international college or university will be evaluated by the Center for Global Engagement before being considered for transfer into an ISU degree program.

Graduate credits appropriate to the degree taken at ISU may be accepted for transfer upon review by Program Coordinator at the recommendation of the department-level curriculum committee.

Transfer credits approved at enrollment remain current within the specified time-to-degree completion period (seven years for Master's, eight years for education specialists, and nine years for doctoral degrees). Only graduate courses in which a grade of B (or 3.0 on a 4.0 scale), or better, may be considered for transfer.

Graduate courses taken at another university on a credit/no credit, pass/fail, or satisfactory/unsatisfactory option may be considered for transfer. Final approval of transfer credits is at the discretion of the Program Coordinator and College of Health and Human Services.

Master's Degree Transfer Information - Master's programs may accept for transfer a maximum of nine credit hours for programs that require less than 40 hours, 12 credit hours for programs that require 40-49 hours, and 15 credit hours for programs that require more than 49 hours upon review by Program Coordinator.

Doctor of Nursing Practice Transfer Information – Doctoral programs may accept for transfer a maximum of 7 credit hours upon review by Program Coordinator.

For detailed information regarding transfer of credit, see the [Transfer Admissions | Indiana State University](#).

Withdrawal/Time-off/Leave of Absence

We recognize that circumstances may arise which could require you to cease class attendance prior to the end of the semester. Listed are procedures and important information on withdrawal that must be followed to ensure your return to ISU (or transfer to another college) in good standing. If you leave without properly processing a withdrawal, the absences from class and from the campus will be justification for the grade of "F" to be assigned for the courses in which you are enrolled.

If you wish to drop all of the courses you are currently enrolled in, please visit the registration and scheduling form. If you withdraw, you may return to ISU without reapplying for admission if you are in good standing and enroll in courses within two calendar years. If you withdraw during your first semester, you will need to contact the ISU Admissions Office to update your term of entry.

Due to the sequential nature of Graduate Nursing Program curriculums, if you need to withdraw or stop out for any reason, you must communicate with your advisor in order to determine when you may return to studies within your program. In the event of stopping courses and altering the plan of study with intent to return, please note that you will be required to contact your advisor and complete and submit the [Graduate- Stop Out Form.docx](#). Some courses (for example, advanced pharmacology) are time sensitive and must be completed no more than 3-5 years before applying for licensure in certain states.

Failure to communicate with your advisor and submit the Stop-out Form will result in delayed progression. Our programs are extremely competitive, and courses are in high demand. If a revised plan of study and this form are not submitted within 10 days of the stop-out, the Graduate Nursing Programs will not guarantee re-entry into your desired courses.

Graduate Nursing Programs Disclosure Statement

The Graduate Nursing Programs reserves the right to change, without notice, any statement in this Handbook concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses. Such changes shall be effective whenever determined by the appropriate faculty and administrative bodies and shall govern both old and new students. Nothing in this Handbook constitutes a contract between a student and the Graduate Nursing Programs, the College of Health and Human Services, or ISU.

APN Approval by consensus 8/8/15 SAC review
4/20/15

Exec. Committee Approval 11/30/2015, Vote 5-0-1

APN Faculty Approval: 2/18/2014; 3/31/15; 8/18/15; 12/1/2015 8-0-0; 4/19/2016 7-0-0; 9/20/2016 7-0-0; 12/13/2016 8-0-0;
9/18/2018

Graduate Faculty Approval 1/22/21,

Acknowledged by CHHS Student Affairs Committee Chairperson 2/23/21 Graduate Faculty
Approval 2/22/22 6-0-0

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SON SAC Approval 9/19/2023 Steering Acknowledged 2023

Grad Faculty Approval 4/16/2025 7-0-0

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