



Vincennes University  
Department of Nursing

Nursing Student Handbook

2022-2023

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## INTRODUCTION

This handbook was prepared for students that have been selected for admission into one of the Vincennes University Nursing Programs. This handbook and the Vincennes University College Catalog will be the primary source pertaining to the policies, procedures, and guidelines while students complete degree requirements. The handbook and catalog is applicable to all students enrolled in a Vincennes University Nursing Program. This handbook is not all-inclusive. Efforts have been made to ensure the accuracy of the material in this handbook; however, **some information is subject to change**. Students will be informed of changes through course Blackboard sites or e-mail.

The Vincennes University catalog can be found at [www.vinu.edu/catalog](http://www.vinu.edu/catalog)

Due to the rigor and intensity of the Nursing Programs, additional activities may be required beyond scheduled class time--including but not limited to: Kaplan proctored testing and review course, clinical preceptorship, and program or clinical facility orientations. Every effort will be made to notify students of any additional requirements in a timely manner so they can plan accordingly.

Please retain this handbook for reference regarding policies and procedures for the RN-BSN Completion, Associate of Science (ASN), ASN Completion Concentration for Licensed Practical Nurses, and Practical Nursing (PN) Programs. It is the student's responsibility to know and abide by all student policies contained in this handbook, the Vincennes University Student Handbook and the Vincennes University Catalog. When participating in outside agencies, students must adhere to all policies of the agencies in addition to Vincennes University policies.

## ACCREDITATION

Vincennes University is accredited by The Higher Learning Commission. Vincennes University maintains its accreditation with the Higher Learning Commission through the Standard Pathway process. For more information regarding VU's HLC accreditation, contact the Higher Learning Commission at 312-263-0456 or see [www.hlcommission.org](http://www.hlcommission.org).

The RN-BSN, ASN, and LPN nursing programs at Vincennes University at the Vincennes and Jasper Campuses are accredited by:

Accreditation Commission for Education in Nursing (ACEN).  
3390 Peachtree Road, NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the RN-BSN, ASN, and LPN nursing programs is Continuing Accreditation.

All pre-licensure nursing programs at Vincennes University are accredited by the Indiana State Board of Nursing (ISBN), Indiana Professional Licensing Agency, 402 W. Washington Street, Room W072, Indianapolis, IN 46204. Phone: (317) 234-2034; web: [www. https://www.in.gov/pla/nursing.htm](https://www.in.gov/pla/nursing.htm)

ISBN accreditation status can be found by visiting <https://www.in.gov/pla/2490.htm>

### **Non-discrimination statement**

Vincennes University does not discriminate based on race, religion, color, national origin or ancestry, age, sex, sexual orientation, or handicap or against disabled veterans and veterans of the Vietnam Era, or other non-merit factors in its employment or educational programs or activities. Any person who believes that such *discrimination* has occurred in this institution should contact the Affirmative Action Officer of Vincennes University, 1002 North First Street, Welsh Administration Building, Vincennes, Indiana 47591, 812-888-5848. The AAO also hears concerns when a person believes himself or herself to be a victim of *discrimination* under Title IX, Section 504 and the ADA.

### **Diverse Abilities and Accommodations**

Vincennes University complies with the requirements set forth by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act to assure the rights of individuals with disabilities to fair nondiscriminatory treatment. Students with psychological, physical, sensory, communicative, learning or other disabilities should contact the Office of Diverse Abilities and Accommodations as soon as possible after admission to VU. At the collegiate level, it is the student's responsibility to initiate the request for any individual assistance.

It is the student's responsibility to notify the instructor immediately once (s)he has been approved for accommodations, has emergency medical information, or if (s)he needs special arrangements in case the building must be evacuated.

### **Procedures for Requesting Academic Accommodations**

The Office of Diverse Abilities and Accommodations assists all qualified students in obtaining reasonable accommodations.

1. Students who choose to request accommodations must request accommodations through the Office of Diverse Abilities and Accommodations.
2. Appropriate documentation supporting requests for accommodations must be submitted before accommodations requests can be reviewed.
3. The Office of Diverse Abilities and Accommodations staff initially meets with eligible students and reviews the accommodation request.
4. When reasonable accommodations are deemed necessary the Office of Diverse Abilities and Accommodations provides a letter(s) of accommodation to eligible students.
5. To initiate accommodations, eligible students must: 1) provide their professors with a letter of accommodation, supplied by the Office of Diverse Abilities and Accommodations, and 2) meet with their professors to discuss the implementation of accommodations. Students are strongly encouraged to notify their professors of their qualification for accommodations as soon as accommodations are approved. Accommodations are not retroactive and cannot begin until a professor has been provided a letter of accommodation.
6. Students are urged to notify the director of Office of Diverse Abilities and Accommodations of all problem situations, especially if they do not receive the approved reasonable accommodations.

7. Students receiving accommodations **must** request accommodation renewals through the Office of Diverse Abilities and Accommodations **each semester**.

Any request for accommodations in the clinical setting or for off campus training **must** be sought through the Office of Diverse Abilities and Accommodations. Office of Diverse Abilities and Accommodations staff will work together with the students, the instructors, and the clinical institution/training program to determine the appropriate reasonable accommodations and to facilitate in implementing those accommodations. While enrolled in the FSE Program, any change in functional ability must be reported to the clinical instructor and appropriate Chair. Changes in functional ability should also be reported to the Office of Diverse Abilities and Accommodations to determine if reasonable accommodations can be made.

Please visit the Office of Diverse Abilities and Accommodations website at <https://www.vinu.edu/web/disability-services/welcome> for additional information.

While enrolled in the Nursing Program, any change in functional ability must be reported to the Office of Diverse Abilities and Accommodations, clinical instructor, and appropriate Chairperson.

### **Vincennes Campus**

Office of Diverse Abilities and Accommodations Contact Information:

Jill Steele, Director of Diverse Abilities and Accommodations

[ssteele@vinu.edu](mailto:ssteele@vinu.edu)

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website: <https://www.vinu.edu/web/diverse-abilities-and-accommodations/documentation-of-disability>

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## NURSING EDUCATION AT VINCENNES UNIVERSITY

### MISSION

The Vincennes University Nursing Department offers accessible education for multiple levels of nursing practice. The nursing department provides didactic, college laboratory, and clinical laboratory experiences which will prepare nurses to provide quality healthcare within local and global communities.

### VISION

The Vincennes University Nursing Department strives to be an innovative center for excellence in nursing education. The faculty seek to prepare professional nursing graduates who are valued for their knowledge and ability to meet consumer needs in a diverse and changing healthcare system.

### CORE VALUES

- **Patient-Centered Care-** Nurses provide professional, coordinated, and respectful care to treat the full patient. Nurses develop individualized, comprehensive plans of care with consideration to the individual's perception of health and environment, ensuring that the patient's preferences, values, and needs guide all clinical decisions.
- **Nursing Informatics-** Nurses use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2020).
- **Nursing Judgment-** Nurses recognize and analyze data, prioritize hypotheses, generate collaborative solutions, take action, and evaluate outcomes for patients, families, and communities using current best practice (Nursing Process and NCSBN Clinical Judgment Model).
- **Professionalism-** Nurses demonstrate integrity, lifelong learning, advocacy, accountability and responsibility while functioning within a legal, moral, and ethical scope of practice
- **Safety and Quality-** Nurses use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems and minimizes the risk of harm to patients, communities and providers (QSEN, 2020).
- **Teamwork and Collaboration-** Nurses function autonomously and collaboratively to plan and implement care with the interprofessional teams, the patient, and the patient's support network, while promoting open communication, mutual respect, and shared decision-making to achieve optimal outcomes.

## PHILOSOPHY

The philosophy of the Vincennes University Nursing Department reflects the faculty's beliefs about nursing education and practice. The faculty of Vincennes University Nursing Department believe the guiding principles of nursing education and practice are patient-centered care, nursing informatics, nursing judgment, professionalism, safety and quality, and teamwork and collaboration.

The Vincennes University Nursing Department philosophy represents an incorporation of nursing theories and standards of care as outlined by health organizations including the National League for Nursing (NLN), American Nurses Association (ANA), the American Association of Colleges of Nursing (AACN), Institute of Medicine/Quality of Safety and Education for Nurses (IOM/QSEN), National Council of State Boards of Nursing (NCSBN), and the National Association for Practical Nurse Education and Service (NAPNES).

We believe that:

- Nursing judgment is used to provide quality and safe patient-centered care.
- Nurses provide culturally sensitive care to diverse communities.
- Nurses collaborate as a part of the interprofessional team to promote health education to ensure positive patient outcomes.
- Nurses use data from information technology to drive clinical decision making.
- Nursing care delivery will be based on the work of nursing theorists and evidence-based practice.
- The learner is a unique individual encouraged to be active, self-directed, self-motivated, and assumes responsibility for his/her own learning.
- Nursing education provides a foundation for ongoing personal and professional development.
- Nurse educator guides and facilitates learning in a student-centered environment.

Vincennes University prepares graduates at multiple levels of entry and embraces the definitions of nursing taken from NAPNES, NCSBN, and AACN.

The practical/vocational nurse uses clinical problem-solving process (the nursing process) to collect and organize relevant health care data, assist in the identification of the health needs/problems throughout the patient's life span and contribute to the interdisciplinary team in a variety of settings. The entry level practical nurse demonstrates the essential competencies needed to care for patients with commonly occurring health problems that have predictable outcomes" (NAPNES, 2007).

"The RN provides a unique, comprehensive assessment of the health status of the patient, applying principles of ethics, patient safety, health promotion and the nursing process to develop and implement an explicit plan of care that reflects unique cultural and spiritual client preference, the applicable standard of care and legal consideration. The nurse assists clients to promote health, cope with health problems, adapt to and/or recover from the effects of disease or injury, and support the right to a dignified death. The RN is accountable for abiding by all applicable member board jurisdiction statutes and regulations/rules related to nursing practice" (NCSBN, 2019).

In addition to the roles outlined for the RN, the bachelor-prepared nurse has met the AACN Essentials, an educational framework for the core expectations of graduates from a baccalaureate

nursing program. The Essentials are built on nursing as a unique discipline, the foundation of liberal education, and the development of competence over time. The expert practice of nursing requires a combination of patient-centered care, collaboration, scholarship, principles of safety and improvement science, coordination of resources, use of information and healthcare technologies, professionalism, as well as personal, professional, and leadership development (AACN, 2020).



## **PROGRAM OUTCOMES**

### **RN- BSN COMPLETION PROGRAM**

At the completion of the RN-BSN Completion program, the graduate will:

1. Apply leadership concepts through collaboration, teamwork, and the utilization of nursing informatics to improve patient care.
2. Utilize research to enhance nursing judgment in order to provide safe and quality care.
3. Apply the concepts of holistic, culturally sensitive, and patient-centered care to professional practice.
4. Model professionalism by incorporating the BSN Essentials while adhering to the registered nursing practice standards.
5. Evaluate health promotion and preventative care measures at individual and population levels.
6. Analyze factors that impact healthcare.

### **ASSOCIATE OF SCIENCE IN NURSING (ASN) PROGRAM**

At the completion of the Associate of Science in Nursing Program, the graduate will:

1. Collaborate with members of the healthcare team incorporating nursing informatics to manage care for patients and families across the lifespan in a variety of healthcare settings.
2. Utilize nursing judgment to provide safe and quality care for patient populations across the lifespans.
3. Provide holistic patient-centered care utilizing cultural sensitivity for diverse individuals, families, and groups.
4. Demonstrate professionalism and leadership skills while adhering to registered nurse practice standards.
5. Provide health promotion and preventative care for individuals, families, and groups.

### **PRACTICAL NURSING (PN) PROGRAM**

Upon completion of the Practical Nursing Program, graduates will be able to:

1. Coordinate care with members of the healthcare team using nursing informatics to achieve positive patient outcomes in a variety of settings.
2. Utilize nursing judgment to provide safe and quality care for individuals across the lifespan under the direction of the qualified health professional.
3. Provide patient-centered care utilizing cultural sensitivity for diverse individuals within a family context.
4. Demonstrate professionalism and adherence to practical nursing standards.

## PROFESSIONAL STANDARDS AND ESSENTIAL FUNCTIONAL ABILITIES

### PROFESSIONAL and TECHNICAL STANDARDS

Students will be held to the current version of the American Nurses Association's "Standards of Professional Performance" and "Code of Ethics" and the Nursing Department's Essential Functional Abilities Policy. Failure to uphold these standards may result in dismissal from any nursing program.

#### **ANA Standards of Professional Performance and ANA Code of Ethics for Nurses**

please visit [www.nursingworld.org](http://www.nursingworld.org) for the complete ANA Standards of Professional Performance and the ANA Code of Ethics for Nurses.

American Nurses Association: Code of Ethics for Nurses

- 1) The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- 2) The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- 3) The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- 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.
- 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.
- 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.
- 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.
- 8) The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- 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.

American Nurses Association. *Code of Ethics for Nurses with Interpretive Statements*. Silver Spring, MD: American Nurses Publishing. 2015

**BSN Standards of Professional Performance** please visit

<https://www.aacnursing.org/Portals/42/Publications/BaccEssentials08.pdf>

### **Diverse Abilities and Accommodations**

Nursing students that have a condition which would interfere with essential skills/functions should contact the Office of Diverse Abilities and Accommodations at 812-888-4501 to request reasonable accommodations. Students must be able to meet the essential skills/functions with or without reasonable accommodations. If a student enrolled in courses is no longer able to meet the essential skills/functions they must contact the program department chair and should contact the Office of Diverse Abilities to explore reasonable accommodations. Students may be asked to supply a medical clearance form in order to remain and/or return to the clinical setting.

### **Vincennes University Essential Functions for Nursing Students**

The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified individuals with disabilities. The ADA defines a qualified individual with a disability as an individual who, with reasonable accommodations, can perform the essential functions of the employment position that such individual holds or desires. In addition, the Rehabilitation act of 1973 prohibits discrimination in the admission of a qualified person with disabilities.

Reasonable accommodations for students with disabilities, either temporary or permanent, will be considered on a case-by-case basis and in consultation with the office of Diverse Abilities and Accommodations and the clinical agencies as appropriate. To enter into and to complete the nursing programs, nursing students, with or without reasonable accommodations, must be able to meet the emotional, cognitive, and physical requirements listed below:

#### **Emotional Requirements:**

The nursing program is a rigorous program, both in academic study and in the acquisition and practice of clinical skills. The student must have sufficient emotional stability to perform under stress and provide safe nursing care to clients in the clinical setting while being observed by the instructors and other health care professionals.

#### **Cognitive Requirements:**

The student must have sufficient cognitive ability to communicate or process information and perform mathematical functions (addition, subtraction, multiplication, division, percentages, and fractions with or without a calculator) at a level that allows processing and understanding of materials and information presented either verbally or in written format.

#### **Physical Requirements:**

Nursing students are required to travel to clinical facilities (i.e., outpatient, acute care settings, skilled facilities) and to have the endurance to adapt to a physically demanding program. The following physical requirements are necessary for the nursing program:

1. **Strength:** ability to lift, move, and transfer most clients, to restrain and carry children, to move and carry equipment, and to perform CPR according to the American Heart Association guidelines.
2. **Mobility:** ability to bend, stoop, bend down to the floor, combination of strength, dexterity, mobility and coordination to assist clients, ability to move around rapidly, and move in small, confined spaces.
3. **Fine Motor Movements:** required to manipulate syringes and IV's, to assist clients with feeding and hygiene needs, to write in charts and use computer keyboards, to perform sterile and other skilled procedures.
4. **Speech:** ability to communicate clearly with staff, physicians, clients, and families, and to be understood on the telephone.

5. **Communication:** able to communicate in English both verbally and in the written format so that students can communicate nursing actions, interpret client responses, initiate health teaching, document observations, interactions, interventions, and nursing care. Document and understand nursing activities, interact with clients, families, staff, and faculty.

6. **Vision:** ability to make physical assessment of client and to accurately and safely use and apply client equipment.

7. **Hearing:** ability to communicate on the telephone, to be able to hear or decipher through a stethoscope to discriminate sounds, to hear or decipher cries for help, to hear or decipher alarms on equipment and emergency signals, and various overhead pages.

8. **Touch:** ability to palpate both superficially and deeply to discriminate tactile sensations.

**In an eight or twelve hour work day, the student is expected to be able to frequently (34-66%) be able to: bend/stoop, squat, reach above shoulder level, kneel, and push/pull.**

**Weight requirements include:**

| Requirements | Weights   |              |            |            |            |             |
|--------------|-----------|--------------|------------|------------|------------|-------------|
|              | Never     | Occasionally |            |            | Frequently |             |
| Activity     | 0-10 lbs. | 11-24 lbs.   | 35-34 lbs. | 35-50 lbs. | 51-74 lbs. | 75-100 lbs. |
| Lifting      | F         | F            | O          | O          | O          | O           |
| Carrying     | F         | O            | O          | O          | O          | O           |
| Push/pull    | F         | F            | F          | O          | O          | O           |

**Manual Dexterity-**ability to use your hands or assistive technology in a skillful, coordinated way to grasp and manipulate objects and demonstrate small, precise movements.

## NURSING DEPARTMENT POLICIES

### ABSENTEEISM/ATTENDANCE

Anticipated absence or tardiness must be reported to the instructor and the clinical site. Any absence or tardiness must be reported prior to the start of class or clinical.

All absences from clinical must be made up. It is the student's responsibility to contact the appropriate instructor to arrange for such make-up.

If a student is having life issues that could impact their clinical or classroom performance, it is the student's responsibility to contact the appropriate instructor so that accommodations can be considered.

The nursing department abides by the Vincennes University attendance policy which states in part that "students who miss class hours totaling twice the number of credit hours awarded for the course, or the equivalent of two weeks of class instruction are eligible to be dropped from the class." Students wishing to withdraw must complete the withdrawal process by the date designated by the current college policy. Students are referred to the University Catalog and the Vincennes University Student Handbook for further policy details

**RN-BSN ONLINE COURSES:** Active participation in online courses is required. Weekly attendance will be determined by blackboard activity, assignments, quizzes, and/or exams. Due dates for these activities will be posted on the course calendar. Failure to complete the above activities will result in deduction of class points and will be considered as an absence as per the VU attendance policy. Failure to submit assignments by due dates may lead to dismissal from the BSN Program.

### ACADEMIC INTEGRITY

Honesty and integrity are requisite characteristics for nurses. Dishonesty in any form will not be tolerated for one simple reason: **Behaviors are a reflection of personal beliefs and values.** Those who truly value honesty and integrity will behave with honesty and integrity. If one is dishonest in their approach to coursework, there is a plausible concern that one will be dishonest in their approach to patient care. The VUND faculty cannot ethically ignore this possibility. Because lack of integrity runs counter to the values of the profession, academic dishonesty in any form may result in course failure and dismissal from the Program.

Academic dishonesty includes plagiarism, cheating, submitting another person's material as one's own, or doing work for which another person will receive academic credit. The benchmarks of any great nursing program are directly related to standards of academic endeavor on the part of both teacher and student. It is in this relationship that truth and honesty are recognized as fundamental to a university community. The University expects students to adhere to these principles and in so doing to foster the ideals for which the University was founded. Put simply, this means that the student will do his/her own academic work.

The content of any nursing examination is confidential. Students are not to discuss or share any questions or content related to examinations, quizzes, etc. with any individual or entity. Students are not permitted to take pictures of nursing related course quizzes or exams. Simulation scenarios are also considered confidential and are not to be discussed between clinical groups. All students, whether actively participating or observing, must maintain confidentiality of the scenario. This includes

participating in real time or viewing video footage. Any use of video outside of the learning purpose is strictly prohibited.

The unauthorized discussion, including the nature or content of examination questions, before, during or after the examination is considered academic dishonesty, and is in violation of Vincennes University Policy as stated under the Student Regulation section of the Vincennes University Catalog.

For violations under this section, the professor will notify the department chairperson and the division dean in writing of the circumstances if any punitive action is taken. The student shall have the right of appeal of the professor's decision per the Student Grievance Policy. The alternatives for action by the professor may include, but are not limited to, failing the grade of the assignment, or the course, or the withdrawal from the course. The student will also be referred to the Dean of Students, who will determine appropriate disciplinary action in accordance with Vincennes University Policy.

### **COMMUNICATION TO STUDENTS**

Any student that has a change of last name, address, or phone number is to make the appropriate change with the University as soon as possible after the change occurs. This may be done at the Registrar's Office with appropriate photo identification. Please also notify the Nursing Department Secretary of any name and/or email changes. Students should regularly check their email/Blackboard for announcements, updates, etc.

### **E-TEXT ALERT SYSTEM**

The VU Emergency-Text Alert System is one part of a multifaceted communication plan to keep the VU community safe and informed in the event of an emergency. The E-Text alert system is available to students, employees, and members of the VU community who have a MyVU computer web account. Text messages will include occasional test messages, emergency notifications including weather related information, and class cancellations or delays. To enroll, students may sign up via their MyVU account. MyVU should be referred to for any delays or cancellations.

### **COMPUTER SOFTWARE REQUIREMENTS**

All students should use Microsoft Office (Word, Excel, PowerPoint) for papers and presentations. Students must have video and microphone access on laptops. Scanned documents must be in PDF format. This is the software utilized by Vincennes University. Faculty cannot open documents in other formats. Documents will not be graded unless they are submitted in proper format, and points may be deducted.

All nursing students are required to have a laptop/notebook with internet access. RN-BSN students are also required to have microphone access on their laptop/computer.

### **CONDUCT**

Students enrolled in the nursing program will adhere to all policies outlined in this handbook and in the Standards of Student Behavior in the Vincennes University Catalog.

**<https://www.vinu.edu/standards-of-student-behavior>**

Professional behavior and conduct is expected at all times. Unprofessional language, disrespectful and unprofessional conduct, or being impaired chemically (drugs or alcohol) will

not be tolerated. Student violations may be referred to the Dean of Health Sciences, Dean of the Jasper Campus and/or the Dean of Students for evaluation and possible disciplinary action according to the University Conduct Code (See VU Student Handbook).

Unprofessional conduct shall include, but is not limited to, the following (adapted from the Indiana State Board of Nursing Rules and Regulations, Article 2. Standards for the Competent Practice of Registered and Licensed Practical Nursing):

1. Performing any nursing technique or procedure for which the nurse is unprepared by education
2. Disregarding a patient/client's dignity, right to privacy, or right to confidentiality
3. Failing to provide nursing care because of diagnosis, age, sex, race, color or creed.
4. Abusing a patient/client verbally, physically, emotionally, or sexually
5. Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
6. Abandoning or knowingly neglecting patients/clients requiring nursing care.
7. Diverting prescription drugs for own or another person's use.
8. Misappropriating money or property from a patient/client or employee.
9. Failing to notify the appropriate party of any unprofessional conduct which may jeopardize patient/client safety.
10. Failing to demonstrate professional/ethical behavior and attitude as demonstrated by
  - Cheating
  - Plagiarism
  - Lying
  - Use of profane language
  - Failure to notify the clinical site of anticipated tardiness or absence
  - Failure to contact instructor for make-up assignment(s) when absent
  - Disrespectful behavior toward facility personnel, clients, faculty, or peers
  - Chemical Impairment

### **Professional Decorum and Academic Behavior**

Students entering a nursing program at Vincennes University are beginning an education in professional nursing, which requires standards of ethical comportment and appropriate behavior as identified in the American Nurses Association (ANA) Code of Ethics. The faculty of the Vincennes University Nursing Department (VUND) welcomes the opportunity to educate nursing students. In turn, it is expected that students will adopt and demonstrate appropriate professional behaviors.

The VUND is committed to creating a positive learning environment for all. Every student has the right to learn, as well as the responsibility not to deprive others of the right to learn, and all students are accountable for their actions. Beyond the classroom, uncivil, disrespectful behavior by nurses and other members of the health care team has been shown to contribute to patient harm. Because poor interpersonal communication has such a profound effect on patients, the

ANA has clarified the relationship between behavior toward others and the ethical responsibilities of nurses. Consider the following conduct expectations from the ANA Code of Ethics for Nurses:

- Nurses consider the needs and **respect the values of each person in every professional relationship** and setting.... (Provision 1.1)
- Nurses maintain **professional, respectful, and caring relationships with colleagues**.... (Provision 1.5)
- The nurse creates an ethical environment and culture of civility and kindness, **treating colleagues, coworkers, employees, students, and others with dignity and respect**.... (Provision 1.5)
- Disregard for the effects of one's actions on others, **bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable** behaviors. (Provision 1.5)

Thus, along with the learning of theoretical concepts, the VUND faculty and staff aim to prepare students to think and act like nurses. Toward that end, it is expected that the student demonstrates professional and ethical behaviors in all aspects of the program. Each faculty member may have expectations beyond those stated here. These expectations will be clearly communicated in each nursing course syllabus.

### **CONFIDENTIALITY**

As a Vincennes University Nursing student, you will not divulge any information that comes to you through the carrying out of your duties while in the clinical setting. This shall include but is not limited to:

Not discussing any patient or any information pertaining to any patient with anyone (including my own family) who is not directly working with said patient.

Not discussing any patient or any information pertaining to any patient in any place where it can be overheard by anyone not directly working with said patient, especially other patients.

Not mentioning any patient's name of admitting, directly or indirectly, that any person named is a patient, except to those authorized to have this information.

Not describing any behavior which I have observed or learned through my relationship as a student at any agency, except to those authorized to have this information.

Not reading any chart that does not belong to the assigned patient(s).

Failure to comply with the statement of confidentiality will result in immediate dismissal from the VU Nursing Program.

### **ELECTRONIC DEVICES**

Professional and courteous use of cell phones will be allowed at the discretion of the instructor. In the



clinical setting, cell phones should be used during lunch break only. Students causing disruption in class (ringing cell phones, text messaging, etc.) may be asked to leave the classroom or clinical setting by their instructor. No smart watches are to be used in the clinical setting or during an exam or quiz.

### **PHOTOGRAPHY**

Students are not permitted to take pictures of fellow students or faculty in lab or lecture without verbal or written consent as applicable. No pictures are to be taken in the clinical or clinical agency observation setting. This includes the use of cell phones to take photos.

### **GRIEVANCES**

The Nursing Department adheres to the Vincennes University Student Grievance Policy. Please refer to Vincennes University Catalog for details on student grievances procedures.

### **HEALTH INSURANCE/ INJURIES AT CLINICAL**

It is highly recommended that all nursing students obtain health insurance. By the nature of the profession, students will be exposed to high risk situations; examples are radiation, chemicals, and infectious disease and bloodborne pathogens (falls, needle sticks, etc.). **In the event of accidental exposure, the procedures and policies of the agency in which the exposure occurred will be followed at the student's expense.** Vincennes University and their clinical affiliates are not liable for any illness or injury that students may acquire and students are financially responsible for any cost incurred on their behalf, including laboratory tests, hospital stays, or any other medical or non-medical liability that may or may not be a result of the student's participation with the nursing program and their clinical affiliates.

### **SAMPLES OF STUDENTS' WORK**

Student papers, assignments, and video recordings of simulation may be displayed as student examples for course files and accreditation purposes. Student work used for any other purpose will require permission from the student(s) prior to faculty use.

Student work used for any other purpose will require permission from the student(s) prior to faculty use.

### **INCLEMENT WEATHER**

You may find out the status of Vincennes University classes by:

Listening to radio stations in Knox County and Dubois County, and those counties adjacent to Knox and Dubois; also Evansville, Bloomington and Bedford radio stations.

Watching WVUT (Cable 12) Vincennes, or television stations in Evansville or Terre Haute.

Calling the following Vincennes University Telephone Numbers:

- a. 812-888-7979 (124 lines – call this first)
- b. 800-742-9198 (10 lines)
- c. 812-888-8888
- d. Jasper Campus: 812-482-3030

In the event of inclement weather/delays: If classes are delayed until 10:00 a.m., you begin class at 10:00 a.m. For example, if you have class 8:00-10:00 a.m. you would not have class. If you have class (lecture, clinical, or lab) scheduled from 8:00 am to 1pm, you report to class at 10:00 am.

Vincennes University has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your VU and personal email addresses, as well as your cell phone. This service is available to you at no additional expense. (Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone). Please consult the VU website at [www.vinu.edu](http://www.vinu.edu) or MyVU for information on this service.

## **SOCIAL MEDIA**

Students who use social networking sites and applications should be aware as their roles as professionals. The posting of certain material/information may violate certain laws and place the student at risk for dismissal from the nursing program based on professional expectations.

Faculty/staff and students are discouraged from becoming friends/followers of one another other on social media sites (such as Facebook and Twitter) while enrolled in any Nursing Program.

## **SCHEDULES**

Schedules are designed to be in the best interest of the nursing program as a whole. Schedules are subject to change based on program need. This includes closing and changing course sections, faculty changes, and other changes as deemed necessary by the Nursing Department.

## **STUDENT ACTIVITIES/ REPRESENTATION**

Opportunities exist for student representation in governance activities in the nursing programs.

**Students that have concerns about policy or curriculum matters should voice their concerns to the appropriate student representative.**

### **Vincennes University Student Representative Criteria**

- This is a voluntary position that will ensure representation and input from all nursing programs.
- Student representatives will be selected for the position based on overall satisfactory academic and clinical performance. Terms will be for one year with the possibility of reappointment.
- Students will be asked to attend meetings as needed.
- The faculty will utilize feedback from students to make improvements and/or changes as needed based on student input and feedback.

## **PROFESSIONAL ORGANIZATIONS**

Students are encouraged to join local, state, or national nursing organizations.

ASN students are eligible for membership in the National Student Nurses Association, the Indiana Association of Nursing Students.

## **TRANSFER CREDIT POLICY**

Transfer Credit Evaluation is completed by the Vincennes University Register's Office and/or the transcript evaluator through Distance Education. General education requirements may be satisfied by taking courses equivalent to those required by Vincennes University at other institutions. Students are encouraged to consult the Core Transfer Library at [www.transferin.net](http://www.transferin.net) when planning to take courses at public institutions in the State of Indiana. Transferability of courses for general education courses are not determined by the Department of Nursing. Students are responsible for having official transcripts sent to Vincennes University for evaluation of transfer credits.

## **CLINICAL/PRACTICUM POLICIES**

When participating in outside agencies students must adhere to all policies of the agencies in addition to Vincennes University Nursing Department policies.

A student who experiences a personal injury, such as a being stuck by a contaminated needle, should follow the procedures of the clinical agency. The student is responsible for any incurred medical costs.

## **GOOD SAMARITAN HOSPITAL CLINICAL PARTICIPATION**

### **SSN**

In order to access computer systems at one of our clinical agencies, Good Samaritan Hospital, we are required to provide them with the last four numbers of your social security number. If you have any questions or concerns about this, please contact the Nursing Department at [vunursing@vinu.edu](mailto:vunursing@vinu.edu)

### **Badges**

Students attending clinical at Good Samaritan Hospital will be provided with a hospital badge. These badges are property of Good Samaritan Hospital. Any student that is not actively enrolled in the VU Nursing Program is required to return the badge to the VU Nursing Department.

### **Passport**

Students attending clinical at Good Samaritan Hospital will be required to purchase Passport software. Students on the Vincennes Campus will be assessed a fee for the use of the software.

### **MyClinicalExchange**

In order to participate in clinical at Good Samaritan Hospital students are required to use software called MyClinicalExchange. Students will be sent instructions on the purchase of this product and steps to complete in order to meet clinical requirements.

## **Vincennes University Simulation Media Release Policy**

Many activities in the simulation laboratory are video-recorded for learning and debriefing purposes. The videos are stored on the password protected server and are destroyed at the end of each semester. The clinical class cohort may view the video in real time and during debriefing. Video recordings of simulation are considered confidential. All students, whether actively participating or observing, must maintain confidentiality of the scenario. This includes participating in real time or viewing video footage. Any use of video outside of the learning purpose is strictly prohibited. Students can view a copy of their performance only in the semester they are enrolled in the course. If a video is to be used for other educational purposes outside of the clinical class cohort, permission must be obtained from all simulation participants. Educational purposes outside of the clinical class cohort requiring permission include use in the didactic course, conferences, or other presentations.

Vincennes University  
Department of Nursing  
Criminal History and Drug Screening Policy

### **Criminal History Policy**

Our nursing programs are committed to selecting students for admission who can be guaranteed placement in our affiliated clinical agencies. As part of the admissions process, applicants selected for admission to the Associate of Science in Nursing Program, Practical Nursing Program, or ASN Completion Concentration for LPNs will be required to complete a criminal history and drug screening. The criminal history report and drug screening results will be used as criterion for admission to and continued enrollment in the programs. Applicants should be aware that any adverse criminal history report or treatment for substance abuse may result in denial of admission or dismissal from the program.

Directions for submitting the criminal history report from Vincennes University's approved vendor will be provided to applicants that are selected for admission to the program. Applicants are responsible for the cost of the criminal history report. Results of criminal history reports from our approved vendor automatically release to the Department of Nursing and may be shared with affiliated clinical agencies.

Information will be shared with our clinical affiliates regarding any applicants with an adverse criminal history report. If a clinical agency deems an applicant ineligible for clinical placement the student will not be eligible for admission/continuation in the program.

Any applicant or currently enrolled student in any of the Nursing Programs who has had an arrest or any change in their criminal history since the initial background check was completed must report the information to the Department of Nursing Nurse Administrator or Department Chair prior to the next nursing course day. Failure to report this information violates our clinical agency agreement and is grounds for immediate dismissal from the Nursing Program.

### **Drug Screening Policy**

All applicants selected for admission to the Associate of Science in Nursing, Practical Nursing, or ASN Completion Concentration for LPNs, are required to submit a 10 panel drug screening prior to beginning courses. The drug screening includes screening for Amphetamines, Barbiturate, Benzodiazepines, Cocaine, Creatinine, Cannabinoids, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene, and PH. Drug screen results with a dilute negative will not be accepted. Applicants with a dilute negative result will be required to retest within 2 weeks of the original posted results. A second dilute negative will result in the student either supplying a blood test or hair sample for drug testing. Failure to do so will result in dismissal from the program. Please note that use of CBD oil may result in a positive drug screen. A positive drug screen for any reason will result in denial of admission to the program. Instructions for the drug screening will be provided to applicants that have been selected for admission to the program.

The determination on eligibility to take the licensure exam will be made by the Indiana State Board of Nursing. Approval for admission to the Nursing Program does not guarantee approval by the State Board of Nursing to take the licensure exam (NCLEX). More information about the Indiana State Board of Nursing Licensure Laws and Regulations may be found on the Indiana Professional Licensing Agency's website at [www.in.gov/pla](http://www.in.gov/pla).

## **IMPAIRED STUDENT**

Vincennes University nursing students are expected to remain drug free and in appropriate physical condition for the learning and care-giving environment. A student who is under the influence, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs becomes an individual at risk for harming others and themselves.

Definition: Impaired is broadly defined to include the inability to cope with the stress of performing professionally in a learning environment; evidence of alcohol by smell or self-admission, drug abuse by self-admission or inability to function professionally, unsteady hands, mental confusion, lethargy, unsteady gait, major psychiatric disorder, or a physical illness with psychological complications. [Indiana State Board of Nursing, Title 25, Article 23, Chapter 1]

"Reasonable suspicion" is a belief based on objective facts sufficient to lead to a prudent person to suspect that a student is under the influence of alcohol and/or drugs in a manner that the students' ability to perform satisfactorily is reduced. All students are subject to an alcohol and/or drug test whenever a supervisor has a reasonable suspicion that the student is under the influence of alcohol and/or drugs while at clinical. The instructors' observations of any suspected physical or behavioral manifestation of alcohol and/or drug use will determine reasonable suspicion. Examples may include, but not limited to:

- Drug count discrepancy
- Extreme and rapid mood swings
- Odors of alcohol on the breath or the body
- Slurred speech
- Dilated or pinpoint pupils or reddened eyes
- Sleeping on duty
- Excessive absence or tardiness
- Frequent disappearance from the unit
- Changes in physical appearance, which may include personal grooming, weight loss, tremors, and diaphoresis.

All behaviors will be documented and the appropriate policy with regard to employee/students will be followed at that time. All drug and alcohol testing will be done at the student's expense.

### **CPR**

ASN and PN students must possess **current** certification in Cardiopulmonary Resuscitation (CPR). Students must obtain BLS for Healthcare Providers (American Heart Association).

RN- BSN students participate in practicum under their registered nursing licensure. They are expected to follow guidelines for CPR as required by the participating practicum agency.

## **STUDENT MEDICAL FORMS AND IMMUNIZATIONS**

ASN and PN students must complete and have on file the approved Department of Nursing medical/physical form, immunization records form, and the Hepatitis B vaccination form. Students must possess current immunizations including a Tdap, annual tuberculin skin test (TST) test, proof of chicken pox immunity (either by blood titer or 2 doses of varicella), and provide verification of Hepatitis B inoculation or refusal thereof. Flu vaccination is required when the current vaccination becomes available. Faculty will provide deadlines to students. All health forms must be in good standing in order for students to participate with the clinical component of the program.

RN-BSN students will be responsible for submitting any required health forms to the agency in which they are completing practicum.

Any costs for necessary health care will be the responsibility of the student. See additional information located under Health Insurance.

### **BLOODBORNE PATHOGEN TRAINING**

BBP Training will be conducted annually for ASN and PN students in order to fulfill clinical agency requirements.

### **HIPAA TRAINING**

HIPAA training will be conducted annually for ASN and PN students in order to fulfill clinical agency requirements.

### **CHILD CARE**

Children are not allowed to be brought into the classroom or clinical/lab portion of any course.

### **DRESS CODE**

#### Uniform

Students are required to keep uniforms neat and clean. You represent Vincennes University, your profession, and yourself, and a professional experience is expected. All students are required to wear the Vincennes University uniform (no outside uniforms or scrubs). Uniforms are not to be worn in public settings when not in clinical.

In the classroom and clinical settings not requiring uniforms, students are expected to dress appropriately. This includes, but is not limited to, not wearing revealing (low cut/midriff bearing) tops, tight fitting or otherwise inappropriate pants, shorts, or skirts. During lab, scrubs should be worn.

The approved name badge/ID should be worn on the front, upper right side of the uniform with the name visible at all times. Lab coats may be purchased at an additional cost. Only Vincennes University lab coats may be worn in the clinical setting. An optional undershirt may be worn (undershirt must be plain white or navy blue).

RN-BSN students do not have a required uniform; however, students are expected to follow the guidelines of their practicum agency. Some agencies may require or prohibit the use of scrubs/lab coats. RN-BSN students should see their clinical preceptor/clinical faculty regarding the preferred dress code.

### ID Badges

ASN and PN students will be provided a VU Nursing ID Badge using their student ID photograph.

### Shoes

Shoes must be neutral in color (white, black, navy, brown, or tan), no design with enclosed heel and toes. Shoes must be kept clean and polished at all times. Canvas and/or mesh shoes are not allowed. Shoes should not be extreme in style. Socks or hose must be white or navy blue in color and must be worn at all times during clinical (no printed design). When wearing a skirt, hose are required.

### Grooming

Radical departures from conventional dress or personal grooming will not be permitted. Instructors will counsel a student whose dress or appearance is deemed inappropriate.

Use of cologne or scented lotions in the clinical area is not allowed. It is expected that the student be neat, clean and well-groomed.

Students are not allowed to smoke during clinical. Cigarette smoke odor is offensive and/or nauseating to many patients. Cigarette smoke odor is not acceptable on a student's person, breath, or uniform, while in the clinical/lab setting. No smoke odor will be tolerated during patient care.

Students having visible tattoos will be expected to cover them in the clinical setting.

Fingernails should be kept trimmed, rounded, clean and even with the tips of the fingers. Nail polish is not to be worn in the clinical area. Acrylic or artificial nails may not be worn.

Hair, including facial hair, should be kept clean and trimmed above the uniform collar. If the hair is long, it must be pulled up and secured above the collar at all times. Securing devices used are to be inconspicuous. Artificial hair color is to be natural shades only. No bright or radical hair colors are permitted.

No candy, pop, or gum is allowed in the nursing units. Discriminate use of mints or throat lozenges may be permitted if inconspicuous.

### Jewelry

Jewelry and make-up worn while in uniform must be conservative. One pair of small stud-type earrings is acceptable if you have pierced ears. Other jewelry items that are considered appropriate are a watch and a wedding band. No smart watches allowed in the clinical setting. The only acceptable visible body piercing will be ear lobes. No tongue rings allowed.

### **MALPRACTICE REQUIREMENT**

A \$15.00 liability insurance fee will be charged per semester to all students participating in clinical/practicum.

### **REQUIRED EQUIPMENT FOR CLINICAL**

ASN/PN students are required to carry the following items to clinical. These supplies may be purchased at the bookstore or an independent vendor.

1. Bandage scissors
2. Black ball point pen
3. Small notebook
4. Stethoscope
5. Watch with second hand or digital movement. The watch should be inconspicuous in color. No cloth or bracelet style bands permitted (the band must be secure/closely fitted to wrist).

### **TRANSPORTATION**

Students may be required to travel to outlying clinical agencies. Students are responsible for the arrangement of their own transportation to all clinical experiences.





## Nursing 6001 RN-BSN Completion

### Admission Requirements

All applicants must meet the following basic admission requirements.

Meet admission requirements of the University.

Complete the appropriate placement test requirements (only required for applicants without math and English credit).

Possess an unencumbered Registered Nurse license prior to beginning [NURS 460 - Community Health Nursing](#) and [NURS 475 - Nursing Leadership and Management](#), and maintain licensure in state of clinical practicum.

Complete 30 credit hours of the ASN Core Courses (see below). Applicants that are within six hours of completing the ASN Core Courses, and are in good academic standing, may apply to the RN-BSN Completion Program.

- English Composition II must be completed prior to admission to the RN-BSN Completion Program.
- If not completed prior to admission, the math requirement must be completed concurrently with [NURS 300 - Professional Nursing](#).
- If not completed prior to admission, the Humanities elective must be completed prior to or concurrently with [NURS 490 - Capstone Experience in Baccalaureate Nursing](#).

Graduate from an accredited associate degree nursing program or diploma program in nursing. A maximum of 34 credit hours of nursing from an accredited associate degree or diploma program will be applied to the RN to BSN Program.

Applicants with grades less than C in required general education courses are not eligible for admission. Required general education courses may only be repeated one time in order to raise the grade to a C or better. This includes prerequisites to required courses.

Hold no grade of F in any 300 or 400 level nursing course.

Take the NCLEX exam before August 5 prior to the first semester.

**Note:** Admission to the University does not ensure admission to the nursing program. The number of students admitted is limited by the availability of instructional resources and clinical learning sites. Each applicant is reviewed individually. Any falsification of application information will result in denial of admission or removal from the program.

### Requirements for All Baccalaureate Degree Nursing Students Admitted to the Program

Once students are admitted to the program and prior to the date set by the Nursing Department, students are responsible for completing the following requirements:

Assume responsibility for personal health care costs; therefore, students are strongly urged to maintain health insurance coverage.

Provide requirements as mandated by the clinical practicum agency including, but not limited to, CPR certification; proof of immunity to flu, varicella, measles, and tuberculosis; proof of Hepatitis B inoculation or refusal thereof; and criminal history and drug screening.

Provide proof of RN licensure prior to enrollment in [NURS 460 - Community Health Nursing](#) and [NURS 475 - Nursing Leadership and Management](#).

Maintain access to a computer with Microsoft Office, a microphone, and the Internet.

**Note:** A fee for liability insurance will be charged to all nursing students through the University Bursar's Office.

### **Standards for Progression and Graduation**

Nursing students must achieve a minimum grade of *C* in all required courses. Students that achieve a grade less than a *C* in a required course must enroll in the course the next available semester. A required course may only be repeated one time in order to achieve a grade of *C* or better. Failure to achieve a grade of *C* or better on the second attempt will result in dismissal from the RN-BSN Program and the student will not be eligible for readmission.

Students that earn a grade of *D* in more than one nursing course will be dismissed from the program and are not eligible for re-admission to the program.

Students that earn a grade of *F* in a 300 level or higher nursing course will be dismissed from the program and are not eligible for re-admission to the program.

Students must comply with student handbook, clinical facilities, college catalog, and syllabi rules/regulations.

Students must complete the nursing curriculum within five years of beginning [NURS 300](#).

### **Appeal Policy**

Students that fail to meet Standards for Progression and Graduation have the right to appeal to the Nursing Department Admissions Committee. Appeals must be in writing and sent to [vunursing@vinu.edu](mailto:vunursing@vinu.edu). Readmission to the RN-BSN Completion Program is not guaranteed.

**Recommended Sequence of Courses: Full-Time Option**

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**Semester V**

FACS 206 - Fundamentals of Nutrition **3 hrs**  
HSGN 311 - Biomedical and Managerial Statistics **3 hrs**  
NURS 300 - Professional Nursing **4 hrs**  
Diverse Cultures/Global Perspectives Elective **3 hrs**  
**Total Hours: 13**

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**Semester VI**

NURS 330 - Physical Assessment **3 hrs**  
NURS 340 - Pathophysiology **3 hrs**  
NURS 475 - Nursing Leadership and Management **4 hrs**  
Human Issues and Dilemmas Elective **3 hrs**  
**Total Hours: 13**

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**Semester VII**

NURS 320 - Health Care Policy **3 hrs**  
NURS 360 - Introduction to Nursing Research **4 hrs**  
NURS 380 - Gerontology Nursing **3 hrs**  
NURS 460 - Community Health Nursing **4 hrs**  
**Total Hours: 14**

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**Semester VIII**

NURS 400 - Informatics **3 hrs**  
NURS 485 - Quality and Safety in Nursing **3 hrs**  
NURS 490 - Capstone Experience in Baccalaureate Nursing **3 hrs (WR/S)**  
NURS 491 - Capstone Planning for Baccalaureate Nursing **1 hr**  
Directed Elective **3 hrs**  
**Total Hours: 13**

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**Total Hours: 120**

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**Recommended Sequence of Courses: Part-Time Option**

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**Semester V**

FACS 206 - Fundamentals of Nutrition **3 hrs**

NURS 300 - Professional Nursing **4 hrs**

***Total Hours: 7***

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**Semester VI**

HSGN 311 - Biomedical and Managerial Statistics **3 hrs**

NURS 320 - Health Care Policy **3 hrs**

***Total Hours: 6***

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**Semester VII**

NURS 330 - Physical Assessment **3 hrs**

Diverse Cultures/Global Perspectives Elective **3 hrs**

***Total Hours: 6***

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**Semester VIII**

[NURS 340 - Pathophysiology](#) **3 hrs**

Human Issues and Dilemmas Elective **3 hrs**

***Total Hours: 6***

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**Semester IX**

NURS 360 - Introduction to Nursing Research **4 hrs**

Directed Elective **3 hrs**

***Total Hours: 7***

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**Semester X**

NURS 380 - Gerontology Nursing **3 hrs**

NURS 460 - Community Health Nursing **4 hrs**

***Total Hours: 7***

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**Semester XI**

NURS 400 - Informatics **3 hrs**

NURS 475 - Nursing Leadership and Management **4 hrs**

***Total Hours: 7***

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**Semester XII**

NURS 485 - Quality and Safety in Nursing **3 hrs**

NURS 490 - Capstone Experience in Baccalaureate Nursing **3 hrs** (*WR/S*)

NURS 491 - Capstone Planning for Baccalaureate Nursing **1 hr**

***Total Hours: 7***

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**Total Hours: 120**

## RN-BSN Completion Program Academic Information

### GRADING POLICY

Course grade is based on satisfactory performance in practicum setting (if applicable) in addition to the scores accrued on all assignments. The student will receive a midterm and/or course grade of "F" if practicum evaluation is unsatisfactory.

Computation of scores is calculated: Points student has ÷ Total points = % (for grade). The Nursing Department does not round percentages/grades. For example, a 91.5% is a grade of A-; a 79.5% is a grade of D.

| GRADE |             |
|-------|-------------|
| A     | 92-100      |
| A-    | 90-91       |
| B+    | 88-89       |
| B     | 86-87       |
| B-    | 84-85       |
| C+    | 82-83       |
| C     | 80-81       |
| D     | 73-79       |
| F     | 72 or below |

**Student Assignments:** Student papers/assignments may be displayed as student examples for course files and accreditation purposes. Student work used for any other purpose will require permission from the student(s) prior to faculty use. If a student assignment is late, a 5% deduction will be made for each 24 hours (including weekends and holidays until the assignment is turned into the instructor.

**Student Advising:** RN-BSN students should contact their nursing advisors, not distance education, for all advising needs.

### EXAMINATION RETENTION POLICY

Examinations are the property of the Vincennes University Nursing faculty, and will be retained by said faculty.

### EARLY COMPLETION CREDITS

An early completion examination option is available for Physical Assessment, Gerontology, and Pathophysiology. Please see BSN Resource Center Blackboard site for information on testing opportunities. If successful, the student will receive credit for the appropriate course. The student is responsible for tuition costs for the course; however, there is no exam fee for early completion. Students may attempt the test out option one time only per course. If unsuccessful in the exam attempt, the student will complete the appropriate course.

Early completion credit is also available in Informatics, Community Health Nursing, and Nursing Leadership and Management. Students who have more than five years of work experience as a registered nurse in the above areas or are certified in any of the above areas may be eligible to receive credit. These students will be required to complete an assignment in addition to providing documentation as requested by the Nursing Department.

## **RN-BSN RESOURCE CENTER**

The RN-BSN Resource Center is available to students on Blackboard. This site provides information, announcements, and updates related to the program. It is the students' responsibility to check this site at least once a week. Please note: Communication sent by BSN faculty will be sent through email. It is your responsibility to make sure the email address listed in Blackboard/MyVU is one that you check. It is your responsibility to check your email for information from the BSN Program/faculty.

## **SARA status/students leaving in states other than Indiana and Illinois**

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council and administered by four regional education compacts.

Some states have limitations regarding distance education courses being offered in other states. VU is required to be in compliance with SARA regulations. **If you are in the BSN Program and plan to move it is imperative that you speak with your academic advisor to ensure the state where you relocate is an approved SARA state. If you relocate to a non-SARA state, VU may be prohibited from offering courses in your location. More information regarding SARA can be found at <https://www.nc-sara.org/>**

A list of states in which Vincennes University is authorized to offer distance education courses can be found at <https://www.vinu.edu/web/distance-education/state-authorizations2>

## **Online Learning Success**

All RN-BSN courses are completed online. Please keep in mind the following:

- You should plan to commit the same (or more) time and effort as you would a traditional course.
- Online learning takes time management and self-discipline.
- You will need to access your course content often and meet deadlines established by the course syllabi for each course.
- You will need to understand how to use technology associated with online learning. This includes but is not limited to, using a computer and computer software, having access to a good internet connection, upload course assignments as needed, and ability to send and receive electronic communications.



## **ESTIMATED FEES AND EXPENSES**

In addition to regular tuition and housing expenses, RN-BSN students can anticipate the following fees. These fees are estimates and are subject to change at any time.

### Miscellaneous

|  |   |
|--|---|
| Graduation Cap and Gown  | \$18.50 (optional)                              |
| BSN Pin  | \$ 29.00 to \$ 590 depending on type (optional) |
| Liability insurance fee  | \$15.00 for courses for NURS 460 and NURS 475   |
| Drug screen/background check<br>(if required by clinical agency) | Drug screen \$32; Background check \$80         |
| Clinical travel  | Varies depending upon clinical location         |

### Selection Process

The selection process for Vincennes University's Nursing program is based on the premise that student selection is vital to student success in the program and on the NCLEX licensing exam. The standards of selection will also contribute to the quality of care administered by graduates of this program. In order to complete this program successfully, students must be well motivated and have an academic background sufficient to succeed in the curriculum. A limited number of students will be selected for admission, with cancellations being filled from a waiting list. The number of students admitted to the nursing program is limited by the availability of instructional resources and clinical learning sites. Due to the high number of applicants for this program, selection is competitive in nature and involves review of the following criteria by the Nursing Program's Admission Committee. Each applicant is reviewed individually. Preference will be given to current high school applicants with a High School Academic Honors Diploma that have completed courses for college credit with a B or higher or with previous college experience; applicants who receive a grade of B or higher in college level Math, Developmental Psychology, and Science courses; applicants having a higher GPA; applicants who are Certified Nursing Assistants; and/or applicants who complete General Education courses through Vincennes University.

Any falsification of application information will result in denial of admission or removal from the program. *Compliance with all criteria does not guarantee acceptance.*

### Standards for Progression and Graduation

1. All required courses *must* be successfully completed concurrently with or prior to the recommended course sequence with the exception of math listed below.
2. [MATH 102](#), [MATH 103](#), or higher must be completed prior to Semester III.
3. To obtain an Associate of Science in Nursing Degree, students must complete all required courses with a grade of C or better by the completion of the final nursing courses (Semester IV courses).
4. Students may repeat a required academic course one time.
5. Nursing students must achieve a minimum grade of C in all required courses. Failure to meet this requirement will result in withdrawal from the nursing program at the end of the semester.
  - a. When students are enrolled in a nursing course that has a corequisite and earn a grade less than a C, students *may* complete the remaining nursing corequisite during the current semester. When students are enrolled in a nursing course that has a corequisite and withdraws from the nursing course, this results in withdrawal from the ASN Program and the student may not complete the remaining nursing corequisite during the current semester.
  - b. Students who do not pass the first 8 week nursing course have to choose one of the following options:
    1. Continue with the remaining nursing courses after signing a 2nd attempt form. If the applicant does not pass the remaining class(es) with a C or better, the applicant will not be eligible to reapply to the program.
    2. Withdraw from the 2nd eight week course and continue with the 16 week course if offered during the semester and sign a 2nd attempt form. If the applicant does not pass the remaining class with a C or better, the applicant will not be eligible to reapply to the program.
    3. Withdraw from the remaining nursing courses during the semester, sign a 2nd attempt form, and reapply to the nursing program for the appropriate semester. Students who were unsuccessful in the ASN Program twice may be eligible to apply for the Practical Nursing Program (see admission criteria for the Practical Nursing Program).

Students that were unsuccessful in the ASN Program twice and subsequently become Licensed Practical Nurses may be eligible to apply to the ASN Completion Concentration for LPNs (see admission criteria for the ASN Completion Concentration for LPNs). However, these students can be admitted into the ASN Completion Concentration for LPNs only one time.

- c. Applications are reviewed on an individual basis by the Nursing Department.
  - d. Students having extenuating circumstances may petition the nursing review committee for retention in the program.
6. Nursing students who receive a grade of F in a nursing course will not be eligible for readmission to the nursing program regardless of GPA.
  7. The effective catalog for ASN students is the catalog of the year when the student was admitted and started the first semester of the program.
  8. ASN: Dosage calculation exams will be required for all students in NURS 100. No acceptable margin of error exists within nursing practice when doing dosage calculation for client medication administration. Each student will complete a dosage calculation check off in the form of a quiz. Each student will have three (3) attempts to complete this quiz with a 100%. Prior to the third attempt, all unsuccessful students will complete a required dosage remediation set by the instructor. Failure to achieve 100% on the third attempt will result in the student being withdrawn from the nursing program. Each student will complete additional lab quizzes. Each student will have three (3) attempts to complete these quizzes with an 80%. The vital sign quiz will have three (3) attempts to complete with a 100%. Prior to the third attempt, students are encouraged to meet with the lab instructor for review of missed information. Failure to achieve 80% on the third attempt or 100% on the third attempt for the vital sign quiz will result in the student being unsuccessful in the course. Depending upon the date of the quizzing the student is either withdrawn from the program or given an F for the course.

### **Associate of Science in Nursing Readmission Policy**

Readmission standards apply to any student that was unsuccessful in passing or withdrew from a nursing course, or any student that did not meet the *Standards for Progression and Graduation* as listed above.

1. Applicants may be readmitted to the program one time only.
2. Applicants seeking to reenter the program at the point in which they withdrew, must reenter the program within one year. Otherwise, the student may apply for readmission to begin the program in its entirety.
3. The effective catalog for students readmitted to the program in courses beyond the first semester will be the effective catalog at the time of the first admission.
4. Qualified applicants will be readmitted on a space-available basis. In the event that the number of applicants exceeds available space, positions may be offered to applicants with higher qualifications.
5. Applicants for readmission must submit a readmission application by the deadline established by the Nursing Department.
6. Applicants that received a grade of F in any nursing course may not apply for readmission.
7. Applicants that have received a grade less than a C in more than one nursing course are not eligible to reapply for admissions.
8. Applicants that did not successfully complete [NURS 100](#) must reapply for consideration for admission. [NURS 100](#) applicants must meet all admission requirements and will be considered alongside all other applicants for the program.
9. Applications are reviewed on an individual basis by the Nursing Department.

10. In accordance with the University Grievance Policy, applicants who believe they have extenuating circumstances to these readmission standards may submit a letter of appeal to the Nursing Department Admissions Committee to explain the situation.

Students are encouraged to visit the Vincennes University website at <http://www.vinu.edu/nursing> for current policies and procedures.

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## Recommended Sequence of Courses

### Preadmission Requirements

Completion of one year of high school chemistry with a grade of *C* or better within 5 years of beginning the program -or- completion of [CHEM 100/100L](#) or an equivalent course with a grade of *C* or better

***Total Hours: 0-4***

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### Semester I

[BIOL 111 - Anatomy and Physiology I](#) **3 hrs** -and- [BIOL 111L - Anatomy and Physiology Laboratory I](#) **1 hr**

[ENGL 101 - English Composition I](#) **3 hrs**

[NURS 100 - Nursing Fundamentals](#) **8 hrs**

[PSYC 201 - Developmental Psychology](#) **3 hrs**

***Total Hours: 18***

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### Semester II

[BIOL 112 - Anatomy and Physiology II](#) **3 hrs** -and- [BIOL 112L - Anatomy and Physiology Laboratory II](#) **1 hr**

[MATH 102 - College Algebra](#) **3 hrs** -or- [MATH 103 - Quantitative Reasoning](#) **3 hrs**, or higher MATH course

[NURS 110 - Pharmacology I](#) **2 hrs**

[NURS 112 - Pediatric-Adolescent Nursing](#) **4 hrs**

[NURS 122 - Psychosocial-Mental Health Nursing](#) **4 hrs**

***Total Hours: 17***

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### Semester III

[BIOL 208 - Microbiology for the Health Sciences](#) **3 hrs** -and- [BIOL 208L - Microbiology for the Health Sciences Laboratory](#) **1 hr**

[COMM 143 - Speech](#) **3 hrs** -or-

[COMM 148 - Interpersonal Communication](#) **3 hrs**

[ENGL 102 - English Composition II](#) **3 hrs**

[NURS 212 - Reproductive Health and Newborn Nursing](#) **4 hrs**

[NURS 222 - Adult Health Nursing I](#) **4 hrs**

**Total Hours: 18**

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**Semester IV**

NURS 232 - Adult Health Nursing II 8 hrs

NURS 242 - Roles of the Professional Nurse 3 hrs (WR/S)

Humanities Elective 3 hrs

**Total Hours: 14**

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**Total Hours: 67-71**

**Nursing, ASN Completion Concentration for Licensed Practical Nurses 6252**

**Selection Process**

Admission to the University does not ensure admission to the nursing program. The number of students admitted is limited by the availability of instructional resources and clinical learning sites. Each applicant is reviewed individually. Due to the number of applications for this program, admission is competitive in nature. Preference will be given to applicants having a higher GPA and those who receive a grade of *B* or higher in Math, Science, and Developmental Psychology courses. Practical Nursing course grades will also be considered when selecting students for admission. The Nursing Admissions Committee reserves the right to request additional information related to eligibility from the applicant. Any falsification of application information will result in denial of admission or removal from the program.

**Admission Requirements**

All applicants must meet the following basic admission requirements.

1. Meet Admission requirements of the University.
2. Possess an unencumbered practical nurse license.
3. Graduate from a nationally accredited Practical Nursing Program.
4. Possess physical and mental health acceptable for performance in the occupation as determined by the Department of Nursing and evidenced by examination by a licensed practitioner.
5. Provide evidence of a recent placement test if requested by the Nursing Admissions Committee.
6. Qualify for placement into [MATH 102](#), [MATH 103](#), or higher with no corequisite as determined by the Vincennes University Placement Test (Accuplacer), or receive appropriate credit.
7. Complete [ENGL 101](#) and [BIOL 111/111L](#) with a C or better grade.
8. Complete one year of high school chemistry with a grade of C or better within 6 years of beginning the Program -or- complete [CHEM 100/100L](#) or an equivalent course with a grade of C or better.
9. Possess a cumulative GPA of 2.6 or higher, calculated using the courses from the ASN Program General Education Requirements, applicable chemistry grades, and Practical Nursing Courses.
10. Applicant may repeat an academic course only one time in order to achieve a grade of C or better and/or raise the GPA to 2.6 minimum. Applicant must hold no current grade less than C in any required general education course. Applicants with current grades less than C in required general education courses are not eligible for admission. Required non-nursing courses may only be repeated one time in order to raise the grade to a C or better. This includes prerequisites to required courses.
11. Only MATH taken less than seven years prior to admission to the nursing program will be considered for credit. Students seeking credit for required math courses that were taken longer than seven years prior to admission to the nursing program must receive a score of QAS 255 or higher or AAF 240 or higher on the

Accuplacer Next Generation, EA 70 or higher on the Accuplacer Classic, or receive a passing grade on the College Algebra CLEP exam. Students who fail to receive the referenced Accuplacer Classic or Accuplacer Next Generation scores or a passing grade on the College Algebra CLEP exam must complete remedial math courses to demonstrate proficiency in math and readiness for [MATH 102/MATH 103](#) or higher. The remedial math course(s) will be determined by the Accuplacer Classic or Accuplacer Next Generation scores. The remedial math course(s) must be completed with a grade of C or better prior to being considered for admission.

12. [BIOL 208 - Microbiology for the Health Sciences/ BIOL 208L - Microbiology for the Health Sciences Laboratory](#) and [PSYC 201 - Developmental Psychology](#) will be considered for credit if taken less than five years prior to admission to the nursing program.
13. The Registrar will determine if credit is to be granted for courses taken at other higher education institutions.
14. Applicants that have received a grade of F in any nursing course are not eligible for admission.

### **Standards for Progression and Graduation**

LPNs will enroll in [NURS 110 - Pharmacology I](#) (2 credit hours), [NURS 112 - Pediatric-Adolescent Nursing](#) (4 credit hours), and [NURS 122 - Psychosocial-Mental Health Nursing](#) (4 credit hours). An early completion option will be available for [NURS 110 - Pharmacology I](#) for any student that has previous credit for pharmacology in a practical nursing program.

Once beginning Associate of Science in Nursing courses, students will adhere to the same standards as all Associate of Science in Nursing students. Please refer to these standards for information on progression and graduation requirements.

### **Readmission Policy**

The Readmission Policy applies to any student that was unsuccessful in passing or withdrew from a nursing course or any student that did not meet the Standards for Admission and Graduation listed above.

1. Applicants may be readmitted to the program one time only.
2. Applicants seeking to reenter the program at the point in which they withdrew, must reenter the program within one year. Otherwise, the student may apply for readmission to begin the program in its entirety.
3. The effective catalog for students readmitted to the program in courses beyond the first semester will be the effective catalog at the time of the first admission.
4. Qualified applicants will be readmitted on a space-available basis. In the event that the number of applicants exceeds available space, positions may be offered to applicants with higher qualifications.
5. Applicants for readmission must submit a readmission application by the deadline established by the Nursing Department.
6. Applicants that received a grade of F in any nursing course may not apply for readmission.
7. Applicants that have received a grade less than C in more than one nursing course are not eligible to reapply for admission.
8. Applications are reviewed on an individual basis by the Nursing Department.
9. In accordance with the University Grievance Policy, applicants who believe they have extenuating circumstances to these readmission standards may submit a letter of appeal to the Nursing Department Admissions Committee to explain the situation.

### **EARLY COMPLETION CREDITS –ASN COMPLETION CONCENTRATION FOR LPNS**

An early completion examination option is available for NURS 110 Pharmacology I, if the student has taken a Pharmacology course in the Practical Nurse program. If successful, the student will receive credit

for the appropriate course. The student is responsible for tuition costs for the course; however there is no exam fee for early completion. Students may attempt the test out option one time only per course. If unsuccessful in the exam attempt, the student will complete the course.

### Recommended Sequence of Courses

#### Pre-Admission

See [A.S. Nursing Standards for Progression and Graduation](#) for exceptions to recommended course sequence.

- Completion of one year of high school chemistry with a grade of C or better within 6 years of beginning the Program -or- completion of [CHEM 100/CHEM 100L](#) or an equivalent course with a grade of C or better **0-4 hrs**
- [BIOL 111 - Anatomy and Physiology I](#) **3 hrs** -and- [BIOL 111L - Anatomy and Physiology Laboratory I](#) **1 hr**
- [ENGL 101 - English Composition I](#) **3 hrs**
- [NURP 100 - Fundamentals of Nursing](#) **5 hrs**
- [NURP 110 - Basic Pharmacology](#) **2 hrs**
- [NURP 220 - Practical Nurse Review](#) **1 hr**
- [PSYC 201 - Developmental Psychology](#) **3 hrs**
- **Note:** Students transferring practical nursing credits from other universities will have course substitutions submitted for applicable courses.

**Total Hours: 18-22**

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#### Entry Level

- [BIOL 112 - Anatomy and Physiology II](#) **3 hrs** -and- [BIOL 112L - Anatomy and Physiology Laboratory II](#) **1 hr**
- [NURS 110 - Pharmacology I](#) **2 hrs**
- [NURS 112 - Pediatric-Adolescent Nursing](#) **4 hrs**
- [NURS 122 - Psychosocial-Mental Health Nursing](#) **4 hrs**

**Total Hours: 14**

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#### Prior to Beginning 200 Level Nursing Courses

- [MATH 102 - College Algebra](#) **3 hrs** -or- [MATH 103 - Quantitative Reasoning](#) **3 hrs**, or higher MATH course

**Total Hours: 3**

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#### Semester III

- [BIOL 208 - Microbiology for the Health Sciences](#) **3 hrs** -and- [BIOL 208L - Microbiology for the Health Sciences Laboratory](#) **1 hr**
- [COMM 143 - Speech](#) **3 hrs** -or- [COMM 148 - Interpersonal Communication](#) **3 hrs**
- [ENGL 102 - English Composition II](#) **3 hrs**
- [NURS 212 - Reproductive Health and Newborn Nursing](#) **4 hrs**
- [NURS 222 - Adult Health Nursing I](#) **4 hrs**

**Total Hours: 18**

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#### Semester IV

- [NURS 232 - Adult Health Nursing II](#) **8 hrs**
- [NURS 242 - Roles of the Professional Nurse](#) **3 hrs** (WR/S)
- Humanities Elective **3 hrs**

*Total Hours: 14*

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**Total Hours: 67-71**

**ASN Program  
Academic Information**

**GRADING POLICY**

**COURSE GRADE/EXAM POLICY**

Course grade is based on satisfactory performance in clinical, in addition to the scores accrued on all examinations. The student must achieve a final grade of "C" or better as a prerequisite of the next semester. The student will receive a midterm and/or course grade of "F" if clinical is unsatisfactory.

| GRADE |             |
|-------|-------------|
| A     | 92-100      |
| A-    | 90-91       |
| B+    | 88-89       |
| B     | 86-87       |
| B-    | 84-85       |
| C+    | 82-83       |
| C     | 80-81       |
| D     | 73-79       |
| F     | 72 or below |

Course exams are weighted at 60-65% of total course grade. Comprehensive final exams will constitute 35-38% of the total course grade. No more than 5% of the total grade may be based on quizzes, group projects, presentations, collaborative testing or other assignment. The total weighted value of the course will not exceed 100%. The Nursing Department does not round percentages/grades. For example, a 91.5% is a grade of A-; a 79.5% is a grade of D.

**The student who makes less than a "C" is responsible for contacting the instructor for an appointment within one week after receiving examination results. Faculty are available for individual and group assistance in order to help the student achieve the course objectives.**

**STANDARDIZED TESTING**

Each course in the Associate of Science in Nursing and Practical Nursing Program will have mandatory standardized tests required for completion of the course. Students will be provided a copy of the standardized testing requirements at the beginning of each course. Requirements may differ from course to course.

**EXAMINATION RETENTION POLICY**

Examinations are the property of the Vincennes University Nursing faculty, and will be retained by said faculty.



## **MISSED EXAMINATIONS**

Students must do the following:

1. Call the instructor prior to missing the examination
2. Call the instructor to arrange time for a makeup examination

Students should expect to take the makeup examination within 3 days. A student may miss one exam per semester without a penalty. At the discretion of the faculty member, any further missed exams in a semester may result in the deduction of 5% of the possible exam grade.

## **EXAM REVIEW POLICY**

1. Students taking computerized exams will have an opportunity to review feedback/rationale regarding incorrect answers after completion of the test.
2. If a student wants to review a paper exam, it is the student's responsibility to contact the instructor and make arrangements to review the exam. The review must occur within 2 weeks of the date of the exam.
3. No paper or computer-administered exam will be reviewable by the student after the 2 week period.
4. The student who makes less than a "C" is responsible for contacting the instructor for an appointment within one week after receiving examination results. The faculty are available for individual and group assistance in order to help the student achieve the course outcomes.
5. No course or final exams will be reviewed after noon on Friday of final exam week.

## **DURING ADMINISTRATION OF AN EXAM**

All student possessions (backpacks, cell-phones, water or soda bottles, hats, smart watches/fitbits, etc.) must be left at the front/edge of the room (or as indicated by instructor). Exams are mostly given exams on the computer. Testing may be on university and/or personal computers. Specific instructions will be given as indicated. Students that complete the exam and leave the classroom are not to discuss the exam with others as this is a violation of the academic dishonesty policy.

## **COLLEGE LABORATORY**

The Nursing Laboratory has materials designed to complement learning objectives and may be used for individual skills practice during scheduled college laboratory times and during "open lab" with instructor permission. Students are expected to practice with each other in a respectful and professional manner. Students are to participate in clean-up as indicated by the lab instructor and are responsible for the equipment and materials in terms of safety, maintenance, and care. Students may only use equipment related to skills that have been taught in the classroom and lab and/or as indicated by the lab instructor. Students are responsible for reporting any equipment in need of repair to a faculty member. Only currently enrolled Vincennes University nursing students are allowed in the lab unless permission has been granted otherwise by a Vincennes University Nursing faculty member.

## **CRITERIA**

Grading in college lab will be on a pass-fail basis using the performance skills check-off lists and associated rationale as the criteria for a satisfactory evaluation. No letter grade is given for lab. In addition, students will be required to complete assignments as designated by the instructor, which may include quizzes and study guides related to the college laboratory content. Successful completion of the college laboratory component of nursing courses is mandatory for continued enrollment in the nursing program. Failure to complete college laboratory with a passing grade will result in a course grade of "F".

Course syllabi supplemental/ college laboratory course materials packet will provide additional information on laboratory practices for applicable courses.

### **Clinical Laboratory Assessment and Evaluation Practices**

Grading in the Clinical Lab will be on a pass-fail basis using the following:

Satisfactory clinical performance is MANDATORY for passing the nursing course and progressing to the next clinical course rotation. The student's preference is evaluated for each clinical experience. Evaluation is based upon designated objective outcomes for the overall clinical performance as described on the Cumulative Clinical Evaluation tool. Failure to achieve satisfactory clinical performance for the rotation shall result in a course grade of "F".

### **Clinical Laboratory Assessment and Evaluation Practices**

Grading in the Clinical Lab will be on a pass-fail basis using the following:

Satisfactory clinical performance is MANDATORY for passing the nursing course and progressing to the next clinical course rotation. The student's performance is evaluated for each clinical experience. Evaluation is based upon designated outcomes for the overall clinical performance as described on the Cumulative Clinical Evaluation Tool. Failure to achieve satisfactory clinical performance for the rotation shall result in a grade of "F" for the course.

### **Cumulative Clinical Evaluation Tool**

- I. Satisfactory clinical performance is achieved by:
  1. All outcomes are satisfactory
  2. All outcomes are satisfactory with areas of improvement or behaviors needing modified/changed as identified through narrative documentation
- II. Unsatisfactory clinical performance is acquired by receiving:
  1. Any unsatisfactory Level outcome
  2. A fourth program Unacceptable Occurrence
- III. Unacceptable Occurrence:

Based upon the degree of the clinical incident, an unacceptable occurrence will be given or possibly dismissal from the program will be given for, but is not limited to:

  1. failure to perform specific skills (e.g., medications, safety of the patient, confidentiality, right of the patient, isolation, asepsis should show good progression.)
  2. failure to meet critical criteria for physical and psychological safety of the patient
  3. lack of good nursing judgment affecting the welfare and safety of the patient and family
  4. inadequate preparation for each clinical.
  5. failure to meet critical requirement/elements
  6. inappropriate in the clinical setting (for example: use of profanity)
  7. failure to notify the hospital unit or instructor before clinical if unable to attend clinical as scheduled. The clinical will have to be made up; however the unacceptable occurrence will remain on the student's cumulative record.
  8. three (3) failed written assignments is equal to one unacceptable occurrence (the number of failed written assignments is cumulative throughout the program)
  9. the student who receives a fourth unacceptable occurrence will be dismissed from the program and shall receive a grade of "F" for that semester. (The number of unacceptable occurrences is cumulative throughout the program.)

## ESTIMATED FEES AND EXPENSES

In addition to regular tuition and housing expenses, nursing students can anticipate the following fees. These fees are estimates and are subject to change at any time.

| Description   | Cost              |
|---|-------------------|
| Criminal history report (required prior to admission)                       | 79.40             |
| CPR course (required prior to admission)                                    | 50.00             |
| Drug Screening (prior to admission)   | 32.00             |
| Health Form Compliance Review   | 35.00             |
| Malpractice Insurance: \$15 per semester (through VU)                       | 60.00             |
| NURS course lab fees  | 305.00            |
| <u>Uniforms</u> (prices vary depending on selections/sizes)                 | \$82.00 +         |
| Shoes (all white low heel leather nurses'/duty shoes + white hose or socks) | 75.00             |
| Stethoscope: \$36 - \$95  | 36.00             |
| Blood pressure cuff: \$15 - \$40  | 15.00             |
| Watch with numbers and second hand  | 28.00             |
| Bandage scissors  | 3.00              |
| Scrubs for lab use  | 30.00             |
| Nursing pin - \$30 - \$100 (optional)                                       | 50.00             |
| NCLEX Exam (required for licensure)   | 200.00            |
| ISBN Application fee for licensure  | 50.00             |
| Laptop/netbook (prices vary, estimated cost \$300 and up)                   | \$300 +           |
| Meditrek (per semester)   | \$22.00           |
| <b>Total Estimate</b>   | <b>\$1452.40+</b> |

### Other Expenses:

- Students are also responsible for providing their own transportation to clinical sites.
- Tuition is based on current rate times 71 credit hours. Tuition rate, student activity fee, parking permit, room and board costs may be found on-line at [www.vinu.edu](http://www.vinu.edu).
- Required textbook, syllabi and supply costs may also be found on the VU website ([www.vinu.edu](http://www.vinu.edu)) by choosing: *VU Bookstore*.
- Certain courses may be assessed a lab fee.

- Students that attend clinical at Good Samaritan Hospital will be required to purchase software from Passport (\$11 annually) and MyClinicalExchange (\$80 annually).

## Nursing, Practical 6350, C.G.

### Selection Process

The selection process for Vincennes University's Nursing program is based on the premise that student selection is vital to student success in the program and on the NCLEX licensing exam. In order to complete this program successfully, students must be well motivated and have an academic background sufficient to succeed in the curriculum. A limited number of students will be accepted, with cancellations being filled from a waiting list. Due to the number of applicants for this program, selection is competitive in nature and involves review of the following criteria by the Nursing Program. Each applicant is reviewed individually. Preference will be given to applicants who receive a grade of B or higher in Math and Science courses, applicants having a higher GPA, applicants who complete General Education courses through Vincennes University, and/or applicants who have an active CNA (Certified Nurse Assistant) certification.

Any falsification of application information will result in denial of admission or removal from the program. Compliance with all criteria does not guarantee acceptance.

### Admission Requirements

1. Meet admission requirements of the University.
2. Qualify for placement into MATT 107/MATT 109, MATH 102/MATH 022, MATH 103/MATH 023, or higher or receive appropriate transfer credit.
3. Qualify for placement into ENGL 101 (with no corequisite) as determined by placement test scores (e.g. SAT, ACT, or other standardized placement tests as accepted by Vincennes University), or receive appropriate transfer credit.
4. Earn a high school diploma (students may apply to the program during their senior year of high school) or achieve a minimum average standard score of 500 on the High School Equivalency (HSE) test.
5. Possess physical and mental health acceptable for performance in the occupation as determined by the Department of Nursing and evidenced by examination from a licensed practitioner.
6. Hold a minimum cumulative GPA of 2.3. For students with previous college credit, the GPA utilized will be the most recent cumulative GPA with courses completed that are required or relevant to the program. A current semester GPA less than 2.0 will exclude a candidate from admission.
7. Submit a recent placement test if requested by the Nursing Admissions Committee.
8. Hold no grade less than C in any required general education course. Applicants who have a current grade less than C in a required general education course are not eligible for admission. Required general education courses may only be repeated one time to raise the grade to a C or better. This includes pre-requisites to required courses.
9. Hold no grade of F in any nursing course.

**Note:** Applicants that are not admitted directly from high school must complete nine hours of college courses (100 level or above) with a 2.3 GPA, with no grade lower than a C. These nine hours must include English Composition I. HIMT 110 - Medical Terminology for Allied Health may be used as part of the nine credit hours.

**Note:** Transfer credits: The registrar will determine if credit is to be granted for courses taken at other institutions of higher education.

**Note:** Time limit on previously completed courses: Only MATH; BIOL 111 - Anatomy and Physiology I and BIOL 111L - Anatomy and Physiology Laboratory I; BIOL 112 - Anatomy and Physiology II and BIOL 112L - Anatomy and Physiology Laboratory II; and BIOL 107 - Essentials of Human Anatomy and Physiology and BIOL 107L - Essentials of Human Anatomy and Physiology Laboratory taken less than seven years prior to admission to the Practical Nursing Program will be considered for credit.

a. Students seeking credit for a math course that was taken longer than seven years prior to admission to the Practical Nursing Program may elect to take the University math placement test and receive scores of QAS of 245 or higher or AAF 240 or higher on the Accuplacer Next Generation, or EA 46 or higher on the Accuplacer Classic.

b. Students seeking credit for a math course; BIOL 111 - Anatomy and Physiology I and BIOL 111L - Anatomy and Physiology Laboratory I; BIOL 112 - Anatomy and Physiology II and BIOL 112L - Anatomy and Physiology Laboratory II; and BIOL 107 - Essentials of Human Anatomy and Physiology and BIOL 107L - Essentials of Human Anatomy and Physiology Laboratory that was taken longer than seven years prior to admission to the nursing program may elect to enroll in the course and seek early completion. Exceptions will be made for applicants with previous college degree.

c. Only General Psychology taken less than fifteen years prior to admission to the Practical Nursing Program will be considered for credit.

### **Standards for Progression and Graduation**

1. Practical nursing students must achieve a minimum grade of *C* in each course for the current semester as a prerequisite for continuance in the program. Failure to meet this requirement will result in withdrawal from the Practical Nursing Program.
2. Students who receive a grade of *F* in a required practical nursing course will not be eligible for readmission to the program regardless of GPA.
3. All required courses must be completed with a *C* or better concurrently or prior to the recommended course sequence.
4. Anatomy and Physiology I and II and Laboratories or Essentials of Human Anatomy and Physiology and Laboratory must be completed with a *C* or better by the end of Semester I.
5. When students are enrolled in a nursing course that has a corequisite and withdraws from the nursing course, this results in withdrawal from the Practical Nursing Program and the student may not complete the remaining nursing corequisite during the current semester.
6. Required academic courses may only be repeated one time in order to achieve a grade of *C* or better.
7. The effective catalog for nursing students is the catalog of the year when the student was admitted and started the first semester of the program.
8. Students who do not pass the first 8 week nursing course have to choose one of the following options:
  - a. Continue with the remaining nursing courses. If the applicant does not pass the remaining class(es) with a *C* or better, the applicant will not be eligible to reapply to the program.
  - b. Withdraw from remaining nursing courses during the semester and reapply to the nursing program for the appropriate semester.
9. PN: Dosage calculation exams will be required for all students in NURP 100. No acceptable margin of error exists within nursing practice when doing dosage calculation for client medication administration. Each student will complete a dosage calculation check off in the form of a quiz. Each student will have three (3) attempts to complete this quiz with a 100%. Prior to the third attempt, all unsuccessful students will complete a required dosage remediation set by the instructor. Failure to achieve 100% on the third attempt will result in the student being withdrawn from the nursing program. Each student will complete additional lab quizzes. Each student will have three (3) attempts to complete these quizzes with an 80%. The vital sign quiz will have three

(3) attempts to complete with a 100%. Prior to the third attempt, students are encouraged to meet with the lab instructor for review of missed information. Failure to achieve 80% on the third attempt or 100% on the third attempt for the vital sign quiz will result in the student being unsuccessful in the course. Depending upon the date of the quizzing the student is either withdrawn from the program or given an F for the course.

## **Readmission Policy**

### Readmission Policy

The readmission policy refers to any student that was unsuccessful in passing or withdrew from a nursing course or nursing support course.

1. Applicants seeking to reenter the program at the point in which they withdrew, must reenter the program within one year. Otherwise, the student may apply for readmission to begin the program in its entirety.
2. Applications are reviewed on an individual basis by the Nursing Department. Factors that will be considered in the decision to readmit a student include, but are not limited to, space availability, course sequencing, and student performance, which includes grades, professional behavior, and clinical performance.
3. The effective catalog for students readmitted to the program in courses beyond the first semester will be the effective catalog at the time of the first admission.
4. Applicants for readmission must submit a readmission application by the deadline established by the Nursing Department.
5. Applicants that are unsuccessful during the first semester of the Practical Nursing Program (NURP 100, NURP 105, NURP 110), must apply for admission at the NURP 100 level. NURP 100 applicants must meet all admission criteria (see Alternative Admission Requirements for applicants not meeting Direct Admission Requirements) and will be considered alongside all other applications for the Practical Nursing Program.
8. Applicants that do not remain actively enrolled at the University after withdrawal from the Nursing Program are required to submit a new application to Vincennes University via the Admissions Office in addition to the Nursing Readmission Application.
6. Applicants that do not remain actively enrolled at the University after withdrawal from the Nursing Program are required to submit a new application to Vincennes University via the Admissions Office in addition to the Nursing Readmission Application.
7. Applications are reviewed on an individual basis.

In accordance with the University Grievance Policy, applicants who believe they have extenuating circumstances to these readmission standards may submit a letter of appeal to the Nursing Department Chair of the Program to explain the situation.

## Recommended Sequence of Courses

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### Semester I

BIOL 107 - Essentials of Human Anatomy and Physiology **3 hrs** -and- BIOL 107L - Essentials of Human Anatomy and Physiology Laboratory **1 hr** -and- ENGL 101 - English Composition I **3 hrs** -OR- BIOL 111 - Anatomy and Physiology I **3 hrs** -and- BIOL 111L - Anatomy and Physiology Laboratory I **1 hr** -and- BIOL 112 - Anatomy and Physiology II **3 hrs** -and- BIOL 112L - Anatomy and Physiology Laboratory II **1 hr**

NURP 100 - Fundamentals of Nursing **5 hrs**

NURP 105 - Nursing I **6 hrs**

NURP 110 - Basic Pharmacology **2 hrs**

**Total Hours: 20-21**

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### Semester II

NURP 140 - Maternal and Child Health Nursing **6 hrs**

NURP 150 - Nursing II **7 hrs**

NURP 210 - Role of the Practical Nurse **2 hrs**

PSYC 142 - General Psychology **3 hrs**

**Total Hours: 18**

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### Summer

NURP 215 - Nursing III - Geriatrics **6 hrs**

NURP 220 - Practical Nurse Review **1 hr**

**Total Hours: 7**

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**Total Hours: 45-46**



Practical Nursing Program

**Academic Information**

**GRADES**

Course grade is based on a satisfactory performance in the clinical and/or college laboratory, in addition to the scores accrued on all examinations, quizzes, written work and/or special assignments. The student must achieve a final grade of C or better as a prerequisite of the next course. The student will receive a course grade of F if a clinical and/or college laboratory is unsatisfactory. A student who receives an F in a required nursing course will not be eligible for readmission to the program regardless of grade point average (GPA).

An **Incomplete** is given when, as a result of illness or other justifiable cause, the work cannot be completed. The grade may be given only if the student's work thus far is satisfactory. In the Practical Nursing Program, work for the course must be completed before entering the following semester.

Grades will be figured on a percentage basis and converted to a letter grade. A plus or minus will be given according to the grading scale as shown. Each instructor will determine the degree of emphasis he/she desires for quizzes, written work, classroom participation, and so forth. Grades/percentages will not be rounded. For example, a grade of 91.5% is an A-; a 74.5% is a D.

| GRADE |             |
|-------|-------------|
| A     | 92-100      |
| A-    | 90-91       |
| B+    | 88-89       |
| B     | 86-87       |
| B-    | 83-85       |
| C+    | 80-82       |
| C     | 75-79       |
| D     | 65-74       |
| F     | 64 or below |

**The student who makes less than a "C" is responsible for contacting the instructor for an appointment within one week after receiving examination results. Faculty are available for individual and group assistance in order to help the student achieve the course objectives.**

**STANDARDIZED TESTING**

Each course in the Practical Nursing Program will have mandatory standardized tests required for completion of the course. Students will be provided a copy of the standardized testing requirements at the beginning of each course. Requirements may differ from course to course.

## **EXAMINATION RETENTION POLICY**

Examinations are the property of the Vincennes University Nursing faculty, and will be retained by said faculty.

## **MISSED EXAMINATIONS**

Students must do the following:

1. Call the instructor prior to missing the examination
2. Call the instructor to arrange time for a makeup examination

Students should expect to take the makeup examination within 3 days. A student may miss one exam per semester without a penalty. At the discretion of the faculty member, any further missed exams in a semester may result in the deduction of 5% of the possible exam grade.

## **EXAM REVIEW POLICY**

1. Students taking computerized exams will have an opportunity to review feedback/rationale regarding incorrect answers after completion of the test.
2. If a student wants to review a paper exam, it is the student's responsibility to contact the instructor and make arrangements to review the exam. The review must occur within 2 weeks of the date of the exam.
3. No paper or computer-administered exam will be reviewable by the student after the 2 week period.
4. The student who makes less than a "C" is responsible for contacting the instructor for an appointment within one week after receiving examination results. The faculty are available for individual and group assistance in order to help the student achieve the course outcomes.
5. No course or final exams will be reviewed after noon on Friday of final exam week.

## **DURING ADMINISTRATION OF AN EXAM**

All student possessions (backpacks, cell-phones, water or soda bottles, hats, smart watches/fitbits, etc.) must be left at the front/edge of the room (or as indicated by instructor). Exams are mostly given exams on the computer. Testing may be on university and/or personal computers. Specific instructions will be given as indicated. Students that complete the exam and leave the classroom are not to discuss the exam with others as this is a violation of the academic dishonesty policy.

## **NURP 100 Lecture**

NURP 100 lecture is an 8 week course that is connected to the 16 week NURP 100 college lab. You must be successful in NURP 100 lecture with 75% or higher in order to progress past Mid-term in the Practical Nursing Program. Please see Readmission policy for criteria to be re-admitted to the program.

## **COLLEGE LABORATORY CRITERIA**

Grading in college lab will be on a pass-fail basis using the performance skills check-off lists and associated rationale as the criteria for a satisfactory evaluation. No letter grade is given for lab. In addition, students will be required to complete assignments as designated by the instructor, which may include quizzes and study guides related to the college laboratory content. Successful completion of the

college laboratory component of nursing courses is mandatory for continued enrollment in the nursing program. Failure to complete college laboratory with a passing grade will result in a course grade of "F".

## **Clinical Laboratory Assessment and Evaluation Practices**

### Clinical Laboratory Assessment and Evaluation Practices

Grading in the Clinical Lab will be on a pass-fail basis using the following:

Satisfactory clinical performance is MANDATORY for passing the nursing course and progressing to the next clinical course rotation. The student's performance is evaluated for each clinical experience. Evaluation is based upon designated outcomes for the overall clinical performance as described on the Cumulative Clinical Performance Evaluation Tool. Failure to achieve satisfactory clinical performance designated by the minimum required score for each performance measure criterion shall result in a grade of "F" for the course.

### Cumulative Clinical Evaluation Tool

- I. Satisfactory clinical performance is achieved by:
  1. Meeting or exceeding minimum required performance scores for each measurement criterion for all course clinical objectives.
  
- II. Unsatisfactory clinical performance is acquired by receiving:
  1. Achieving a score below the minimum required benchmark in one or more criterion listed under any required clinical objective.
  
  2. A third program Unacceptable Occurrence
  
- III. Unacceptable Occurrence:

Based upon the degree of the clinical incident, an unacceptable occurrence will be given or possibly dismissal from the program will be given for, but is not limited to:

  1. failure to perform specific skills (e.g., medications, safety of the patient, confidentiality, right of the patient, isolation, asepsis should show good progression.)
  2. Failure to meet critical criteria for physical and psychological safety of the patient
  3. Lack of good nursing judgment affecting the welfare and safety of the patient and family
  4. Inadequate preparation for each clinical.
  5. Failure to meet critical requirement/elements
  6. Inappropriate in the clinical setting (for example: use of profanity)
  7. failure to notify the hospital unit or instructor before clinical if unable to attend clinical as scheduled. The clinical will have to be made up; however, the unacceptable occurrence will remain on the student's cumulative record.
  8. Three (3) failed written assignments is equal to one unacceptable occurrence (the number of failed written assignments is cumulative throughout the program)
  9. The student who receives a third unacceptable occurrence will be dismissed from the program and shall receive a grade of "F" for that semester. (The number of unacceptable occurrences is cumulative throughout the program.)

## ESTIMATED FEES AND EXPENSES

Students are expected to assume tuition and University fees and expenses including two uniforms, shoes, hose, name pin, accessory items, and textbooks. The following costs incidental to admission and graduation are expected to be covered by all students.

1. Admission and physical examination fees, fees for laboratory tests and required immunizations, and criminal history.
2. Fifteen-dollar fee for malpractice insurance coverage as a practical nursing student.
3. Meals during the clinical experience.
4. Program's official cap, optional.
5. Graduation cap and gown, optional
6. Program pin for pinning ceremony
7. A laboratory fee for content mastery assessment and remediation tools/examinations will be assessed to designated nursing courses throughout the course of study.
8. \$250 payable to the National Council of State Boards of Nursing, for application to take the National Council Licensure Examination for Practical Nursing.
9. \$50 payable to the Professional Licensing Agency, for Indiana State licensure.
10. Two 2 ½ by 3 inch (billfold size) black and white or colored pictures to be used by the Indiana State Board of Nursing. The professional picture should include head and shoulders and be easily identifiable.
11. Fee for criminal history and fingerprinting as required by the Indiana State Board of Nursing when applying for licensure. Please visit the ISBN website for costs and additional information.

| Description  |                   |
|--|-------------------|
| Criminal history report (required prior to admission)  | 79.40             |
| Health form compliance requirement   | 35.00             |
| CPR course (required prior to admission)   | 50.00             |
| Drug screening   | 32.00             |
| Malpractice Insurance: \$15 per semester (through VU)  | 30.00             |
| <u>Uniforms</u> (purchased through VU Bookstore). Students must purchase two COMPLETE uniforms (cost is for two tops/two pants or skirts). | \$138-154         |
| Shoes (all white low heel leather nurses'/duty shoes + white hose or socks)  | 75.00             |
| Stethoscope: \$36 - \$95   | 36.00             |
| Watch with numbers and second hand   | 28.00             |
| Bandage scissors   | 3.00              |
| Nursing pin - \$30 - \$100 (optional)  | 50.00             |
| NCLEX Exam (required for licensure)  | 200.00            |
| ISBN Application fee for licensure   | 50.00             |
| ISBN criminal history/fingerprinting   | \$50-\$100        |
| Laptop/Netbook (estimated cost \$300+)   | \$300 +           |
| <b>Total Estimate</b>  | <b>\$ 1156.40</b> |

**Required Course Fees (These fees are subject to change.)**

- Tuition is based on current rate times number of credit hours. Tuition rate, student activity fee, parking permit, room and board costs may be found on-line at [www.vnu.edu](http://www.vnu.edu).
- Required textbook, syllabi and supply costs may also be found on this site by choosing: *VU Bookstore*.
- Students that attend clinical at Good Samaritan Hospital will be required to purchase software from Passport (\$11 annually) and MyClinicalExchange (\$80 annually).



## STUDENT SERVICES

A variety of student services are available at Vincennes University. More information can be found at <https://www.vinu.edu/services>

| Service                              | Description  | Department Contact  |
|--------------------------------------|--|---|
| Academic Advising                    | Students will be assigned to an academic advisor to assist with academic planning/goals.   | Individual student advisor information is found in MyVU   |
| Academic Center for Excellence (ACE) | ACE is a free resource for all VUJC students. The Center provides all users access to library materials, free academic coaching (tutoring) services, and support from academic success coordinators.   | <b>Jasper Campus</b><br>atempel@vinu.edu 812.481.5914<br><a href="https://www.vinu.edu/web/jasper-campus/academic-center-for-excellence">https://www.vinu.edu/web/jasper-campus/academic-center-for-excellence</a>  |
| Bookstore                            | The Campus bookstores provide students, both online and on campus, the opportunity to purchase textbooks and other required course materials. For students that qualify, financial aid may be available and used to purchase textbooks in Campus bookstores. | <b>Vincennes Campus:</b><br>Old Post Bookstore<br>1101 N. 2 <sup>nd</sup> Street, Vincennes, IN 47591<br>812-888-4334<br><a href="http://vubookstore.vinu.edu/Home">http://vubookstore.vinu.edu/Home</a><br><br><b>Jasper Campus</b><br>VUJC Bookstore<br>850 College Avenue. Jasper, IN 47546<br>812.481.5912<br><a href="http://vujcbookstore.vinu.edu/Home">http://vujcbookstore.vinu.edu/Home</a> |
| Bursar's Office                      | The primary responsibility is maintaining the fiscal records associated with student accounts.   | 812-888-4244 <a href="mailto:bursars@vinu.edu">bursars@vinu.edu</a> .<br><br><a href="https://www.vinu.edu/web/financial-services/welcome">https://www.vinu.edu/web/financial-services/welcome</a>  |
| Career Center                        | Connects students and alumni with employers by providing various avenues which lead to part time jobs, internships, or career positions. The Career Center provides intentional programming as well as one on one advising.                                  | Vincennes Campus<br>Vigo hall, 3 <sup>rd</sup> floor<br>812-888-4280<br><a href="mailto:careercenter@vinu.edu">careercenter@vinu.edu</a><br><br><a href="https://www.vinu.edu/web/center-for-career-and-employer-relations/welcome">https://www.vinu.edu/web/center-for-career-and-employer-relations/welcome</a>   |
| Center for Teaching and Learning     | The Center for Teaching and Learning envisions a university culture that values and encourages excellence in teaching  | Faculty/Student Technical Support<br>812-888-5750<br><b>vublackboard@vinu.edu</b>   |

|                                      |  |   |
|--------------------------------------|--|---|
|                                      | and learning and enhances student engagement.  |   |
| COPE Student Support Services (SSS)  | Offers inclusive services to promote retention, graduation, and transfer to four-year institutions. Criteria for admission into this program can be found on the University website.   | <b>Vincennes Campus</b><br>Davis Hall rm 424 and 414B<br><a href="mailto:copeoffice@vinu.edu">copeoffice@vinu.edu</a><br>812-888-4515<br><br><a href="https://www.vinu.edu/web/cope/welcome">https://www.vinu.edu/web/cope/welcome</a>  |
| Counseling Center                    | The mission of the Vincennes University Counseling Center is to facilitate the academic and personal success of Vincennes campus students by providing emotional counseling and psychotherapeutic services to VU students who are experiencing a personal problem that interferes with their ability to function in a college environment. | <b>Vincennes Campus:</b><br>Learning Resource Center, Room 134<br>812-888-4374<br>Fax: 812-888-4050<br><br><b>Jasper Campus</b><br>Administrative Office<br>(812) 482-3030.   |
| Dean of Students                     | The Dean of Students serves students, faculty, staff and others by promoting student academic success and achievement. The office is available to respond to questions and concerns about University policies, procedures, and services pertaining to our students.  | <a href="mailto:deanofstudents@vinu.edu">deanofstudents@vinu.edu</a><br>812-888-4241<br>Harrison Hall, Room 198<br><br><a href="https://www.vinu.edu/web/dean-of-students-office/welcome">https://www.vinu.edu/web/dean-of-students-office/welcome</a>  |
| Diverse Abilities and Accommodations | The Office of Diverse Abilities and Accommodations assists all qualified students in obtaining reasonable accommodations.<br><br>Additional information about services found on pages 4-5.   | <b>Vincennes Campus:</b><br>Jill Steele<br>Phone (812)888-4502<br>Email: <a href="mailto:ssteele@vinu.edu">ssteele@vinu.edu</a><br><br><b>Jasper Campus</b><br>Mary Champion<br>Phone: <a href="tel:(812)481-5905">(812)481-5905</a><br>Email: <a href="mailto:mchampion@vinu.edu">mchampion@vinu.edu</a> |
| Financial Aid                        | Provides information to students regarding financial aid.  | Welsh Administration Building<br>812-888-4361 <a href="mailto:fa@vinu.edu">fa@vinu.edu</a><br><a href="https://www.vinu.edu/web/financial-services/welcome">https://www.vinu.edu/web/financial-services/welcome</a>   |
| Housing and Residential Life         | Vincennes University (Vincennes Campus) has 7 residence halls on Campus. In addition, Vincennes  | 812-888-4225<br><a href="mailto:housing@vinu.edu">housing@vinu.edu</a>  |



|                                 |   |  |
|---------------------------------|---|--|
|                                 | University has multiple townhomes and duplexes that can be rented by second-year VU students.   | <a href="https://www.vinu.edu/web/housing-and-residential-life/welcome">https://www.vinu.edu/web/housing-and-residential-life/welcome</a>  |
| Library Services                | The mission of library services is to develop and present innovative programs, to provide access to physical and online library resources, and to engage in teaching and learning in order to equip students with the tools they need to be successful.   | <p><b>Vincennes Campus:</b><br/>Shake Learning Resource Center<br/>812-888-4165<br/><a href="mailto:libref@vinu.edu">libref@vinu.edu</a><br/><a href="https://www.vinu.edu/web/shake-library">https://www.vinu.edu/web/shake-library</a></p> <p><b>Jasper Campus</b><br/><a href="https://www.vinu.edu/web/jasper-campus/library">https://www.vinu.edu/web/jasper-campus/library</a></p> |
| Management Information Center   | Maintains all administrative computing systems for Vincennes University as well as servers, networks, PC's and telecommunications. We also provide support to ensure that quality electronic communication services are available for the faculty, staff and students to meet their needs for worldwide information access and interchange. | <p><a href="mailto:michelpdesk@vinu.edu">michelpdesk@vinu.edu</a><br/>812-888-4332<br/><a href="https://www.vinu.edu/web/mic/about">https://www.vinu.edu/web/mic/about</a></p>   |
| Multicultural Affairs           | <p><b>Provides services and support that aids in the retention and holistic development</b> of minority students.</p> <p>Through purposeful partnerships, they offer multicultural awareness programs that foster inclusive learning environments for the campus community.</p>   | <p><b>Vincennes Campus</b><br/>Vigo Hall, Room 184 C<br/>812-888-5886<br/><a href="https://www.vinu.edu/web/multicultural-student/welcome">https://www.vinu.edu/web/multicultural-student/welcome</a></p>  |
| Office of International Affairs | Assists and reaches out to international students who are considering coming to the U.S. for their education.   | <p><b>Vincennes Campus Admissions Office</b><br/>812-888-4313 <a href="mailto:intstudent@vinu.edu">intstudent@vinu.edu</a></p> <p><b>International Affairs</b><br/>Vigo Hall Lobby<br/>812-888-4156<br/><a href="mailto:zchen@vinu.edu">zchen@vinu.edu</a></p>   |
| Office of Student Life          | The mission of the Office of Student Life is to encourage student success by enhancing the college student experience. The office develops the student through a  | <p><b>Vincennes Campus</b><br/>Harrison Residence Hall, Suite 198<br/>Phone: 812-888-4301</p>  |

|                                |  |   |
|--------------------------------|--|---|
|                                | <p>holistic student-centered approach that promotes personal and social responsibility.</p>  | <p><a href="https://www.vinu.edu/office-of-student-life">https://www.vinu.edu/office-of-student-life</a></p> <p><b>Judicial Affairs</b><br/>Harrison Residence Hall, Suite 198<br/>JudicialAffairs@vinu.edu.</p> <p><b>Student Activities</b><br/>Physical Education Complex<br/>Room 102<br/><a href="https://www.vinu.edu/student-activities-clubs-and-organizations">https://www.vinu.edu/student-activities-clubs-and-organizations</a></p> <p><b>Jasper Campus</b><br/><a href="https://www.vinu.edu/web/jasper-campus/student-activities">https://www.vinu.edu/web/jasper-campus/student-activities</a></p> |
| <p>Peer Monitoring Program</p> | <p>The Vincennes University Peer Mentor Program is a student support service provided to new Vincennes University students. Our mission is to provide support and guidance to our first-year students through peer mentoring relationships that will assist them in transitioning to Vincennes University academically and socially.</p> | <p><a href="https://www.vinu.edu/web/division-of-student-affairs/vincennes-university-mentor-program">https://www.vinu.edu/web/division-of-student-affairs/vincennes-university-mentor-program</a></p>  |
| <p>Registrar's Office</p>      | <p>The Registrar's Office houses official student records, evaluates and process transfer credits, and processes requests for official University transcripts.</p>   | <p>Welsh Administration Building<br/>Vincennes, IN<br/>812-888-4220<br/><a href="mailto:records@vinu.edu">records@vinu.edu</a></p> <p><a href="https://www.vinu.edu/web/registrar-s-office/registrar-s-office">https://www.vinu.edu/web/registrar-s-office/registrar-s-office</a></p>   |
| <p>Scholarships</p>            | <p>60% of VU students receive financial assistance to pay for college -- including more than \$1 million in scholarships and grants.</p>   | <p><b>Vincennes Campus</b><br/>812.888.4510 or 877.300.6992<br/><a href="mailto:vuscholarships@vinu.edu">vuscholarships@vinu.edu</a></p> <p><b>Jasper Campus</b><br/><a href="https://www.vinu.edu/web/vu-alumni-foundation-site/allcolleges-jasper">https://www.vinu.edu/web/vu-alumni-foundation-site/allcolleges-jasper</a></p>  |

|                               |  |  |
|-------------------------------|--|--|
| <p>Student Success Center</p> | <p>Student Success Center staff actively promote student success and selection of career pathways.</p> | <p><b>Vincennes Campus:</b><br/>Learning Resource Center (LRC) - 115<br/>812-888-4451<br/><a href="mailto:studentsuccesscenter@vinu.edu">studentsuccesscenter@vinu.edu</a></p> <p><b>Jasper Campus</b><br/>Habig Building<br/>812-481-5910    <a href="mailto:vkieffner@vinu.edu">vkieffner@vinu.edu</a></p> |
|-------------------------------|--|--|



I affirm that I have received a copy of the Nursing Department Student Handbook. I have been instructed that the Nursing Student Handbook, the Vincennes University Student Handbook and the Vincennes University Catalog contain all policies pertaining to nursing students. I have also been instructed regarding where to obtain copies of the Vincennes University Student Handbook and the Vincennes University Catalog. I further affirm that I:

- 1) agree to abide by established University and Nursing Program policies;
- 2) Understand the standards of progression and graduation as stated in the Catalog and the course syllabi.
- 3) Have reviewed the Vincennes University Essential Functions for Nursing Students. I certify to the best of my knowledge that I have the ability to perform these functions. I understand that admission, progression, and graduation are contingent upon my ability to demonstrate the essential functions delineated for nursing students with or without reasonable accommodations.
- 4) Will be responsible for any medical expenses incurred that are related to program requirements and/or activities.
- 5) Am aware I will be notified of any changes to the Nursing Program policies/handbook through a posting on the course Blackboard sites

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*Signature*

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*printed name*

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*Date*

Proof of student affirmations will be kept on file by the Nursing Department.

**HIPAA**

As a Vincennes University Nursing student, I will not divulge any information which comes to me through the carrying out of my duties while in the clinical, lab, or lecture setting.

Protected information includes but is not limited to:

any patient or any information pertaining to any patient with anyone (including my own family) who is not directly working with said patient.

any patient or any information pertaining to any patient in any place where it can be overheard by anyone not directly working with said patient, especially other patients.

any patient's name or admitting, directly or indirectly, any person named is a patient, except to those authorized to have this information.

any behavior which I have observed or learned through my relationship as a student at this hospital, except to those authorized to have this information.

I further understand that reading any patient chart/document or obtaining/attempting to obtain other patient information that is not related to my clinical assignments constitutes a violation of the HIPAA Privacy Rule.

Failure to comply with this policy will result in immediate dismissal from the VU Nursing Program.

I acknowledge that I have received and understand the annual HIPAA training.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*printed name*

\_\_\_\_\_  
*Date*

Proof of affirmation will be on file with the Nursing Department.

**Bloodborne Pathogen**

By the nature of the profession, students will be exposed to high risk situations; examples are radiation, chemicals, and infectious disease and blood borne pathogens (falls, needle sticks, etc.). **In the event of accidental exposure, the procedures and policies of the agency in which the exposure occurred will be followed at the student's expense.** Vincennes University and their clinical affiliates are not liable for any illness or injury that students may acquire and students are financially responsible for any cost incurred on their behalf, including laboratory tests, hospital stays, or any other medical or non-medical liability that may or may not be a result of the student's participation with the nursing program and their clinical affiliates.

I have received training regarding bloodborne pathogens. I acknowledge that if, upon on the occasion of an incidental bloodborne pathogen exposure, whereas a student is involved, the following protocol will be followed:

I will follow the procedures of the facility where then incident occurred. Each individual in a bloodborne pathogen exposure will be advised to be HIV tested:

Protocol:

1. Obtain baseline HIV testing at time of incident (within one week);
2. Follow up with repeat HIV testing in three (3) months;
3. Copy of each report submitted to the ASN Chairperson;
4. Any expenses involved are the responsibility of the student.

It is preferred that the student inform the Nursing Chairperson of the results after obtaining HIV testing proceeding an exposure incident. However, it is the student's option to reveal the results.

I have read and understand the above policy.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*printed name*

\_\_\_\_\_  
*Date*

Proof of affirmation will be on file with the Nursing Department.

## Appendix D: Program Admission Information

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Time Frames  
Department of Nursing Application Period and Deadlines

Jasper Campus

| Program   | Associate of Science in Nursing (Fall) | Practical Nursing (Fall) | ASN Completion Concentration for LPNs (Spring) |
|---|--|--------------------------|--|
| Priority Application submission period                              | October 1-December 15                  | October 1-December 15    | September 1-October 1                          |
| Priority review period  | December 15-January 10                 | December 15-January 10   | September 15-October 15                        |
| Priority notification   | By February 1                          | By February 1            | By November 15                                 |
| Late application submission period                                  | January 15-March 31                    | January 15-March 31      | November 1                                     |
| Late application review period                                      | January 20-April 15                    | January 20-April 15      | November 1-November 15                         |
| Late application notification                                       | *April 15-June 1                       | *April 15-June 1         | By November 30                                 |
| Final application deadline (no new application accepted/considered) | *June 1                                | *June 1                  | November 15                                    |

\*Date is subject to change dependent upon program status.

Vincennes Campus

| Program   | Associate of Science in Nursing (Fall) | Practical Nursing (Fall) | ASN Completion Concentration for LPNs (Spring) |
|---|--|--------------------------|--|
| Early Action Application submission period                          | October 1-December 15                  | October 1-December 15    |  |
| Early Action Review period  | December 15-January 10                 | December 15-January 10   |  |
| Early Action Notification   | By February 1                          | By February 1            |  |
| Priority Application submission period                              | January 15-March 31                    | January 15-March 31      | September 1-October 1                          |
| Priority review period  | January 20-April 15                    | January 20-April 15      | September 15-October 15                        |
| Priority notification   | April 15-May 1                         | April 15-May 1           | By November 15                                 |
| Late application submission period                                  | April 1-June 30                        | April 1-June 30          | November 1                                     |
| Late application review period                                      | April 1-June 30                        | April 1-June 30          | November 1-November 15                         |
| Late application notification                                       | By June 30                             | By June 30               | By November 30                                 |
| Final application deadline (no new application accepted/considered) | June 30                                |                          | November 15                                    |

**RN-BSN Application Deadlines**

**Spring Application Deadlines**

Applicants are encouraged to apply early as there is limited space available. No applications for the Spring semester will be evaluated after December 10 each year. Please note that official transcripts must be on file in order for an application to be evaluated. Preferred application submission is September 1- November 1.

**Fall Application Deadlines**

Applicants are encouraged to apply early as there is limited space available. Applications for Fall are accepted up to the Monday one week prior to classes beginning. Please note that official transcripts must be on file in order for an application to be evaluated. Preferred application submission is September 1- March 1.

## **ASN and Practical Nursing Application process & ranking**

The selection process for Vincennes University's Nursing Programs are based on the premise that student selection is vital to the development and maintenance of a strong program. The standards of selection will also contribute to the quality of care administered by graduates of the programs. In order to successfully complete the programs, students must be highly motivated and have an academic background sufficient to cope with the curriculum. Compliance with all criteria does not guarantee acceptance to the program. **Applicants will be evaluated using point sheets. Applicants should consult the Vincennes University catalog at [www.vinu.edu/catalog](http://www.vinu.edu/catalog) for a complete listing of admission criteria.**

### **Orientation Information and dates**

Applicants that are selected for admission should be aware that there will be mandatory orientation sessions that take place prior to classes beginning in the Fall. Applicants must be able to attend the appropriate orientation session in order to begin a nursing program. Students selected for admission will be provided additional details.

#### **Fall 2020:**

##### **Jasper Campus:**

TBD. Please contact Cassie Flock at [cflock@vinu.edu](mailto:cflock@vinu.edu) for more information.

##### **Vincennes Campus**

###### **Associate of Science in Nursing Program (ASN)**

Please hold 8am-5pm August 6, 2020, and August 7, 2020 for orientation. **YOU MUST BE ABLE TO ATTEND BOTH DAYS** if you are selected for admission to this program.

###### **Practical Nursing Program**

Please hold 8am-5pm on Friday, August 14, 2020 for orientation. **YOU MUST BE ABLE TO ATTEND** if you are selected for admission to this program.

###### **ASN Completion Concentration for LPNs**

TBD

The **RN-BSN Completion Program** is online and does not have an on campus orientation requirement.