Cleveland State University
RN to BSN Program
Student Handbook

2121 Euclid Avenue, Julka Hall 238
Cleveland, Ohio 44115
216-687-3598 Fax: 216-687-3556
www.csuohio.edu/nursing

Disclaimer: All information in this handbook is subject to change. The faculty of the School of Nursing reserves the right to make and implement changes in student policies as needed due to requirements of outside agencies, the University, and the practice of nursing. Significant changes will be communicated to students. The most current Student Handbook can always be found on the School of Nursing’s website, to which students are encouraged to refer frequently. If you have any questions, please contact your School of Nursing advisor.

Rev. 1/2018aa
To: All Undergraduate Nursing Students

From: Timothy M. Gaspar, PhD, RN
Dean & Professor

Date: August 10, 2016

RE: Welcome and Undergraduate Student Handbook

It is my pleasure to welcome you into the newest cohort of nursing students at Cleveland State University. Your acceptance is a milestone in your academic nursing journey. It is noteworthy to highlight that you are the newest admitted “graduating class”. The measure of a “graduating class” is one means of qualifying success as you embark on an engaged learning experience with your faculty. Our hope is that your academic preparation, commitment, intellect, and life experience will lead you to your next milestone of graduation. More importantly, I hope your future will be as rewarding as the faculty and I have experienced during our careers. Professional registered nurses are the most respected profession in our country. You will find that it offers challenges, rewards and an ongoing opportunity to grow in your career. We stand ready to support your goal of program completion as you continue on your academic journey.

Cleveland State is committed to Engaged Learning and the School of Nursing excels at this endeavor. Your program of study includes experiences in the classroom, clinical skill lab, interprofessional simulation, and CSU affiliated clinical sites. You will have the opportunity to learn and provide patient care in excellent hospitals and community health agencies in the Greater Cleveland area. These experiences are vital to your learning the art and science of nursing on your pathway as a future professional registered nurse. With this opportunity comes a personal accountability to meet quality care standards in the clinical setting and in the nursing profession.

This Student Handbook provides valuable information that will help you succeed on your educational journey. Please keep this document in a place you can access as a reference during your nursing major plan of study. Feel free to contact your advisor if you have any questions or wish to clarify any aspect of the document.

We look forward to providing you with an outstanding educational experience. Your commitment to your program of study will help us help you on your journey in nursing. You are part of our pride in the School of Nursing. We ask that you engage in improving the School of Nursing and contribute to the legacy of quality and excellence at Cleveland State University. Your success is our reward!
PURPOSE OF THE STUDENT HANDBOOK

The faculty and staff of the Cleveland State University School of Nursing strive to support all students as they work to successfully earn a BSN degree. This handbook highlights many of the resources provided to students. These include services such as written and electronic sources of information, tutoring, counseling, and academic advising. This handbook serves dual purposes: to inform students of these valuable resources and to serve as a guide to the policies, regulations and procedures that govern student conduct, behavior, and performance while enrolled in the School of Nursing at Cleveland State University. Nursing students are responsible for abiding by the guidelines found in this handbook and are encouraged to consult it often throughout their course of study.
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MEMORANDUM OF UNDERSTANDING

My signature on this form affirms that I have read the RN-to-BSN Student Handbook and I agree to abide by the policies contained therein.

I understand that changes or updates to this handbook could occur while I am progressing in the nursing program and I will be held responsible for adhering to the policies, procedures and standards contained in the most current handbook.

I understand that this signed statement is a requirement for continuation in the Nursing Program and that it will be filed in my academic record. I understand that the faculty of the School of Nursing reserve the right to make and to implement changes in these rules, regulations, and guidelines with notice as needed. I agree to abide by these changes.

After signing below, return this form to the School of Nursing office by the start of your first nursing class, via email to j.matthews46@csuohio.edu or VIA US MAIL to:

Cleveland State University School of Nursing
2121 Euclid Avenue
Julka Hall Room 238
Cleveland, Ohio 44115

_________________________________________  ________________________
Student’s Signature                      Date

_________________________________________
Printed Name

A copy of the Handbook may be found on our website at http://www.csuohio.edu/nursing
INFORMED CONSENT

I understand that the CSU SON must share personal information that I have provided via the forms in the required Program and Health Packet to clinical agencies in order to be placed in capstone/practicum courses and provide informed consent for sharing this information.

I have read the information provided relative to “Potential Risk for Discomfort or Injury” and understand the nature and purposes of the required learning experiences. I understand that I have a responsibility to exercise judgment in the practice of these various learning experiences in order to protect myself from risk of injury or discomfort.

I understand that when I am engaging in learning experiences in a clinical or community setting (i.e. hospitals, client’s homes, residential facility, ambulatory health clinic, etc.) there is a potential for risk of injury or discomfort related to the presence of hazards to me or an unborn fetus if pregnant (i.e. drugs, bacteria, viruses, radiation, machines, physical force, and accidents).

I hereby consent to participate in the required learning experiences and will not hold Cleveland State University or its agents responsible for any injury that occurs to me during these experiences.

After signing below, return this form to the School of Nursing office via email to j.matthews46@csuohio.edu or via US MAIL by the start of your first nursing class to:

Cleveland State University School of Nursing
2121 Euclid Avenue Julka Hall
Room 238 Cleveland, Ohio
44115

_________________________________________  ______________________________________
Student’s Signature                           Date

_________________________________________
Printed Name
Media Release and Copyright Permission

I hereby grant permission to Cleveland State University and its representatives the right to produce, use, transmit, place online and reproduce any photograph, video recording, and/or audio record taken of me during my tenure as a student at Cleveland State University in the School of Nursing or while participating in any activities related to or sponsored by Cleveland State University and/or the School of Nursing.

I understand that I am granting permission to Cleveland State University the right to produce, use, transmit, place online, or reproduce the above-mentioned item(s) for instructional or research purposes, for exhibition, display, illustration, advertising or promotional or any other purposes which may benefit the University or the School of Nursing to further its educational and service missions. Hereafter, Cleveland State University will retain all proprietary and copyrights in the abovementioned material and any component thereof.

Please indicate whether you have any objection to the use of your name in connection with the above-mentioned items.

___ Yes       ___ No

Please check one

_____ I am of legal age

_____ I am not of legal age, but the signature of my parent or guardian acting on my behalf appears below.

After signing below, return this form to the School of Nursing office via email to j.matthews46@csuohio.edu or via US MAIL by the start of your first nursing class to:

Cleveland State University School of Nursing
2121 Euclid Avenue Julka Hall
Room 238 Cleveland, Ohio
44115

_________________________________________  ____________________________
Student's Signature                           Date

_________________________________________  ____________________________
Signature of parent or guardian if not legal age  Date

_____________________________________________________________________
Address
Cleveland State University School of Nursing

Documentation of Student Behavior Requiring Progressive Intervention

Student counseled: ________________________________________________
Date of Counseling: ______________________________________________
Description of Incident/Situation:

Level of progressive intervention required:
Coaching ________________
Reprimand ________________
Suspension Dismissal __________
Corrective Action proposed and Implementation Plan:

Faculty Signature________________________ Date __________

Student Signature________________________ Date __________
SECTION I
PROGRAM OVERVIEW, ACCREDITATION, APPROVAL, HISTORY, AND MISSION STATEMENT

PROGRAM OVERVIEW

Adding the Bachelor of Science in Nursing to your credentials can assist you with career advancement and/or acceptance into a variety of post-baccalaureate nursing programs. CSU’s School of Nursing offers the working RN a flexible, online schedule. Students are admitted to the nursing program as juniors. The required nursing courses can be completed in three consecutive semesters (one year). Graduates may be able to move immediately into the Master of Science in Nursing (MSN) program the semester following graduation if they meet all MSN requirements.

The School of Nursing participates in the Northeast Ohio Access in Nursing model. Participation in this articulation model grants college credits to graduates of associate degree and diploma nursing programs. These credits are applied toward the total number of hours needed to graduate from Cleveland State University with a BSN. The RN to BSN program is designed for those students who already hold an active Ohio Registered Nurse License. The nursing curriculum provides learning opportunities that foster the development of self-direction, creativity, critical thinking and discriminative judgment. This program consists of 27 credit hours of on-line coursework, has supplemental field work, and a capstone/practicum component in the final semester. The program begins in the fall and spring semester of every year. Nursing classes are scheduled for three consecutive semesters.

Prerequisite Coursework

Anatomy and Physiology I and II
Chemistry and Chemistry lab
Microbiology
Statistics
Principles of Psychology
English 101 and 102

All prerequisite courses must be completed prior to starting the nursing course sequence.

HISTORY

Cleveland State University (CSU) was established in 1964 as the first state-assisted university in Cleveland. By absorbing the building, programs, faculty and staff of Fenn College, CSU opened in 1965 with 5,589 students in the Colleges of Arts and Sciences, Business, and Engineering. Since then CSU has grown, now covering over 85 acres in downtown Cleveland, and offering over 1,000 courses yearly in 200 majors. In addition to nursing, the University provides many undergraduate, graduate, professional licensure, certificate and continuing education programs.

Nursing was established as an undergraduate major in 1975 as a unit in the Department of Biology in the College of Arts and Sciences. It was the first RN to Bachelors of Science in Nursing (BSN) completion program in the greater Cleveland area. In 1981 Nursing was awarded Department status and received initial accreditation from the National League for
Nursing (NLN). In 1985 the basic undergraduate BSN program was established, and in 2000 the Ohio Board of Regents granted the University permission to implement the Masters of Science in Nursing (MSN) program, which was accredited by the Commission on Collegiate Nursing Education (CCNE). In response to the nationally-recognized critical shortage of nurses, the first accelerated post-baccalaureate BSN program in Ohio was opened at CSU in 2002.

The restructuring of the university between 2002 and 2004 included the 2003 transition of nursing from a department in Arts and Sciences to a School of Nursing housed within the newly named College of Education and Human Services. In 2010, the School of Nursing became an independent college and relocated to Julka Hall, a newly-constructed building with state-of-the-art classroom space. Nursing faculty collaborate with colleagues in other health professions programs to focus on the health care needs of the community. Together they are laying the groundwork for interprofessional education to educate the health care providers of the future.

CSU provides the only state-assisted BSN and MSN programs in a contiguous five county area (Cuyahoga, Geauga, Lake, Lorain and Medina). Graduates of the CSU SON are sought after by health care employers, hold leadership positions across the continuum of care and contribute to the body of nursing knowledge through publications and research. Nursing students are engaged in classes on a modern campus with dedicated state-of-the-art classrooms and laboratory space. Graduates are well-prepared for practice through the use of equipment such as human patient simulators and a comprehensive teaching electronic medical record system. Historically, NCLEX-RN pass rates for CSU SON graduates are higher than the national average.

The CSU SON’s urban location affords students and staff many opportunities to work with very diverse patient populations and therefore helps to address health disparities. By doing so, the CSU SON demonstrates its efforts to support the University’s commitment to diversity and urban health.

THE FUTURE

Health will certainly continue to be a clear focus at CSU far into the future and it is clear that the SON will play a major role in this distinctive mission. A key element of that focus is the new Center for Innovation in Health Professions, which provides opportunities for faculty and students from a variety of health professions (such as Nursing, Medicine, Physical Therapy, Occupational Therapy, Speech and Hearing, Pharmacy) to learn together in the same building. Historically, disciplines were educated separately with significant interaction with each other only after graduation and upon entry into the clinical setting. The new Center, instead, will provide opportunities for various disciplines to address complex health problems in a collaborative manner, thus supporting the Center’s vision of Transforming Health through Research, Education, Action, and Discovery (THREAD) in order to improve the lives of individuals at local, state, and national levels.

The Center is located on the south side of Euclid Avenue, directly across from the Student Center. CIMP houses interdisciplinary classroom space along with state-of-the-art Nursing Resource and Simulation Labs, and CSU Health and Wellness Services.
ACREDITATION

The baccalaureate degree in nursing at Cleveland State University is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC, 20036, 202-887-6791. Cleveland State University School of Nursing has met and maintained the requirements of Chapter 4723-5, Ohio Administrative Code, and has been granted Full approval by the Ohio Board of Nursing.

SCHOOL OF NURSING MISSION STATEMENT

Advancing Excellence in Professional Nursing; Engaging Diverse Populations; Empowering Life-long Learners.

SCHOOL OF NURSING VISION STATEMENT

We will be recognized as a leader in improving healthcare through collaboration, scholarship and innovation in nursing education and practice.

SCHOOL OF NURSING CORE VALUES

Accordingly, the Cleveland State University School of Nursing’s core values are:

- Inclusive excellence
- Nursing Education
- Service
- Professionalism
- Integrity
- Respect
- Engagement
SECTION II
PHILOSOPHY, CONCEPTUAL FRAMEWORK, AND PROGRAM OBJECTIVES

CONCEPTUAL FRAMEWORK

Betty Neuman’s Systems Model
In keeping with the University's mission statement, the Nursing faculty holds the following beliefs about Person, Environment, Health, Nursing, and Education and incorporates the Betty Neuman Conceptual Framework as its foundation upon which the curriculum is designed:

**Person**
A person is an integrated whole, a biophysical being who is rational, social, emotional, sexual, spiritual, and innately healthy. The person is endowed with inherent dignity and worth. A person possesses potential to discover and impart knowledge and skills to others, and to learn, grow, and change. As a rational being, a person uses mental processes to search for knowledge and truth. As a social being, a person communicates with others and assumes various roles within a family, group, and community. A person adopts values, beliefs, and attitudes which influence life experiences and quality of life. A person is able to differentiate self from others while existing in interdependent relationships in a shared environment with various sociocultural groups. A person has the capacity to form and participate in relationships as best suited to emerging needs. As an emotional being, a person is able to recognize feelings and reacts to changes in the environment. As a sexual being, a person has the capability to express intimacy. As a spiritual being, a person searches for unifying threads that give meaning and value to life. As an innately healthy being, a person seeks to understand, manage, and find meaning and purpose in life through management of adaptive energy.

Nursing care is delivered to all clients recognizing each individual as an integrated whole. The client of Nursing can be in individual, family, group or community of persons.
Environment
Environment encompasses the totality of a person's life experiences. The environment is viewed as both internal and external in nature. The internal environment is within the person—body, mind, and spirit. The external environment consists of the society with its attendant ideas, symbols, mores, values, roles, and physical surroundings. The external environment also includes the immediate physical environment as well as the global surroundings. The internal and external environments interact.

The environment is dynamic in nature; its resources are limited. The environment contributes both stressors and resources to the person. As each person attempts to maintain health, he/she must recognize his/her relationship to environment, and understand that this relationship is essential for mutual survival. Openness, respect, and support enhances the environment. Environment includes transactions and relationships between and among the person, family, significant others, places and objects. Diverse cultures in communities provide an environment for learning and practice within the fabric of the Nursing profession. The health of the physical environment and the health of the ecosystem are believed to be essential for the continued health of every individual and community.

Of the various environments, the learning environment is of special concern to nurse educators. The learning environment consists of human and material resources and all interactions and experiences students have with others. A significant component of the learning environment is communication between faculty and students that helps students move toward actualizing their potential as professional nurses.

Health
Health is a dynamic state that is personally and culturally defined. Health is the successful management of tension and stress through the mobilization of resources. Levels of health are achieved, maintained, and restored through person-environment interactions, and are supported by the use of therapeutic Nursing interventions. Each individual, family, group, and community has the right and responsibility to engage in preventive health activities. Access to community based settings is important for health promotion and disease prevention. Ability to plan and evaluate care for population groups is important for health planning and policy, and for documenting outcomes of Nursing care.

Nursing
Nursing is both an art and science. Nursing is based on the integration of knowledge of theories and concepts from the natural, behavioral and Nursing sciences as well as the humanities which provide the foundation for professional Nursing practice. Professional Nursing practice involves the diagnosis and treatment of human responses to actual or potential health problems/ life processes and includes six essential features: provision of a caring relationship that facilitates health and healing; attention to the range of human experiences and responses to health and illness within the physical and social environments; integration of objective data with knowledge gained from an appreciation of the patient or group’s subjective experience; application of scientific knowledge to the processes of diagnosis and treatment through the use of judgment and critical thinking; advancement of professional Nursing knowledge through scholarly inquiry; and influence on social and public policy to promote social justice (ANA. (2011). Nursing’s Social Policy Statement). Nursing is a profession that uses supportive, nutritive, and generative behaviors. It encompasses scientific, supportive, and nurturing behaviors which facilitate the enhancement of health of individuals, families, groups, and communities. Nursing is concerned with health and focuses on helping clients use resources to the best of their ability to cope with stressors. Nursing is an evolving profession which builds on the accomplishments of its past. Nursing is sensitive to diverse populations and incorporates the
knowledge of cultural differences related to health and health care.

Professional nurses use critical thinking to meet the health needs of clients in generalist, specialist, advanced or independent practice roles. Professional nurses assume the roles of care giver, health teacher, client-advocate, counselor, coordinator, collaborator, change agent/leader, manager, consultant, or researcher. They collaborate with interdisciplinary team members and others to provide health care. Professional nurses use research findings and/or conduct research to improve Nursing. Professional nurses have a strong commitment to ethical behavior and Professional Standards of Practice, and assume responsibility, authority, and accountability for their actions. Professional nurses use primary, secondary, and tertiary preventative strategies.

Primary prevention strategies relate to those activities which promote and maintain health—that is, health teaching, immunization, early detection, and treatment. Secondary strategies relate to activities which focus on acute and critical care and the limitation of disability. Tertiary preventive strategies relate to those activities related to rehabilitation, long term care, and care of the dying.

Education
Education is a structured process leading to formalized outcomes. Education provides a person with tools contributing to personal development. Education is present and future-oriented; it is accomplished by facilitative communication, critical thinking, problem-solving, and decision-making. Education provides a firm basis for understanding self and relationships to others and society as a whole. Nursing education contributes to the development of a personal and professional identity. Education enhances a person's ability to confront ambiguities of life and maintain a sense of coherence. Education provides the means for effecting change in a systematized, logical, goal-oriented, and direct manner. During this process of change, a person becomes able to identify and explore alternative perspectives. Learning is a process of change that continues throughout a person's life. Learning is self-directed inquiry. Faculty and students actively engage in learning experiences.

Teaching is a set of strategies that encourage an individual's initiative and independence of thought while facilitating ability to inquire, analyze, synthesize, correlate, and generalize.

Teaching-learning contributes to the development of professional values, attitudes, and behavior through a partnership of accountability between teacher and learner.

Faculty support students in the educational process by acknowledging that students experience a variety of stressors during the learning process. These stressors can enhance or interfere with achievement of personal and educational goals. Other factors influence mutual learning such as, interests, learning needs, attitudes, past experiences, different learning styles, cultures, and learning environments. The faculty provides opportunities to incorporate life experiences into meaningful mastery of new learning for growth of the personal and professional self.

A more detailed explanation of the Cleveland State University School of Nursing’s Philosophy and Conceptual Framework can be found on the School of Nursing’s website: http://www.csuohio.edu/nursing/undergraduate-programs/undergraduate-programs
The terminal and level objectives of the program identify behaviors that are to be demonstrated by graduates. As derived from the philosophy and organizing framework, these terminal objectives serve as the foundation for the level and course objectives of the curriculum. Table 1 on the below further illustrates the levels of learning as students move through the program.

**TABLE 1: TERMINAL AND LEVEL OBJECTIVES**

The RN-to BSN students enter the program at the junior level.

<table>
<thead>
<tr>
<th>TERMINAL OBJECTIVES</th>
<th>JUNIOR LEVEL OBJECTIVES</th>
<th>SENIOR LEVEL OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Acquisition of a liberal education for generalist baccalaureate practice across a variety of settings in the community using knowledge and skills from the natural, physical, behavioral, nursing sciences, the humanities and our stress and other nursing frameworks;</td>
<td>Correlates knowledge of major scientific principles and concepts from natural, physical, behavioral, and nursing sciences, the humanities, and use the stress framework for organizing therapeutic nursing interventions in community-based settings.</td>
<td>Synthesizes knowledge and skills from the natural, physical, behavioral and nursing sciences, the humanities, and stress framework in the delivery of care.</td>
</tr>
<tr>
<td>2. Knowledge of basic organizational and systems leadership for quality care and patient safety and use of leadership skills to effect change that optimizes the safe delivery of quality nursing care</td>
<td>Relates leadership theories to nursing practice. Analyzes the dynamics of leadership and change strategies as they relate to the delivery of safe nursing care.</td>
<td>Integrates leadership skills to initiate change in the delivery of direct and delegated safe nursing care to clients.</td>
</tr>
<tr>
<td>3. Incorporates scholarship and evidenced based practice in the planning and delivery of safe nursing care</td>
<td>Applies evidenced based practice to plan and deliver safe nursing care.</td>
<td>Summarizes evidenced based practice in order to formulate a researchable question for clinical practice.</td>
</tr>
<tr>
<td></td>
<td>Skill in the ethical application of patient care technology and information management in the delivery of quality nursing care;</td>
<td>Utilizes technology during the delivery of quality patient care.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>5.</td>
<td>Knowledge of healthcare policy, finance, professional and regulatory environments and the impact on the equitable delivery of healthcare to individuals, families, communities and populations;</td>
<td>Discusses the influences of healthcare policy and regulatory agencies on the delivery of safe nursing care.</td>
</tr>
<tr>
<td>6.</td>
<td>Use of interprofessional communication and interdisciplinary collaboration to optimize teamwork and improve patient healthcare outcomes;</td>
<td>Interacts collaboratively and professionally with the healthcare team.</td>
</tr>
<tr>
<td>7.</td>
<td>Use of the nursing process and concepts of population health for disease/disability prevention, health promotion, and therapeutic intervention at each level of care to individuals, families, groups, and communities across the lifespan;</td>
<td>Analyzes nursing process and concepts of health across the clients lifespan.</td>
</tr>
<tr>
<td>8.</td>
<td>Responsibility, accountability and ethical behavior when enacting the roles of professional nursing.</td>
<td>Reflects upon observed and learned ethical principles in assuming responsibility and accountability for personal actions as a professional nurse.</td>
</tr>
<tr>
<td>9. Competent and compassionate nursing practice that integrates the knowledge, skills, attitudes, values, and lifelong learning of professional nursing.</td>
<td>Reflects on knowledge, skills, attitudes, and values as they relate to the delivery of competent and compassionate nursing care.</td>
<td>knowledge, skills, attitudes, values, and lifelong learning into competent and compassionate nursing practice.</td>
</tr>
</tbody>
</table>
SECTION III  
POLICIES AND PROCEDURES

STUDENT ADMISSION

Before Students can be admitted to the School of Nursing Students, they must be admitted to Cleveland State University. Applications and procedures for admission to Cleveland State University are available on the Office of Admissions’ website: [http://www.csuohio.edu/admissions/admissions](http://www.csuohio.edu/admissions/admissions) Applications and procedures for all Undergraduate Nursing programs are available on the School of Nursing’s website: [http://www.csuohio.edu/nursing/undergrad/index.html](http://www.csuohio.edu/nursing/undergrad/index.html)

To be eligible for consideration for admission to the RN to BSN Program the applicant must:

- Hold an active Ohio Registered Nurse License (or the U.S. state where you reside).
- Complete all prerequisite coursework with a grade of “C” or higher. Maintain an overall prerequisite GPA of at least 2.0.
- Maintain a cumulative GPA of at least 2.0.
- Apply for admission to CSU. We recommend that this be done at least six weeks prior to any School of Nursing deadlines.
- Apply for admission to the School of Nursing. Complete applications July 1st for the fall cohort and November 1st for the spring cohort.

Interested applicants should schedule an appointment with a CSU School of Nursing Advisor, who will assist the student with a request for transcript review for potential credit for previous nursing coursework to the School of Nursing’s Admissions, Progression, and Academic Standards (APAS) Committee. Transfer of credit and/or acceptance into the RN to BSN nursing program is dependent on the student’s profile, a prior 2.0 minimum nursing GPA, and space availability.

Prerequisite Coursework

Anatomy and Physiology I and II
Chemistry and Chemistry lab
Microbiology
Statistics
Principles of Psychology
English 101 and 102

All prerequisite courses must be completed prior to starting the nursing course sequence.
GENERAL GUIDELINES
STUDENT GUIDANCE AND COUNSELING SERVICES

ADVISING
School of Nursing students are encouraged to contact their Advisor at least once per year, and at any time with questions and concerns. Advisor offices are located in the main Julka Hall Nursing Office. Advisors assist students with matters such as registration, scheduling, degree maps, general education requirements, and petitions. Students may conveniently schedule an appointment through Starfish, or reach their advisor at any time via the contact information listed below.

SCHOOL OF NURSING ACADEMIC ADVISOR FOR RN-to-BSN PROGRAM

<table>
<thead>
<tr>
<th>ADVISOR</th>
<th>TELEPHONE</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Ciesla</td>
<td>(216) 687-5517</td>
<td><a href="mailto:s.ciesla@csuohio.edu">s.ciesla@csuohio.edu</a></td>
</tr>
<tr>
<td>Mary Leanza-Manzuk, Assist.</td>
<td>(216) 687-3810</td>
<td><a href="mailto:m.leanza@csuohio.edu">m.leanza@csuohio.edu</a></td>
</tr>
<tr>
<td>Director Student Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FACULTY ADVISORS

Upon entry into a nursing program, each student is also assigned a faculty member to serve as an advisor. Students should contact their Faculty advisor at least once per year and should seek their help to answer nursing specific questions and professional issues.

CLEVELAND STATE UNIVERSITY COUNSELING CENTER

Actively enrolled SON students may seek free, confidential, and professional counseling at the Cleveland State University Counseling Center (located at 1860 East 22nd Street Cleveland, Ohio 44114) by calling (216) 687-2277. Counseling for actively enrolled students is free. Additional information about the Counseling Center may be found on the Center’s website: http://www.csuohio.edu/counselingcenter/counselingcenter

Faculty may also suggest that students schedule an appointment with the Counseling Center.

In specific situations, counseling may be a requirement for a student to continue in the program. All counseling is completely confidential.

OFFICE OF DISABILITY SERVICES

The Office of Disability Services is charged with determining eligibility for reasonable accommodation for any student with a documented disability. Students who feel they have a qualifying condition should visit the Office of Disability Services in room 147 of the Main Classroom Building, 2121 Euclid Avenue or call (216) 687-2105. Additional information on the Office of Disability Services may be found on their website: https://www.csuohio.edu/offices/disability/

In order for the School of Nursing to provide appropriate accommodation, students who receive an Accommodation Letter from the Office of Disability Services must provide a copy to their School of Nursing Academic Advisor as well as to each of their faculty members at the start of each new
class. Accommodation is not retroactive.

THE WRITING CENTER

The Writing Center is located in the Library/Rhodes Tower Room 124 and is free service to all students who need assistance in preparing written assignments. The Writing Center staff is especially helpful when preparing WAC (Writing Across the Curriculum) papers. Appointments are available by calling the Writing Center at (216) 687-6981. Further information about the Writing Center’s Services and WAC paper guidelines is located on their website:
https://www.csuohio.edu/writing-center/writing-center-2

WAC Program Guidelines: https://www.csuohio.edu/writing-center/wac-requirements

For additional resources, contact the Undergraduate Program Resources.

LIBRARY SERVICES

THE CSU MICHAEL SCHWARTZ LIBRARY
Rhodes Tower (216) 687-2479 with online resources located at: http://library.csuohio.edu/

ELECTRONIC RESERVE READINGS

SON students are often required to use a variety of references other than their textbooks. A list of required readings will be found in each course syllabus. Some instructors place readings on electronic reserve, indicating they have been placed housed at the Cleveland State University Michael Schwartz Library’s Electronic Reserve website:
http://researchguides.csuohio.edu/er.php

THE CHERYL MCCAHON STUDENT LENDING LIBRARY

The School of Nursing offers students a lending library in Julka Hall Room 238 in the main office next to the Reception Desk. Students must present their CSU ID card to sign out any resource. In order to maximize availability of book for all students, books must be returned by 5pm the same day.

PROGRESSION

In order to progress in the nursing major, students must:
- Achieve a grade of “C” or better in each nursing course and required support courses
- Register and complete at least one course per semester
- Maintain a minimum cumulative GPA of 2.0
- Maintain minimum nursing GPA of 2.0 per semester
- Demonstrate safe, professional and ethical behavior at all times
- Submit health data and forms by the due date as set forth by the SON

COURSE CATALOG REFERENCE FOR GENERAL ACADEMIC POLICIES

General Academic Policies for students in the Baccalaureate Nursing Program are consistent with the policies of the Undergraduate Catalog. Students should refer to the catalog in effect on the student’s admission date into the nursing major. A complete listing of all Undergraduate catalogs can be viewed at the CSU Online Catalog website: http://catalog.csuohio.edu/
LEAVE OF ABSENCE

Two types of leave of absence may qualify for readmission.

| 1. Personal Leaves: a leave of absence requested by the student usually for health or other personal reasons |
| 2. Academic Leaves: a leave of absence resulting from a student’s failure to meet the requirements for progression in the nursing program |

REQUESTING A LEAVE OF ABSENCE

Students should contact the RN-to-BSN Program Coordinator to discuss their request and then fill out an Undergraduate Petition Form (outlining the reasons for the requested personal or academic leave) for review by the Admission, Progression, and Academic Standards (APAS) Committee. The student will receive written notification of the APAS Committee’s decision. Upon completion of the leave of absence, students must apply for readmission to the Nursing Program.

REQUEST FOR EXTENTION OF LEAVE OF ABSENCE

A request for an extension of a leave of absence must be submitted to the APAS Committee within one year of the initial effective date of the leave. The time limit for completion of the Undergraduate Nursing Program is five years, including periods of absence.

READMISSION

Readmission is not automatic; students who desire to return from either type of leave of absence must submit a completed UNDERGRADUATE PETITION FORM to the APAS Committee. Readmission decisions are based on prior academic and clinical performance, past professional and ethical conduct, and space availability in CSU SON programs. In case of readmissions after leave of absence for the period of one year, student needs to apply for readmission to the University, as the first step.

Concurrent with the APAS petition process, students are also required to contact the Undergraduate Director, who will assist with developing a plan for successful re-entry into the School of Nursing.

Readmitted students are responsible for following the guidelines contained in the CSU School of Nursing Student Handbook in effect at the time of readmission.

APPEAL

Students who are dissatisfied with the decision of the APAS committee regarding readmission to the School of Nursing should first schedule contact the APAS Committee Chairperson. If
unresolved, they should then contact the Undergraduate Program Director, Associate Dean, and finally the Dean. If the student’s concerns remain unresolved, they will be directed to the University’s Ombudsman or other appropriate resources for further discussion.

**READMISSION FOLLOWING A PERSONAL LEAVE OF ABSENCE**

The written petition to the APAS Committee must be submitted at least one semester before the requested readmission date. Students should contact a School of Nursing Advisor to obtain assistance with completing the required UNDERGRADUATE STUDENT PETITION FORM and drafting a cover letter/narrative that contains the following information:
- the requested date of return,
- the students’ state of readiness to return, and
- any other factors that may influence the student’s future success in completing the Program.

Students who withdrew/failed a nursing didactic course must repeat the didactic course and associated clinical course. The official letter to the APAS Committee will detail all requirements. Students who were on leave due to medical reasons must present a letter of clearance from their health provider with their petition.

**Failure in two nursing courses results in dismissal from the program.**

**STUDENT NOTIFICATION OF DECISION**

The Chairperson of the APAS Committee will notify the student in writing of the decision on the petition for readmission (denial or approval).

**THE LETTER WILL INCLUDE:**
- The decision
- If petition is approved, the conditions under which the approval is granted;
- The semester in which the readmission becomes effective
- Course sequence to be followed toward graduation
- Any needed health data.

**DISCIPLINARY ACTION**

The Cleveland State University School of Nursing upholds a policy of progressive intervention. Faculty members support students in their professional development consistent with the behavior students demonstrate. Such interventions may range from informal discussion up to and including dismissal from the Nursing Program. Progressive intervention starts with the least restrictive method of intervention, after which progressively methods that are more restrictive follow as warranted. As progressive intervention involves a continuum of supportive strategies, it may begin at any level as deemed appropriate by faculty.
### PROGRESSIVE INTERVENTION PROTOCOL

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COACHING</td>
<td>An intervention resulting in an informal discussion with a student for the purpose of clarifying performance expectations and performance improvement as observed by faculty, staff, or clinical agency representative. Coaching is documented by the course faculty and/or Preceptor for consideration during performance evaluations and retained by Program Coordinator.</td>
</tr>
<tr>
<td>VERBAL REPRIMAND</td>
<td>A formal discussion with a student following unsatisfactory performance or behavior as observed by a faculty, staff, or clinical agency representative. A Verbal Warning is documented on a Progressive Counseling Form, which is given to the student with notification of the warning provided to the Program Coordinator and Undergraduate Program Director, who will determine whether a copy is placed in the student’s academic file.</td>
</tr>
<tr>
<td>WRITTEN REMPRIMAND</td>
<td>A formal discussion with written notification to a student when previous verbal reprimand(s) have not resulted in improved performance or when the behavior is of a serious enough nature that it is unsafe, unethical, or unprofessional. A copy is given to the student, Program Coordinator, Undergraduate Program Director, Associate Dean, and APAS Committee; a copy is placed in the student’s academic file. Recommendation for probation or suspension can begin at the Written Reprimand level.</td>
</tr>
<tr>
<td>SUSPENSION</td>
<td>Suspension is the temporary removal from activities in the Nursing Program as a potential consequence of a Written Reprimand or failure to meet the conditions of probationary status. Suspension from the Nursing Program is recommended to the APAS Committee by the Faculty member or Program Coordinator in consultation with the Undergraduate Program Director and approved by the Associate Dean. The APAS Committee will develop a remediation plan, the terms of which must be met before a student may return to the nursing program or graduate. Students in the Nursing Program who have been suspended are restricted from participation in any classroom activity or capstone/practicum until the suspension has been lifted.</td>
</tr>
</tbody>
</table>
DISMISSAL
Permanent removal from the Nursing Program of a student who has failed to meet the terms of their academic or performance-based probation, suspension, or who has committed an act that is egregiously unsatisfactory, unsafe, or unethical. This decision will be communicated to the student in writing by the Associate Dean.

ACADEMIC-BASED PROBATION
A status assigned to a student whose cumulative or nursing GPA falls below 2.0. Students placed on academic probation must develop a plan of action in conjunction with the Undergraduate Program Director and meet the terms outlined therein by the end of the following semester in order to continue in the Nursing Program.

PERFORMANCE-BASED PROBATION
A status assigned to a student who has failed to meet expectations for improved performance following a written warning. Placement on Performance-Based Probation can occur as warranted by the serious nature of the behavior. Students placed on performance-based probation must develop a plan of action in conjunction with the Program Coordinator and Undergraduate Program Director and/or Associate Dean and must meet the terms outlined therein for the suspension to be lifted.

ACADEMIC PROBATION
Students whose cumulative semester GPA falls below 2.0 will be placed on academic probation and receive notification from the Registrar’s Office. Nursing students whose nursing GPA falls below 2.0 will also be placed on academic probation in the School of Nursing and must contact the Undergraduate Program Director to develop a plan to raise their nursing GPA to 2.0 or above the next semester. Failure to raise their GPA to 2.0 or above the following semester will result in academic dismissal from the nursing program.

Students who are dismissed from any CSU School of Nursing Program are not eligible for readmission to the Nursing Program.

REMOVAL OF ACADEMIC PROBATIONARY STATUS
A nursing student’s probationary status will be monitored by the student’s School of Nursing Advisor and reported to the Program Coordinator and APAS Committee. Students who successfully raise their cumulative and nursing GPA to 2.0 or above the semester following placement on probationary status will receive notification from the APAS Committee that the probationary status has been lifted.

PERFORMANCE-BASED PROGRESSIVE INTERVENTION
As evaluated by nursing faculty, students are responsible for demonstrating satisfactory, safe, responsible, and ethical behavior in the classroom and clinical experiences. Unsatisfactory, unsafe, or unethical behaviors are not acceptable and, as deemed appropriate, may lead to disciplinary action including reprimands, probation, suspension and/or dismissal from the nursing program.
UNSAFE / UNSATISFACTORY OR UNETHICAL PERFORMANCE IS DEFINED AS, BUT NOT LIMITED TO

- Any violation of the standards of nursing student conduct consistent with Rule 4723-5-2-C of the Ohio Administrative Code: [http://codes.ohio.gov/oac/4723-5](http://codes.ohio.gov/oac/4723-5)

- Failure to uphold any element of the following codes for ethical conduct provided by the American Nurses Association (ANA) and National Student Nurses Association (NSNA) as presented on their respective websites:

- Failure to adhere to any element of the Cleveland State University Student Conduct Code (includes academic dishonesty such as cheating and/or plagiarism): [https://www.csubiohio.edu/sites/default/files/StudentCodeOfConduct.pdf](https://www.csubiohio.edu/sites/default/files/StudentCodeOfConduct.pdf)

- Lack of preparation for the classroom or capstone/practicum experience

- Inability to meet course objectives in the classroom or capstone/practicum experience

- Unfounded interpersonal conflicts with peers, faculty, or clinical agency staff

- Failure to abide by the dress code within the health care agencies or community settings

- Failure to submit required/updated health data or liability insurance in a timely manner

SOCIAL MEDIA POLICY

The CSU SON further upholds the standards for responsible and ethical use of social media by nurses. The National Council of State Boards of Nursing (NCSBN), the American Nurses Association (ANA) and the Sigma Theta Tau International (STTI) Honor Society for Nursing have all issued statements on this very serious and important issue. Students are encourage to read the statements that can be found on their respective websites (below) and follow them.

[https://www.ncsbn.org/347.htm](https://www.ncsbn.org/347.htm)

[https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf](https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf)


Any SON faculty member who observes student behavior that is significantly unsatisfactory, unsafe, or unethical may remove the student from further classroom or capstone/practicum and must immediately notify the Program Coordinator and the Undergraduate Program Director. Faculty will document the incident as a WRITTEN REPRIMAND on a STUDENT COUNSELING FORM and
provide the student with a copy.

The student must meet with the Program Coordinator and Undergraduate Program Director as soon as possible to review the incident in question. The student will present a written account of his/her perception of the incident at this meeting.

The student is restricted from any activity in the nursing program until the issue has been reviewed and a decision made.

Following the meeting, the Program Coordinator and Undergraduate Program Director will present a comprehensive report in writing about the student’s behavior to the APAS Committee and Associate Dean for their review.

Depending on the nature of the behavior and the outcome of the meeting, the APAS Committee may:

- Recommend PROBATION OR SUSPENSION, the terms of which must be met before the student may resume nursing program activities.

- Permit the student to resume activities in the nursing program based on a REMEDIATION PLAN developed by the Program Coordinator and Undergraduate Program Director, and as approved by the APAS Committee.

- Recommend that the student receives a FAILING GRADE for the course. However, final determination of the grade remains the responsibility of the classroom instructor.

- Recommend DISMISSAL from the Nursing Program

**PROBATIONARY STATUS**

Any student who has been suspended but, then, permitted to return to the classroom or capstone/practicum will be automatically placed on probation. Probationary status must be removed per APAS Committee review and recommendation. Students who fail to meet the objectives outlined in the remediation plan may result in dismissal from the Nursing Program. Students who receive additional suspensions and/or probationary status may be subject to dismissal.

**DISMISSAL FROM THE NURSING PROGRAM**

In keeping with the spirit of progressive intervention, the School of Nursing reserves the right to dismiss a student from the nursing major immediately following incidents in which a nursing faculty member's written documentation indicates that the student's behavior was egregiously unsafe, unsatisfactory, unprofessional, or unethical. The APAS Committee will review documentation provided by faculty and make recommendations for intervention, which will be reviewed by the Associate Dean or Dean, who will make the final decision for intervention, up to and including dismissal.

A student dismissed from the nursing program will not be considered for readmission.
GRADING IN NURSING SCHOOL

SCHOOL OF NURSING GRADING SCALE

<table>
<thead>
<tr>
<th>% Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100%</td>
<td>A</td>
</tr>
<tr>
<td>92-94%</td>
<td>A-</td>
</tr>
<tr>
<td>89-91%</td>
<td>B+</td>
</tr>
<tr>
<td>86-88%</td>
<td>B</td>
</tr>
<tr>
<td>83-85%</td>
<td>B-</td>
</tr>
<tr>
<td>80-82%</td>
<td>C+</td>
</tr>
<tr>
<td>75-79%</td>
<td>C</td>
</tr>
<tr>
<td>**65-74%</td>
<td>D</td>
</tr>
<tr>
<td>**64 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

** If earned as the final grade in any course, the course must be repeated, if readmission is granted per APAS Committee recommendation and review.

MIDTERM WARNINGS

Students who have not successfully met objectives in classroom, capstone/practicum at midterm will be issued a MIDTERM WARNING (see appendix). The midterm warning, developed between the student and instructor of record, with input from the Program Coordinator and Undergraduate Program Director, will outline a remediation plan to guide students, if possible, toward successful course completion.

GRADES IN ELECTIVE OR PRE-REQUISITE COURSES

DEFINITIONS

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Course</td>
<td>A course that must be taken prior to taking a nursing course(s) or progressing in the sequence of nursing courses.</td>
</tr>
<tr>
<td>Elective Course</td>
<td>A course that may be completed at any time during the program.</td>
</tr>
</tbody>
</table>

1. Students must achieve a grade of “C” or above in each prerequisite course. If a grade of less than “C” is earned in a prerequisite, students will be automatically placed on academic leave and will not be permitted to progress in the sequence of nursing courses until a grade of C or better is earned in the
2. Students must repeat any elective course in which a grade of "F" was earned. Students may receive a grade of “D” in elective courses, as long as they maintain a GPA of 2.0 or higher.

3. Once a grade of “C” or better has been achieved in the prerequisite course, the student, per APAS Committee review, may return from Academic Leave and resume coursework in the Nursing Program.

4. Students who resume coursework in the Nursing Program following an Academic Leave are automatically placed on Academic Probation, the terms of which must be met for program progression.

5. Students who are academically dismissed from any CSU School of Nursing program are not eligible for readmission.

**PREREQUISITE COURSES FOR RN TO BSN PROGRAM**

All prerequisite courses must be completed prior to entry into the RN to BSN Nursing Program. The prerequisite GPA is composed of all grades earned in the following courses:

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Microbiology</td>
</tr>
<tr>
<td>Lab Introductory Microbiology</td>
</tr>
<tr>
<td>Human Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>Human Anatomy &amp; Physiology Lab I</td>
</tr>
<tr>
<td>Human Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>Human Anatomy &amp; Physiology Lab II</td>
</tr>
<tr>
<td>College Chemistry I</td>
</tr>
<tr>
<td>College Chemistry Lab I</td>
</tr>
<tr>
<td>College Writing I</td>
</tr>
<tr>
<td>College Writing II</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>Statistics</td>
</tr>
</tbody>
</table>

There is not an expiration date for pre-requisite course work.

**FOUNDATIONAL COURSES**

a. Students are required to take NUR 345 Computer Literacy in their first semester in the RN to BSN Program.

b. NUR 408 must be taken concurrently with NUR 409.
c. NUR 440 must be taken concurrently with NUR 441.
d. The capstone course, NUR 460, must be the last course taken in the program.

**INCOMPLETE GRADES**

1. Students may only receive a grade of “I” (Incomplete) in a nursing course if they meet the following criteria:
   a. The student has the potential to pass the course
   b. The student has not completed all assignments for reasons deemed justified by the instructor. The student must, however, have successfully completed over half the required course’s assignments.
   c. The student has provided justification to the instructor prior to the end of the grading period
2. Students who request an incomplete grade must meet with appropriate course faculty to develop a plan with dates for completion of all outstanding work.
3. Students must submit completed coursework for resolution of the “I” grade by the date(s) determined by faculty. NOTE: an “I” automatically becomes an “F” if it is not resolved by the last day of instruction in the following semester.

**RECOMMENDED PROGRAM SEQUENCE**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 340</td>
<td>Theory &amp; Professional Practice</td>
<td>3 Cr</td>
</tr>
<tr>
<td>NUR 345</td>
<td>Computer Competency</td>
<td>3 Cr</td>
</tr>
<tr>
<td>NUR 346</td>
<td>Professional Writing &amp; Communication</td>
<td>3 Cr</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 350</td>
<td>Leadership/Management</td>
<td>3 Cr</td>
</tr>
<tr>
<td>NUR 360</td>
<td>Nursing Research</td>
<td>2 Cr</td>
</tr>
<tr>
<td>NUR 408</td>
<td>Gerontological Nursing</td>
<td>2 Cr</td>
</tr>
<tr>
<td>NUR 409</td>
<td>Gerontological Nursing Clinical</td>
<td>2 Cr</td>
</tr>
<tr>
<td>SUMMER SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 440</td>
<td>Community as a Client</td>
<td>2 Cr</td>
</tr>
<tr>
<td>NUR 441</td>
<td>Community as a Client Clinical</td>
<td>1 Cr</td>
</tr>
<tr>
<td>NUR 430</td>
<td>Issues &amp; Trends</td>
<td>3 Cr</td>
</tr>
<tr>
<td>NUR 460</td>
<td>Capstone</td>
<td>3 Cr</td>
</tr>
</tbody>
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<td>3 Cr</td>
</tr>
</tbody>
</table>

*In order to earn a bachelor’s degree at Cleveland State University, students must complete at least 30 semester hours, and the last 3 semester hours must be earned in residence at Cleveland State University. Students may choose to take a nursing elective or any general education course of at least three (3) credits.*
FACULTY SUPERVISION OF STUDENTS

Students in the CSU School of Nursing are supervised by faculty in a variety of settings including the classroom, and clinical agencies. Regardless of the format, faculty are responsible for providing students with the supervision needed to provide an enriched learning environment while at the same time ensuring the provision of safe, effective nursing care.

Students will subsequently receive feedback from faculty in a variety of ways including individual/group discussions, assessments, clinical evaluations, and written assignments. This feedback may be delivered by a variety of electronic formats including via email and Blackboard; students are therefore encouraged to check their email and the Blackboard site for all courses, often.

EVALUATION OF STUDENT PROGRESS

THE CLASSROOM
Student progress in classroom courses is assessed by a variety of methods including assessments and written assignments (i.e. papers and case studies), and experiential activities such as presentations. Faculty is responsible for timely entry of grades for all assignments in Blackboard and CampusNet and to be available to meet with students to discuss their progress, during office hours.

CAPSTONE/PRACTICUM EXPERIENCES
Student progress in capstone/practicum is monitored on an ongoing basis with feedback provided to students by the Preceptor. Faculty further provides students with feedback at midterm and semester’s end.

REQUIREMENTS FOR PROGRAM COMPLETION

INTRODUCTION

All students must follow the sequence of nursing courses as prescribed by the curriculum or have faculty advisor and Program Coordinator or Undergraduate Program Director approval. SON students in good standing must also:

a. take at least one nursing course per semester and
b. complete all nursing courses within six academic years.

Students who cannot take at least one nursing course per semester must complete an UNDERGRADUATE PETITION FORM to submit their request for a personal leave of absence to the School of Nursing’s APAS Committee. Students who need guidance regarding course sequencing should schedule an appointment with the Program Coordinator.

COURSE REQUIREMENTS FOR PROGRAM COMPLETION

Completion of all prerequisite courses for the RN to BSN Program and the following core courses:

NUR 340 Theory & Professional Practice
UNIVERSITY REQUIREMENT

A total of 30 credits acquired at Cleveland State University is required for degree completion. This requirement can be met with the completion of electives totaling 3 credits.

NOTE: THE RN TO BSN PROGRAM CAN BE COMPLETED IN THREE CONSECUTIVE SEMESTERS. REQUIRED CAPSTONE/PRACTICUM EXPERIENCES ARE SCHEDULED DURING THE FINAL SEMESTER.

APPLYING FOR GRADUATION

All students are required to complete a graduation application through CampusNet well in advance of their projected graduation date. Students should consult their SON Recruiter/Advisor before submitting their application to ensure that all program requirements were met. Deadlines for graduation application are posted on the Registrar’s website:
http://www.csuohio.edu/registrar/graduation.html

UNIVERSITY GRADUATION/COMMENCEMENT EXERCISES

Attendance at this milestone event is highly recommended. Students must apply for graduation in Campusnet. Then, they will receive further information about the details of the graduation ceremony.

GRADUATION ACADEMIC REGALIA

Caps and gowns may be rented or purchased from the CSU Viking Outfitters Bookstore. Additional information may be found on the CSU Viking Outfitters Bookstore website:

STUDENT ATTENDANCE/ABSENCE

DEFINITIONS

Regardless of the reason, the Cleveland State University School of Nursing considers students to be ABSENT if they do not post, at least, one entry during the week, or fail to attend a scheduled capstone/practicum experience.
**ABSENCE FROM THE CLASSROOM**

Students are expected to attend all didactic classroom sessions. Students are responsible for all material covered in the classroom whether they are present or absent, and are responsible for obtaining any content covered from a colleague when they are not present in class.

Course Faculty may apply penalty for absences and participation. Faculty members are responsible for stating how attendance will be taken and how attendance and participation points will be calculated in course syllabi.

**CLINICAL ATTENDANCE/ABSENCES**

Confirm the procedure of notifying the mentor/preceptor and clinical faculty for unexpected absences.

1. If a student is ill or needs to be absent from the agency during scheduled capstone/practicum hours, it is the student’s responsibility to notify the mentor/preceptor.
2. Work with mentor/preceptor to reschedule missed hours and opportunities.
   a. Keep in mind that rescheduling of missed clinical hours / extension of the clinical period with the preceptor cannot be assumed.

**TARDINESS TO CAPSTONE OR PRACTICUM**

ARRIVING 5 OR MORE MINUTES LATE to a scheduled capstone/practicum day constitutes being tardy. Three (3) instances of tardiness count as a capstone/practicum absence. Students arriving more than 30 minutes late to a capstone/practicum day may not be able to meet the objectives for the capstone/practicum day and may be sent home at the discretion of the preceptor, resulting in a capstone/practicum absence.

**EMERGENCY MEDICAL CARE FOR STUDENTS IN A HOSPITAL OR OTHER CLINICAL SETTING**

Cleveland State University and the hospital or hosting clinical agency will not assume liability for any accident or illness during a student's assignment. The hospital will make available emergency medical treatment as required, the cost of which shall be assumed by the individual student. Students are advised to check their personal health insurance to determine whether their plan covers the cost of any injury incurred in the clinical setting.

**INCIDENTS DURING CAPSTONE/PRACTICUM EXPERIENCES**

Students are expected to complete both an agency incident report and the School of Nursing's incident report in the case of an injury or illness during any clinical experience. The agency's report is to be counter-signed by the faculty member and submitted prior to the conclusion of the clinical day to the nursing service or designated department of the clinical agency. The faculty member and student are to complete the School of Nursing's incident form and submit it to the SON’s Undergraduate Program Director within 24 hours.

To assure adequate follow-up, nursing students who sustain an accidental percutaneous (puncture wound) and/or mucous membrane exposure to blood or body fluids will comply with the following guidelines:

a. If the exposure occurs in an acute care setting, the preceptor must be
notified immediately. The instructor will assist the student in obtaining appropriate care, with completion of an agency incident report, and with following the agency’s policy for follow-up action.

b. If the exposure occurs while the student is affiliated with an agency which has no policy or facilities to provide care after the exposure incident, the preceptor will assist the student in obtaining appropriate care, with completion of an agency incident report, and with following the agency’s policy for follow-up action. Depending on the nature of the injury/illness, the student may be released from clinical to assume the responsibility to seek health care by his/her personal health care provider, or EMS may be called.

PROFESSIONALISM IN THE WORKPLACE

Students will uphold the highest standards of professional behavior in their capstone/practicum setting. Students represent the university, the School of Nursing, and the profession. The following is expected from each student:

1. Wear professional clothing to their capstone/practicums as indicated by the agency standard or policy manual, and wear the CSU Student ID Badge or agency ID badge when provided.
2. Be responsible for own learning, and take overall leadership for meeting own needs in their capstone/practicum experience.
3. Demonstrate professionalism and mutual respect for fellow students, agency clients, colleagues and staff, instructors, and supervisors. Verbal, nonverbal, and written interactions should exhibit professional behavior in all settings, including the placement work site and the university.
4. Send a thank you letter to the mentor/preceptor at the end of the capstone/practicum.
STUDENT GRIEVANCES, APPEALS, AND GRADE DISPUTES

CLEVELAND STATE UNIVERSITY GRIEVANCE POLICY

The School of Nursing students have the right to file grievances related to general Cleveland State University policies. Information on the Cleveland State University’s Student Grievance Policies can be found on CSU Office of University Compliance’s website: http://www.csuohio.edu/compliance/student-grievance-procedure

OFFICE OF INSTITUTIONAL EQUITY

The Office of Institutional Equity (OIE) handles issues related to discrimination and/or harassment. For information on the Discrimination and Harassment Policy or the OIE procedures for investigating complaints of discrimination and/or harassment, please contact the OIE Office at 216-687-2223 or see their website at http://www.csuohio.edu/institutional-equity/office-for-institutional-equity-complaint-procedures

OTHER SOURCES OF INFORMATION AND SUPPORT

- CSU Counseling Center 216-687-2277*
- The Counseling & Academic Success Clinic 216-687-9325*
- CSU Employee Assistance Program (800) 227-6007*
- CSU Health and Wellness Services 216-687-3649*
- CSU Maryjoyce Green Women’s Center 216-687-4674
- CSU Office for Institutional Equity 216-687-2223
- CSU Office of Judicial Affairs 216-523-7346
- CSU Ombudsperson – 216-687-3993
- CSU Police 216-687-2020
- CSU Residence Life 216-687-5196
- Cleveland Rape Crisis Center 216-619-6192*
- Domestic Violence & Child Advocacy Center of Cleveland 216-229-2420 or 216-391-HELP for emergency assistance*
- Legal Aid 216-687-1900
- Witness/Victim Services Center 216-443-7345*

*denotes a confidential resource
GRADE DISPUTES OR ANY OTHER SON GRIEVANCES STEPS

The School of Nursing students have the right to file grade disputes if consensus cannot be reached with their classroom or clinical instructor. Prior to doing so, students are required to follow School of Nursing chain of command to determine if resolution is possible:

<table>
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<tr>
<th>STEP</th>
<th>SCHOOL OF NURSING CONTACT PERSON</th>
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</table>
| 1    | Preceptor (for capstone/practicum issues)  
Professional Role Practicum Faculty  
Course Faculty (for classroom grades) |
| 2    | Program Coordinator |
| 3    | Undergraduate Program Director |
| 4    | Associate Dean for Academic Affairs |
| 5    | Dean |

Students who do not follow this chain of communication will be redirected back to the appropriate faculty or staff member.

STUDENT CONDUCT

GENERAL: RULES FOR STUDENT CONDUCT IN THE SCHOOL OF NURSING APPLY TO ONLINE CLASSROOM, CAPSTONE/PRACTICUM

SCHOOL OF NURSING STUDENTS ARE EXPECTED TO ABIDE BY THE CLEVELAND STATE UNIVERSITY’S CODE OF CONDUCT WHICH CAN BE FOUND AT:  
http://www.csuohio.edu/compliance/student-code-conduct

ACADEMIC MISCONDUCT/PLAGIARISM/ACADEMIC DISHONESTY

Students in the Nursing Program are responsible for demonstrating academic integrity at all times in the classroom, and capstone/practicum. The School of Nursing Affirms Cleveland State University’s policy on student misconduct, plagiarism, and academic dishonesty which can be found at:  
http://catalog.csuohio.edu/content.php?catoid=1&navoid=586
The CSU Code of Student Conduct, Policy on Academic Misconduct defines the following:

<table>
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<tr>
<th>Cheating</th>
<th>Fraudulent acquisition and/or submission of another’s intellectual property. This includes, but is not limited to the unauthorized giving or receiving of a copy of examination questions, the use of unauthorized or fabricated sources in carrying out assignments, and copying the examination questions of others.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plagiarism</td>
<td>Stealing and/or using the ideas or writings of another in a paper or report and claiming them as your own. This includes, but is not limited to the use, by paraphrase or direct quotation, of the work of another person without full and clear acknowledgement.</td>
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</table>

THERE ARE 2 CATEGORIES OF CHEATING AND PLAGIARISM, BASED ON THE DEGREE OF SERIOUSNESS INVOLVED:

<table>
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<tr>
<th>Minor Infractions</th>
<th>Acts of cheating or plagiarism involving an assignment or project that constitutes less than 25% of the overall course grade.</th>
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<tbody>
<tr>
<td>Major Infractions</td>
<td>Acts of cheating or plagiarism which affect the overall course grade such as a major/comprehensive exam, term paper, project, or final grade evaluation.</td>
</tr>
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</table>

Accordingly, progressive intervention will be provided to any student who commits acts of cheating or plagiarism according to the degree of seriousness involved:

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<tr>
<th>Minor Infractions</th>
<th>A written reprimand may be issued concurrent with a grade of “F” on the individual assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Infractions</td>
<td>A grade of “F” may be issued in the course concurrent with recommendation for probation, suspension, or dismissal from the Nursing Program.</td>
</tr>
</tbody>
</table>

RESPONSIBILITIES AND RIGHTS OF STUDENTS IN RELATION TO EDUCATIONAL STANDARDS (Published by The Ohio Nurses Association and endorsed by the Student Nurses Association of Ohio)

The School of Nursing at Cleveland State University endorses THE RESPONSIBILITIES AND RIGHTS OF STUDENTS IN RELATION TO EDUCATIONAL STANDARDS written by the OHIO NURSES ASSOCIATION. The Cleveland State University School of Nursing further reserves the right to adjust the rights and responsibilities discussed in this document in relation to the
best interest of the students of the Cleveland State University and the patients they serve.

1. According to the Ohio Nurses Association, students of nursing are entitled to an environment where appropriate opportunities and conditions exist to insure freedom to learn. They are obligated, however, to exercise this freedom with responsibility.

2. Enrollment should be open to the limits of the School’s resources and facilities to qualified students as determined by admission standards. Access to schools of nursing should be unrestricted in the sense that no student as determined by admission standards. Access to schools of nursing should be unrestricted in the sense that no student should be denied admission on the basics of such factors as race, sex, age, or marital status.

3. At the same time, students should realize that schools of nursing are accountable to the public for quality of nurses graduated and that schools may establish standards of admission, retention, and graduation in accordance with the philosophy and their policies of the present instruction.

4. These standards should make evident to the students those characteristics considered important to success in the program(s) of study offered.

5. Students should be aware that schools of nursing have the obligation to protect the integrity of their educational purposes by setting standards of achievement and conduct for enrolled students and consumers of health care.

6. Because students have the responsibility for maintaining the standards of the program of study in which they are enrolled, they have the right to expert those standards of professional behavior and academic achievement, together with means of assessment, is clear.

7. Although students are responsible for mastering the content of courses, they should be free to present reasoned dissent and option which differ from those offered in any course.

8. Students are entitled to due process throughout the academic program; procedures used should ensure fairness.

9. In case of disciplinary action, students should expect to be appraised of charges against them, to have an opportunity to refute the charges, and to have means available to review decisions.

THE AMERICAN NURSES ASSOCIATION (2001) CODE OF ETHICS GOVERNING CONDUCT

The CSU SON affirms the ANA’s (2001) Code of Ethics Governing Conduct:

The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

1. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

2. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

3. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

4. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

5. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

6. The nurse participates in the advancement of the profession through contributions to practice,
education, administration, and knowledge development.

7. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

8. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity for the profession and its practice, and for shaping social policy.

The ANA’s (2001) Code of Ethics Governing Conduct (including interpretive statements) can be found on their website:

STUDENT CONDUCT IN THE ONLINE CLASSROOM

GENERAL GUIDELINES

a. Students should complete all readings and other assignments by the due date
b. Students should engage in active classroom participation
c. Students should submit all assignments on time, in accordance with the timeframes outlined in the course syllabi
d. Students should acknowledge all late assignments will receive a penalty as outlined in the course syllabus; faculty reserve the right to refuse late assignments deemed excessively late.
e. Students should submit the original document with any re-submitted/re-written work
f. Students furthermore should acknowledge any written work may be retained by the faculty and filed in a student’s SON Academic File for future review or by faculty for consideration in preparation for a student’s performance evaluation.

ONLINE ETIQUETTE AND RULES OF CONDUCT

Please observe the following rules of conduct when communicating in discussion questions and email in Nursing courses:

1. Discussions are confidential and among class members.
2. Each person’s opinion and views are welcomed and equal within the group.
3. Postings are respectful of both those within the course and within our practice site and community.
4. Language use reflects that of graduate studies (use of correct grammar, spelling, sentence and paragraph structure, citation of referenced material, avoiding the use of instant messaging shortcuts)
5. Appropriate use of humor welcomed and appreciated.
6. If it is perceived that the discussion responses are not respectful of each person’s opinion, both students and professor have the responsibility to notify the involved parties to change unacceptable behavior.
7. Actively participate in online/clinical discussions and activities.
8. Appreciate and accept others’ differences with respect to their backgrounds, learning styles, abilities, and interests.
9. Be honest and open about your own strengths and learning needs.
10. Have the desire and ability to develop your intellectual curiosity and enjoy a sense
STUDENT INTERACTIONS AND SUGGESTIONS

1. Thoughtfully plan your work, academic, and personal schedule in order to meet all obligations and responsibilities.

2. If you need assistance or guidance on a particular academic assignment, please contact the professor by email or phone to arrange for a consultation. Questions are always welcomed and encouraged.

3. Practice a more formal writing style (using the latest version of the APA Style Manual) in all of your correspondence (email, discussions, scholarly papers). Proofread all of your work. Do not rely on “spell-check” to find all errors.

4. Have someone who is not familiar with Nursing and healthcare read your paper. Does it make sense to them? Do your ideas flow? Would you be pleased with the work submitted two years from now?

5. Be timely in your response to emails. Do not become ‘Missing in Action’ in the course to the point the professor is wondering if you are still enrolled in the course. The professor can track your participation in the course with a tool within the Blackboard system. Failure to log on and participate in threaded discussions or submit work by the required date can have a negative impact on academic success.

6. All assignments/discussion postings are due at the time listed in the syllabus.

WRITTEN AND VERBAL COMMUNICATION

The University requires all non-native English speakers to demonstrate proof of English language proficiency. The School of Nursing requires students to use the latest version of the APA Style Manual.

SOCIAL MEDIA POLICY

The CSU SON further upholds the standards for responsible and ethical use of social media by nurses. The National Council of State Boards of Nursing (NCSBN), the American Nurses Association (ANA) and the Sigma Theta Tau International (STTI) Honor Society for Nursing have all issued statements on this very serious and important issue. Students are encourage to read the statements that can be found on their respective websites (below) and follow them.

https://www.ncsbn.org/347.htm

https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf


http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media
STUDENT CONDUCT IN THE CAPSTONE/PRACTICUM SETTING

STUDENTS IN THE CLEVELAND STATE UNIVERSITY’S SCHOOL OF NURSING PROGRAMS MUST ADHERE TO RULE 4723-5-12-C OF THE OHIO ADMINISTRATIVE CODE:

Students who fail to adhere to any part of this Code will receive disciplinary action up to and including dismissal from the Nursing Program.

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient’s response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:
   a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:
   a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:
   a. Engage in behavior to seek or obtain personal gain at the patient's expense;
   b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
   c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
   d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph:

(11) A student shall not:
   a. Engage in sexual conduct with a patient;
   b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually
demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full,
or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage
with a patient other than the spouse of the student in any of the following:
   a. Sexual contact, as defined in section 2907.01 of the Revised Code;
   b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by
      the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as
defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid
prescription issued for the student, or self-administer or otherwise take into the body any drug that is a
schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming
drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and
prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical
substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and
prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to
summon assistance.

(1) A student shall not misappropriate or attempt to misappropriate money or anything of value by
intentional misrepresentation or material deception in the course of practice.

(2) A student shall not have been adjudicated by a probate court of being mentally ill or mentally
incompetent, unless restored to competency by the court.

(3) A student shall not aid and abet a person in that person's practice of nursing without a license,
practice as a dialysis technician without a certificate issued by the board, or administration of
medications as a medication aide without a certificate issued by the board.

(4) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise
perform or induce an abortion.

(5) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(6) A student shall not submit or cause to be submitted any false, misleading or Deceptive
statements, information, or document to the nursing program, its administrators, faculty, teaching
assistants, preceptors, or to the board.

(7) A student shall maintain the confidentiality of patient information. The student shall
communicate patient information with other members of the health care team for health care purposes
only, shall access patient information only for purposes of patient care or for otherwise fulfilling the
student's assigned clinical responsibilities, and shall not disseminate patient information for purposes
other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through
social media, texting, emailing or any other form of communication.

(8) To the maximum extent feasible, identifiable patient health care information shall not be
disclosed by a student unless the patient has consented to the disclosure of identifiable patient health
care information. A student shall report individually identifiable patient information without written
consent in limited circumstances only and in accordance with an authorized law, rule, or other
recognized legal authority.

(9) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule,
a student shall not use social media, texting, emailing, or other forms of communication with, or
about a patient, for non-health care purposes or for purposes other than fulfilling the student's
assigned clinical responsibilities.
PROGRAM AND HEALTH REQUIREMENTS

All degree-seeking students are required to have current and complete program and health data on file in the School of Nursing. **Program and Health data are due within 60 days of admittance into the RN to BSN Nursing Program and must be updated before the Capstone/Practicum.** No 400-level Nursing courses may be taken unless all Program and Health Requirements are met. If this requirement is not met, a hold will be placed on the student’s registration for classes until all requirements are met and appropriate documentation has been received by the School of Nursing. It is the STUDENT’s responsibility to be aware of health and/or security requirements specific to one's state or agency where the capstone/practicum experience is occurring. Submission of this additional documentation is required to be submitted at least 45 days prior to the start of capstone/practicum courses. Students who would like to check the status of their information, may contact the School of Nursing at 216-687-3598.

CLINICAL AGENCY DISCLAIMER

While assigned to clinical agencies, students are not considered employees of the agency and will not be covered by Workman’s Compensation, or malpractice insurance policies of the agency. Students must abide by existing rules and regulations of the Clinical Agency during their clinical assignments.

STUDENT PARTICIPATION IN SCHOOL OF NURSING COMMITTEES

Students are eligible for membership on a variety of School of Nursing committees. At the start of each academic year, volunteers are solicited for membership on these committees. If no volunteers come forward, student committee members may be nominated by the Student Nurses Association.

A student representative on any committee is expected to participate in committee activities. To insure the privacy of all students, student committee members may be asked to recuse themselves from various meetings or activities when confidential or sensitive information concerning other students is discussed.

Accordingly, student committee members have the same responsibility as faculty committee members to treat all information discussed during committee meetings or activities in a confidential manner.

The following is a list of School of Nursing Committees that encourage student participation:

**CURRICULUM COMMITTEE**

The duties of this committee are to review degree requirements, recommend curricular changes as deemed necessary, and review proposals for new courses/program. This committee also recommends updates to the university catalog and collaborates with the Program Evaluation Committee to conduct activities related to AACN/CCNE and OBN curriculum standards.

**PROGRAM EVALUATION COMMITTEE**

The duties of this committee include the development and implementation of a comprehensive evaluation plan for the SON, the implementation of AACN/CCNE updates and the preparation of
assessment documentation for accreditation organizations. This committee is charged with analysis of accreditation survey assessment findings and recommendations to SON administration and faculty for improvement based on those findings.

EDUCATIONAL TECHNOLOGY AND MEDIA COMMITTEE

The duties of this committee include exploring the integration of technology into the nursing classroom, Nursing Resource Lab, simulation, and clinical experiences. The committee works with SON faculty and the CSU Health Librarian on matters of acquisition and policy regarding the use of such technology and acts as a student liaison with the Center for E-learning.

MARKETING/ PUBLIC RELATIONS COMMITTEE

The duties of this committee are to communicate the activities of the SON to the university and the general public, to plan and conduct orientation for incoming students, and to support alumni involvement. This committee also helps to plans the annual SON Recognition Ceremony.

STUDENT AFFAIRS

The duties of this committee are to hear suggestions from students and to recommend changes in student policies. The committee is also responsible for providing input regarding the Student Handbook.

CHANGES IN PROGRAM POLICIES

The Cleveland State University School of Nursing affirms it will not implement changes to policies for student progression or requirements for program completion for students currently enrolled in the program at the time the changes are adopted.

For all other matters, the School of Nursing reserves the right to make and to implement changes in student policies as needed and provide appropriate notice to students.

STUDENT SCHOOL OF NURSING EDUCATIONAL RECORDS

The School of Nursing maintains educational records for each student enrolled in the nursing program.

An educational record maintained for current nursing students consists of:
1. The School of Nursing application form
2. Transcripts from all colleges attended
3. A copy of correspondence between student and the School of Nursing
4. Summary of all correspondence between the student and advisor
5. Clinical evaluation forms, WAC papers, other assignments and reports
6. Program Plan working document (starting with students entering the program Spring 2016)

STUDENT REQUESTS TO VIEW SON EDUCATIONAL RECORDS

Students have the right to review their educational records by making an appointment with the SON Advisor through Starfish, allowing 24 hours for a response. Students must view their file in the presence of their SON Advisor, and when doing so, the following rules apply:
1. Students may not remove, delete, or change any contents of the record.
2. After review, students may request a conference with a specific faculty member to discuss contents of the record.
3. Students may request, in writing, a change/amendment to their educational record, if after conference with a specific faculty member the student feels the record contains inaccurate information.
4. Requests for amending student records will be processed by the Associate Dean within two (2) weeks of the written request. A letter stating the disposition of the request will be sent to the student.

CHANGE OF STUDENT INFORMATION

Students are responsible for updating their personal information (phone numbers and address changes) in CAMPUSNET. In the event of a change in name, a student should also inform the Campus 411 as well as their faculty members and the School of Nursing Office.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

As a general rule, School of Nursing faculty and staff approach student privacy in the same manner that clinicians approach patient privacy. As faculty supervises students, they often interact with confidential student information such as evaluations, grades, and personal identifying information. School of Nursing students are assured, however, that all student records and personal identifying information are protected and held in the strictest of confidence as required by the Family Educational Rights and Privacy Act (FERPA).
Conversations about student progress and achievement are appropriate among the student’s educational team but are otherwise treated as strictly confidential. This further means that conversations with students about their evaluations, grades, or any other confidential information will take place only with the student unless he/she provides prior consent.

FERPA RELEASE FORM

Picture ID is required with this form.

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their educational record. While parents/guardians/spouses/ and others may have an interest in the student's record, access to or release of the educational record is only by written student consent. Students may choose to complete and submit this "FERPA Release Form" to Campus411 All-in-1 to allow access or release of their educational record.

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<th>STUDENT INFORMATION</th>
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<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
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<tr>
<td>Contact Phone #</td>
<td>Email Address</td>
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</tbody>
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<th>GRANT INFORMATION ACCESS TO:</th>
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<tr>
<td>Name</td>
<td>Relationship</td>
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<td>RECORD TYPE</td>
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<tr>
<td>All Records</td>
<td>Student Records</td>
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<tr>
<td>Financial Aid</td>
<td>Student Account</td>
</tr>
<tr>
<td>Other *</td>
<td>Cancel All</td>
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</tbody>
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Security Questions: Please provide answers to at least 3 of the following

- Your city of birth.
- Your high school mascot
- Name of your first car.
- Your father’s middle name.
- Your first childhood friend.

I hereby grant permission to the officials of Cleveland State University to provide copies of written records, permit inspection and review the contents of my education records, and/or to discuss my academic performance as identified above.

STUDENT SIGNATURE ____________________________ DATE: ____________________________

* Students will not be denied any educational services by refusing to provide consent

Rev. 05/2012
SIGMA THETA TAU INTERNATIONAL, NU DELTA CHAPTER

Sigma Theta Tau is the international honor society for nurses. It recognizes superior academic achievement and the development of leadership qualities, fosters high professional standards, encourages creative work, and strengthens commitment to the ideals and purposes of the nursing profession. There are currently 470 chapters world-wide and over 200 members in Nu Delta, the CSU SON’S chapter of Sigma Theta Tau. Members participate in meetings to explore opportunities for education and service. Additional information about the Nu Delta Chapter can be found at: http://www.csuohio.edu/nursing/info/SigmaTheta.html
PAYMENT OF FEES, EXPENSES, AND REFUNDS

Information on CSU tuition, fees, expenses, refunds, and payment plans can be found on the treasury services website at http://www.csuohio.edu/treasury-services/treasury-services

The most current CSU Undergraduate Resident and Non-Resident Fee Schedule is at:

http://www.csuohio.edu/sites/default/files/Fiscal%202015%20UNDERGRADUATE%20Fee%20Schedule%20Fall%202014%2C%20Spring%202015%2C%20Summer%202015%29_1.pdf

SCHOLARSHIPS, GRANTS, AND LOAN OPPORTUNITIES

General information about financial aid may be found on the Office of Financial Aid’s website. Financial Aid advisors are available through telephone, email, or in person at the All-in-1 Center.

A comprehensive list of current scholarship, grant, and loan opportunities for nursing students can be found at:

http://www.csuohio.edu/financial-aid/school-nursing-undergraduate-scholarships

https://www.csuohio.edu/nursing/information/tuition-and-financial-aid
SCHOOL OF NURSING OFFICE GUIDELINES

ACADEMIC CALENDAR

Please consult the University calendar, which may be found on the University’s MyCSU website, for information regarding term schedules, vacations, holidays, etc.

COURSE SCHEDULING

Multi-Term Enrollment

- The University now offers multi-term enrollment, which enables students to register for an entire academic year (Fall, Spring, and Summer) at once.
- Students are strongly encouraged to take advantage of this convenience. Not only will it allow students to plan ahead, but it will enable the School of Nursing to measure the demand for courses earlier.
- Students will be invoiced for each semester closer to the start of that semester.

EQUIPMENT

Students may not use School of Nursing copiers or FAX machines. Copy machines for student use are located in the main library. Students may print out health data forms, classroom assignments, handouts, etc. class handouts, etc. in the 1st floor Julka Hall Computer Lab, free of charge. Students who have special needs may inquire with the secretaries in the main SON office, who will assist them to the extent possible.

SCHOOL OF NURSING BULLETIN BOARDS

All materials posted on School of Nursing bulletin boards should be related to School of Nursing activities and must be approved. Any information posted without approval will be removed. Please inquire at the main SON Office for approval.

TEXTBOOKS AND ELECTRONIC RESOURCES

Required textbooks will be identified in each course syllabus at the beginning of each term. The texts are available at the bookstore on campus, through the bookstore’s website, or through online textbook vendors. All books should be purchased at the beginning of each term, even though some of the material may not be used until the latter part of the term. Textbooks for all courses are typically
available at least one week prior to the start of each semester. Students can check availability of textbooks and all other required course materials at the CSU Viking Outfitters Bookstore website: http://www.neebo.com/csuohio

SON FACULTY AND STAFF DIRECTORY

A complete directory of all School of Nursing faculty and staff can be found on the School of Nursing’s website: http://www.csuohio.edu/nursing/faculty-staff/faculty-staff-0

CAMPUS SAFETY

FOR STUDENTS IN RESIDENCE or NEAR CSU

Students should always be concerned for their personal safety and security. This is especially necessary in an urban setting where all citizens have access to public facilities. Students should note the locations of fire alarms & extinguishers, emergency phones, and the nearest exits when on campus.

Cleveland State University has both a police force and security officers. Police and security patrol 24 hours a day, 365 days a year. In addition, numerous safety programs and services are provided. Students are encouraged to visit the Division of Campus Safety’s website for more information.

Contacting Campus Police
The non-emergency telephone number for Campus Police is (216) 687-2020.

To report an emergency, students should dial 9-1-1 or 8-9-1-1 from any campus telephone. From a cell phone, students should dial 9-1-1 and ask the operator to connect them with the CSU Police.

Emergency phones are available throughout the campus, designated by either a blue light or a yellow call box.

SAFETY ESCORTS

Campus Police provide a 24/7 safety escort service to and from locations on or near campus. The escorts are provided by Police, Security, and Student Community Service Officers. A request for a safety escort may be made by calling Campus Police at 216-687-2020.

EMERGENCY CONTACT INFORMATION

Students should keep their emergency contact information updated on CampusNet. In addition, the University utilizes an emergency notification system (CSU Alert). Through CampusNet, students may provide the system with contact information so they may receive notice of emergency situations, school closings, etc. Students should also remember to provide both the University and the School of Nursing with current contact information.
## School of Nursing

### RN to BSN COURSE SEQUENCE

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
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<tr>
<td><strong>FALL SEMESTER</strong></td>
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<tr>
<td>NUR 340</td>
<td>Theory &amp; Professional Practice</td>
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<td>Computer Competency</td>
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<td>NUR 360</td>
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<tr>
<td>NUR 408</td>
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<td>2 Cr</td>
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<td>NUR 409</td>
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<tr>
<td>NUR 430</td>
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<tr>
<td>NUR 460</td>
<td>Capstone</td>
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In order to earn a bachelor's degree at Cleveland State University, students must complete at least 30 semester hours, and the last 3 semester hours must be earned in residence at Cleveland State University. Students may choose to take a nursing elective or any general education course of at least three (3) credits.