Indiana State University
School of Nursing
Undergraduate LPN to BSN Track

Student Handbook
2025-2027

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Dear Students,

It is with great pride and excitement that I welcome you to our nursing program. You are stepping into a dynamic and transformative learning environment that will shape your future as a healthcare professional.

At the heart of our philosophy, the nursing faculty are committed to excellence in teaching, scholarship, and service. We view the educational process as transformational, resulting in the individual becoming a competent, caring nursing professional. Our faculty members are experts in their fields, dedicated to mentoring and supporting you in your educational and professional endeavors. Through rigorous academic curricula, hands-on clinical experiences, and innovative research opportunities, we aim to equip you with the knowledge, skills, and ethical framework necessary to meet the evolving challenges of healthcare delivery.

Your time here will be filled with learning, growth, and development. You will be challenged, supported, and inspired to become the best version of yourself as a future nurse. We are confident that the education and experiences you receive in this program will prepare you to excel in your nursing career and to make a positive difference in the world.

On behalf of our faculty and staff, I extend a warm welcome and best wishes for your success as you embark on this rewarding journey.

Sincerely,

Dr. Marcee C. Everly
Dr. Marcee C. Everly
Executive Director of Nursing
Professor
School of Nursing
401 N. 4th St, #313
Terre Haute, IN 47809
812-237-3688

Introduction

This student handbook provides information to enable successful progression for an academic nursing career at Indiana State University. This handbook also provides policies specific to undergraduate studies in the Undergraduate Catalog.

Vision Statements

College of Health and Human Services
To be at the forefront of cultivating health, healthcare, and human services leaders who positively influence communities.

School of Nursing
To serve as a leader in developing competent and caring nurse professionals who will positively impact communities.

Mission Statements

College of Health and Human Services
We prepare students to become skilled professionals who enhance the health, well-being, and quality of life of individuals, families, and communities. We cultivate an inclusive and innovative learning environment that inspires and equips students to solve complex health and human services challenges. Through experiential learning and interprofessional education, research, service, and community outreach we work together to shape a healthier and more equitable world.

School of Nursing/Undergraduate Distance Tracks
To develop competent, caring nursing professionals and productive citizens. This mission is accomplished through distance teaching modalities, experiential learning at the local level, research, and community and public service.

Philosophy of Nursing Faculty

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

Nursing[1] is viewed as a professional practice discipline. The body of nursing knowledge is derived from research and scholarly inquiry within the sciences and humanities. Nurses implement evidence-based practice from a holistic, caring framework in a multicultural, complex environment in an effort to provide

safe, high quality care. The concepts of health promotion and wellness, risk reduction, disease 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 health care that includes rural and underserved populations. To this end, nurses embrace technology and informatics to increase care efficiencies. Nurses participate as members of the inter- professional team and demonstrate professional behaviors. Leadership 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 nursing 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 and scholarship and who provide service to the University, the surrounding communities, and the profession of nursing. Nursing faculty maintain and promote academic integrity and high standards. The Baccalaureate Nursing Campus Tracks 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. Emphasis is placed on continuous professional and personal growth through life-long learning.

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, Accrediting Commission for Education in Nursing, American Association of Colleges of Nursing, Indiana State Board of Nursing, and the Pew Health Professions Commission.

Roles and Responsibilities of School of Nursing Members

Executive Director of Nursing – Head of the SON and responsible for all matters related to the SON.

Associate Director of Students – Direct oversight of all students related matters in the SON.

Associate Director of Academics – Direct oversight of all academic related matters in the SON.

Undergraduate Campus Coordinator – Manage undergraduate traditional campus track matters.

Undergraduate Distance Coordinator – Manage undergraduate LPN to BSN and Second-degree Accelerated track matters.

Clinical coordinator – Manages clinical placements

Faculty – Administers courses, teaches, facilitates student learning outcomes, and mentors students.

Adjunct Faculty – Part-time faculty teaching either lecture/theory and/or clinicals.

Student Support Specialist – Provides student guidance, manages student compliance, facilitates admission process and procures documentation for verification and accreditation.

Student Success Specialist – Supports students, assesses and addresses challenges that may impact academic performance.

Administrative Assistants – Provides administrative office support to the SON.

Capstone Clinical Coordinator – Coordinates preceptor placements for the culminating clinical ("Capstone") experience.

Academic Advisor – Works with students to help ensure progression plans and requirements to graduate are met. All students are assigned to an Academic Advisor.

Academic Mentor – Guides students with advice regarding academic outcomes and future professional development.

Other Roles and Responsibilities

Preceptor – Practicing RN who meets Indiana State Board of Nursing minimum requirements to precept RN students. Facilitates and guides clinical experiences and

provides direct one-on-one supervision of students in the clinical setting with oversight of faculty.

Clinical Agency – The hospital, long-term care, clinic, or other facility permitting our students and faculty to have their educational patient contact experiences on-site. Students and faculty are guests at these facilities and must follow all agency regulations and procedures. The clinical agencies reserve the right to allow or disallow students to have clinical patient contact at their facilities.

Baccalaureate Nursing New Graduate Outcomes/Competencies

The Baccalaureate Nursing degree fully integrates theoretical learning with clinical experiences. The nursing courses include correlation of theory with direct care provided to clients supervised by faculty and preceptors with expertise in particular practice areas. The curriculum has been designed to flow from the track philosophy and mission through an organizing framework into a logical progression of course outcomes and learning activities to achieve the overall [Baccalaureate Nursing New Graduate Outcomes and Level Competencies](#)

GENERAL INFORMATION

Academic Integrity and Plagiarism

Students are required to read and abide by the policies of [academic integrity](#) and [code of student conduct.](#) 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 conduct in research, writing, assessment, and ethics. Academic policies regarding integrity and plagiarism are described in the Code of Student Conduct. Sharing academic work may constitute a violation of the Code of Student Conduct.

Additional Fees

Upon admission and throughout the tracks, students will encounter additional fees related to course and clinical requirements such as distance technology, clinical course fees, and integrated testing fees. The student will also encounter additional fees associated with track and clinical compliance requirements such as, but not limited to, immunizations, background screening, and certification of basic life support. Payment of these additional fees is the responsibility of the student. The health and screening requirements of Clinical Agencies can vary and in most cases are at the expense of the student. **Costs of additional fees can change without advance notice. Clinical Agencies can without notice implement additional requirements which students must pay for.**

Admission/Progression/Retention/Dismissal

The undergraduate distance track has specific [guidelines and policies regarding progression, retention, dismissal, graduation, and reinstatement](#). Students should be familiar with all aspects of this policy.

Admission to the Nursing Major

[Admission to the university](#) as a nursing student is not [admission into the nursing major.](#) Students complete prerequisite courses as pre-nursing students before applying to the major.

Advisement and Registration

Faculty and staff members recognize that advisement, mentorship, and support of students is important for student success. Students should work collaboratively with their academic advisor to discuss and determine their plan of study.

Students may access registration through their "MyISU" portal and their schedule should coincide with their plan of study. See [Registration Instructions, Dates, and Deadlines](#) for additional information.

Changes to the approved plan of study may delay clinical courses and program completion date. Students should not deviate from their plan of study without first discussing changes with their academic advisor.

Bloodborne Pathogens Policy

The purpose of the [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. Students are be required to complete an educational training module prior to enrolling in clinical courses. Students are required to utilize a third-party database for compliance tracking.

All health requirements, CPR, TB, and bloodborne pathogens must be kept current throughout the entire semester when in the nursing program. Any compliance items that will expire during the semester *must be updated before the beginning of that semester*:

a.   If the student is not enrolled in a nursing course with a required clinical, the student is still required to be up to date in all compliance areas for the duration of the entire program of study.

b.   A student will have a hold on registration for any nursing courses if the health requirements, CPR, TB, and bloodborne pathogens are not kept up to date for the entire semester that the student will be enrolled. A student will not be permitted to attend any clinicals if the health requirements are not up to date, which could result in clinical failure.

Chemically Impaired Nursing Student Policy

Chemical dependency is preventable and treatable. Students are also vulnerable to this problem. Nursing students must be free from chemical impairment during all parts of the nursing program. Drug screening may be required in this program.

If a student is found to be chemically impaired, a report will be filed with the appropriate state nursing authorities. Students are required to be familiar with, and abide by, [the BSN Drug Screening and Impaired Student Policy.](#)

Class Attendance and Participation

Regular class attendance and participation is expected and is closely monitored. Many courses provide the opportunity to participate with peers through web-based communication modalities. Class attendance in the form of weekly reading, assignments, and engagement is required. If the student cannot complete the weekly assignment, they must notify the instructor prior to the due date. E-mail is an acceptable form of notification.

Assignments should be submitted by the due date. A score of zero points may be assigned if the assignment is not submitted on time. In extenuating circumstances (personal illness/injury/crisis, family illness/injury/crisis), the student may negotiate a new due date or contract for an "Incomplete" in the course. Refer to course syllabi for more details.

Students must have access to a computer with internet capability and the required software to participate in their online courses. Students are required to use their ISU e-mail account when corresponding with faculty and staff. The course number must be placed in the subject line of the e-

mail and the student identification number must be included in the body of the e-mail.

Students must log on to the course website a minimum of two times per week on nonconsecutive days and check e-mail at least three times per week. Students must respond to faculty email questions or concerns within 48 hours. If the student does not maintain a dialog with faculty through e-mail or phone communication, they will not receive full credit for course participation. Refer to course syllabi for more details.

The student may drop a course prior to the University mandated drop date to avoid a course failure if there is any reason to believe that the course requirements will not be fulfilled within the current semester. The University timeframe for course withdrawal is listed on the [Academic Calendar](). Questions about course withdrawal should be discussed with one's academic advisor.

Clinical Preceptorships

Students are provided with a clinical placement orientation in their introductory nursing course. The clinical coordination team will work collaboratively with the student to establish clinical placement. Students are required to provide potential clinical sites in their geographical area to the clinical placement team. Course faculty have final approval over selected sites and preceptors.

Faculty will verify information provided by the student for appropriateness and requirements specific to each clinical course. Students will be required to complete clinical documentation in the form of a clinical packet. See course expectations in the [LPN-BSN Clinical FAQs document](). Ultimately, the undergraduate distance students are not responsible for finding and securing a clinical site.

Each nursing board of approved states has its own approval process for out-of- state institutions offering distance education. Therefore, the LPN to BSN track is not available in all states. The student must reside in the original approved state listed on their program application and complete clinicals in an approved state in which they are licensed. Depending on state approval or contractual affiliation agreements of clinical sites and their coverage of liability, progression and degree completion can be impacted.

A move to an unapproved state or military deployment outside the continental United States must be communicated to the student's academic advisor and the Clinical Coordinator. Such moves can impact the student's progression and degree completion.

Compliance

All [health requirements, CPR, TB, bloodborne pathogens, and immunizations must be kept current]() throughout the entire semester when in the nursing program. Any compliance items that will expire during the semester must be updated before the beginning of that semester:

   a. If the student is not enrolled in a nursing course with a required clinical, the student is still required to be up to date in all compliance areas for the duration of the entire program of

      study.

b. A student may have a hold on registration if the health requirements, CPR, TB, bloodborne pathogens, and immunizations are not up to date for the entire semester that the student will be enrolled.

c. Any change of status in your LPN licensure must be reported. Failure to do so can result in non-progression.

d. Students are required to utilize a third-party database for compliance tracking.

Contact Information

E-mail correspondence will be addressed to the student through their ISU e-mail account. Students are responsible for checking their email on a regular basis. The student is responsible for keeping their academic advisor informed of changes in their personal contact information.

Course Evaluation

Each semester the student will be encouraged to complete a brief course evaluation regarding their learning experience. Completing course evaluations are encouraged as this data is utilized to make improvements in the educational experience.

Disability Support

ISU seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you require special accommodation because of a documented physical disability, you are required to contact the Accessibility Resources Office. If you require a special accommodation because of a documented educational disability, you are required to register with the Student Support and Accountability Office at the beginning of the academic career. It is the student's responsibility to inform course faculty of academic support needs. Once registered and approved with the Accessibility Resources Office, your course instructors will ensure that you receive available accommodations and support.

Driving/Transportation

Students are responsible for their own transportation to and from health care agencies utilized for clinical or laboratory experiences. Students should never transport patients for any reason.

Eligibility for Clinicals

Compliance with all health, screening, and other clinical site requirements is mandatory. Students are required to utilize a third-party database for compliance tracking. Clinical site compliance requirements vary from one facility to another. Noncompliance may result in course failure and possible dismissal from the program. All compliance items are due August 1st for fall semester; December 1st for spring semester; May 1st for summer semester. Anything that expires within the coming semester needs updated prior to the first of the semester that is about to begin.

Students must pass all prerequisite theory and/or clinical courses with a minimum grade of C before they will be permitted to progress into the next clinical experience. Each course with a clinical component has clinical outcomes which students must achieve to pass both the lecture and

clinical components of a course and progress into the next course. The course and clinical outcomes are found in course syllabi. 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.

All students in clinicals are with a nurse instructor or a nurse preceptor depending on the course. Clinical abilities and skills of students are evaluated based upon clinical objectives identified in the syllabus for each clinical course. Faculty review clinical expectations and evaluation rubrics at the beginning of each course. Copies of these documents are provided at the beginning of each semester.

Emergency Services/Natural or Catastrophic Events

If a catastrophic event occurs on a local, regional, or national level and disables communication to/from ISU, the student should provide for their own and their family's safety and contact their instructors by phone, private e-mail, or through alternately provided numbers. Every effort will be made on the faculty's part to reasonably attempt continuation of 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, the student will be awarded incomplete grades until revised completion plans can be determined. The University Public Safety website provides valuable information about the emergency response plan and other documents concerning student and faculty safety.

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 shall be supervised in their field and clinical experiences and should not be serving as a workforce. Students shall be always supervised, 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 or instructor.

Federal Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Students are encouraged to review information regarding their authorization of FERPA rights while attending ISU.

Grade Appeal

The University has a Grade Appeal policy. The student may appeal a grade granted by any faculty of any course based on one or more of the following:

- An error in the calculation of the grade.
- The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the same section of the same course, in the same semester, with the same faculty.
- The assignment of a grade to a particular student on some basis other than performance in the course.
- The assignment of a grade by a substantial departure from the instructor's previously announced standards for that section of that course.
- The assignment of a grade by a substantial departure from the written approved standards for a course.

Informal Appeal: The student must follow the informal appeal process for questioning grades prior to engaging in a formal appeal. In so doing, they should, where possible, seek out the faculty for a one-on-one conversation. The faculty is encouraged to listen to the entirety of your case and then to consider whether the current grade is appropriate. Should no resolution occur, the student is required to contact the Associate Director of Students.

The Associate Director of Students is required to meet with the student, to seek a conversation with the faculty, and then highly encouraged to meet with the two together. The student must initiate their informal appeal within 30 working days of the posting of the grade. Should no resolution occur, the student may choose to engage in the formal appeal process.

Formal Appeal: A formal appeal is made in writing to the Dean of the College of the faculty, hereafter referred to as "the Dean." When filing an appeal, the student must specify the basis of the appeal and do so within 30 working days of the conclusion of the informal appeal. The student must indicate one of the following:

- The faculty is unable or unwilling to communicate with the student on the appeal and the informal appeal could not proceed; or
- No resolution resulted from the informal appeal process. The contents of the appeal should include as much of the relevant physical or electronic record as is possible for the student to collect. If the second basis (differential standards) is asserted, the student should provide a list of the names of other students and specific assignments so that a review of the relevant materials and appropriate comparisons can be made.

Verification of the Appropriateness of the Appeal*:* For an appeal to grades submitted by faculty who have been terminated, resigned, or retired, it is the Dean's responsibility to manage the notification process. In doing so, the Dean shall make three separate attempts at contact within 30 days with the last one in writing by registered letter to the instructor's last known address. If, after ten working days of the Dean's receiving of the registered letter receipt, the faculty still refuses to discuss the grade appeal, the Dean shall convene the Grade Appeal Committee.

If a faculty member has denied the grade appeal after having met with the Associate Director of Students*,* the Dean must review the materials and discuss the matter with the student. The Dean may choose to discuss the matter with the faculty, the Associate Director of Students, or both. If the Dean cannot create a resolution satisfactory to the instructor and the student, the Dean shall convene the Grade Appeal Committee.

Grading/Evaluation Method

The following grading scale is used for Undergraduate Distance courses.

> A+ 98% or greater

A   93%
A- 90%
B+ 87%
B   83%
B- 80%
C+ 78%
C   75% (minimum passing grade for undergraduate distance nursing courses)
C- 70%
D+ 68%
D   65%
D- 60%
F   less than 60%

In courses with clinical components, the theory/didactic component score for the course must be at least 75% before any clinical component score will be factored into the final grade. If a student fails to earn 75% of theory/didactic course points, then the final course grade will be based only on the theory/didactic score. Both the clinical and theory/didactic components of each course must be passed to pass the course. 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. Clinical abilities and skills of students are evaluated based upon clinical objectives identified in the syllabus for each clinical course.

Graduation

Graduation Requirements

Please refer the Graduation section of the [Admission, Progression, Retention, Dismissal, and Graduation Policy](#)

Completion of Course Work

All "incomplete" credits must be completed with satisfactory grade to meet degree completion requirements and be on file in the ISU 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 ISU Office of Registration and Records on or before the close of the semester/session before your degree is awarded.

Fees and Delinquencies

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

Graduation Application Deadlines

There is a deadline for completing graduation requirements. The student is responsible for verifying these dates and obligations at the start of their graduating semester. Verify these dates on the Graduation Information website.

Grievance Procedures

If the student has a grievance or believes their rights are being impinged upon, the courses of action outlined in the Student Complaint and Grievance Information must be followed. As a distance student, meetings may be web-based or via teleconference. It is the student's responsibility to keep documentation of any meetings related to the grievance procedures.

HIPAA Policy

ISU nursing programs comply with all federal laws related to the confidentiality of student/patient medical information, including the Privacy Regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Students are required to comply with such laws and the medical record confidentiality policies and procedures of any health care encounters. Violation of HIPAA will result in dismissal from the program.

Illness and Absence

Students participating in clinical experiences should monitor their health for signs of infection or communicable disease and in the event of illness refrain from attending clinical and notify their preceptor of their expected absence. In the event of extended illness, the student should contact their course faculty and their academic advisor. Please refer to specific syllabi for specific course policies regarding excused and unexcused absences.

Methods of Instruction

The Undergraduate Distance curriculum is delivered entirely through distance education. The methods of instruction are completed in an online format through virtual classrooms and may include but are not limited to assigned readings, various multi-media, class discussions, small group and individual projects, interactive activities, video streaming, and simulations. Clinicals involve engagement within specific population communities and additional experiential learning experiences.

Name Pins

The student must order a name pin and wear it in the clinic setting or when meeting with preceptor(s), clinic manager or when in contact with patients.

National Criminal Background Check

At the time of application, the student is required to submit a current national level criminal background check, which was part of the criteria used to determine eligibility. Criminal background information will be maintained in a confidential student nursing file. The SON may be required to share background items for clinical placement. The student is responsible for notifying the

Associate Director of Students of any new charges or additions to their criminal history promptly. Failure to report new charges may result in dismissal from the program.

Clinical agencies may require additional criminal history checks at the student's expense. Clinical agencies have the right to refuse students due to items on the background check.

Personal/Professional Liability Insurance

All LPN to BSN students are required to purchase $1,000,000 per incident / $6,000,000 aggregate Nurse Personal/Professional Liability Insurance coverage for nursing students. Proof of annual renewal of professional liability insurance Certificate of Insurance should be submitted to the SON and maintained in your student nursing file.

Personal Wireless Devices

In order to protect confidentiality and professionalism, the Personal Wireless Communication Device Usage policy must be followed. These guidelines are intended to promote academic and professional integrity, professional communication, and a safe effective learning environment. The policy is consistent with the ISU Code of Student Conduct and the National Student Nurse Association (NSNA) Code of Student Conduct. Violation of this policy may create a situation that could lead to failure of a course, dismissal from the nursing program or University, or criminal charges.

Proctoring

All undergraduate distance students are required to take course examinations designated by faculty. Course examinations may be administered through an approved online proctoring service at faculty discretion. Students will be responsible for paying fees for proctoring services. If any scheduling changes are made a vendor fee may be incurred by the student.

Professional Conduct and Student Expectations Policy

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 expectations are provided under the SON Professional Conduct and Student Expectations Policy.

Professional Dress Code

Students are expected to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. The ISU Nursing uniform is to be worn when the student is assigned for clinical practice as required by the clinical agency. It is the student's responsibility to be appropriately groomed and attired for clinical experiences. Students are responsible for maintaining their own uniforms. Nursing Uniform Policy

Professional Licensure

Students must hold an unencumbered LPN nursing license for the state in which clinical activities

will be completed. Any encumbrance must be immediately reported, in writing, to the Associate Director of Students. All state licenses must be updated upon expiration. License verification must be submitted to the SON. Students are required to notify the Associate Director of Students, via e-mail 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. Do not disclose information about minor traffic violations. A written explanation of any incident, and copies of all explanatory documentation, must be submitted to the Associate Director of Students within a reasonable timeframe after initial contact is made.

Safe Practice Policy

Unsafe practice includes any behavior that may endanger a patient, family member, staff, peer, preceptor, 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 as described in the Safe Practice Policy. If actions or omissions endanger a patient, family member, staff, peer, preceptor, or faculty member, the student 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, the student may be assigned an unsatisfactory clinical performance for that clinical experience or the course. Program dismissal may result from extreme circumstances of unsafe practice and will be determined by both course faculty and the Associate Director of Students in consultation with the Undergraduate Distance Coordinator and the Executive Director of Nursing

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.

Withdrawal/Time-off/Leave of Absence

Unforeseen circumstances may arise which cause a student to stop class attendance prior to the end of the semester. If the student leaves 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 they were enrolled.

The university recognizes that circumstances may arise that require a student to cease class attendance prior to the end of the semester. Students should review the university procedures and important information on official withdrawal, if applicable, and the Admission, Progression, Retention, Dismissal and Graduation Policy regarding progression if a student stops for more than 2 years. In the event of a withdrawal, the student may return to the nursing program within two calendar years without reapplying for admission with competency testing provided they are in good

standing. Students should discuss withdrawal with their academic advisor before proceeding.

For additional program resources, please visit the [Student Resources website](#)

The SON 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 SON, the CHHS, or ISU.