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.
To: All Undergraduate Nursing Students

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

Date: September 24, 2018

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 University 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 education 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!
Table of Contents

Section I
- Program Overview
- Program Approval/Accreditation
- The Program History
- The Future
- School of Nursing Mission Statement
- School of Nursing Core Values

Section II
- Philosophy & Conceptual Framework
- Undergraduate BSN Program Terminal & Level Objectives

Section III
- Policies and Procedures

Section IV
- Program Completion Requirements

Section V
- Payment of Fees, Expenses, and Refunds

Section VI
- Procedures for Student Illness
- Dress Code and Attendance Policy Point System

Section VII
- Student Guidance, Counseling, and Support Services

Section VIII
- Student Grievance, Appeals, and Grade Disputes

Section IX
- Faculty Supervision of Students

Section X
- Evaluation of Student Progress

Section XI
- Student Conduct

Section XII
- School of Nursing Office Guidelines

Appendix

Hint: To search for a topic/word press “CTRL f” and put in the term you want to find.
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.
SECTION I
PROGRAM OVERVIEW, PROGRAM APPROVAL/ACCREDITATION, PROGRAM HISTORY, THE FUTURE, MISSION STATEMENT, AND CORE VALUES

PROGRAM OVERVIEW

Graduates of the Cleveland State University School of Nursing's (CSU SON) Baccalaureate Program are prepared to function as nurse generalists throughout the health care delivery system, and to provide primary, secondary, and tertiary care to individuals, families, groups, and communities. The Nursing Process [Assessment, Diagnosis, Planning, Implementation, and Evaluation] (American Nurses Association, 2014) provides the organizing mechanism for the critical thinking needed to deliver effective nursing care to such varied populations.

In addition to nursing concepts, the CSU SON’s curriculum focuses on the integration of theories from the humanities as well as the social, behavioral, physical, and medical sciences in order to build a solid, interdisciplinary foundation for learning the role of a professional nurse. In the classroom, skills lab, and clinical experience settings, students are exposed to a variety of teaching methods and state of the art technology, so they may develop the knowledge, skills, and ability to use critical thinking rooted in highly competent and ethical nursing practice. Clinical experiences are offered to students in a variety of health care agencies across the continuum of care. These experiences occur at hospitals and health care agencies throughout northeast Ohio, including the various campuses of the Cleveland Clinic Foundation, University Hospitals of Cleveland, and MetroHealth Medical Center; three entities recognized locally and nationally as leaders in innovation and quality in the field of health care.

Graduates from the CSU SON’s Bachelor of Science in Nursing (BSN) program are eligible to take the National Council Licensure Examination (NCLEX-RN™) leading to licensure as a registered nurse (RN). The practice of nursing as an RN is defined by the board of nursing in the state in which the NCLEX-RN™ is taken, for example, the Ohio Board of Nursing. See http://www.nursing.ohio.gov/
The baccalaureate degree program in nursing/master's degree program in nursing at Cleveland State University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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 Bachelor 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 traditional undergraduate BSN program was established, and in 2000, the Ohio Board of Regents granted the University permission to implement the Master 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 profession programs to focus on the health care needs of the community. Together they are laying the groundwork for interprofessional education to prepare 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, NRL, and Clinical on a modern campus with dedicated state of the art classrooms and laboratory space. 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 diverse patient populations and therefore helps 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

Promoting and maintaining 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, and 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 provides 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 which houses interdisciplinary classroom spaces, along with state of the art Nursing Resource and Simulation Labs, CSU Health and Wellness Services, and other health discipline educational programs.
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 UNDERGRADUATE BSN PROGRAM TERMINAL & LEVEL OBJECTIVES

PHILOSOPHY AND CONCEPTUAL FRAMEWORK

Organizing 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 an 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, morals, values, roles, and physical surroundings. The external environment also includes the immediate physical environment as well as the global surroundings.

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 using 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 a 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, 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 should exemplify primary, secondary, and tertiary preventative strategies when providing health care.

Primary prevention strategies relate to those activities which promote and maintain good 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 encourages 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 supports 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 below further illustrates the levels of learning as students move through the program.

### Table 1. Terminal and Level Objectives for the BSN Program

<table>
<thead>
<tr>
<th>TERMINAL OBJECTIVES</th>
<th>FRESHMAN LEVEL OBJECTIVES</th>
<th>SOPHOMORE LEVEL 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, our stress, and other nursing frameworks.</td>
<td>Acquires principles &amp; concepts from the natural, behavioral, physical, and humanities.</td>
<td>Identifies the stress framework as a mechanism for organizing nursing practice. Applies the major scientific principles and concepts from the natural, physical, behavioral, and nursing sciences, the humanities, and the stress framework as they relate to nursing.</td>
<td>Correlates knowledge of major scientific principles and concepts from natural, physical, behavioral, and nursing sciences, the humanities, and uses 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>Acquires principles and concepts of behavioral sciences and humanities.</td>
<td>Recognizes leadership skills &amp; behaviors required for competent and safe practice.</td>
<td>Relates leadership theories to nursing practice. Analyzes the dynamics of leadership and changes 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>TERMINAL OBJECTIVES</td>
<td>FRESHMAN LEVEL OBJECTIVES</td>
<td>SOPHOMORE LEVEL OBJECTIVES</td>
<td>JUNIOR LEVEL OBJECTIVES</td>
<td>SENIOR LEVEL OBJECTIVES</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------</td>
<td>-----------------------------</td>
<td>-------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>4. Skills in the ethical application of patient care technology and information management in the delivery of quality nursing care.</td>
<td>Demonstrates skill in basic communication technology.</td>
<td>Develops the skill to use technology in the clinical setting to access client data, and document nursing care.</td>
<td>Utilizes technology during the delivery of quality patient care.</td>
<td>Incorporates technology ethically and skillfully in the provision of quality nursing care.</td>
</tr>
<tr>
<td>5. 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>Acquires principles and concepts from the behavioral sciences and humanities.</td>
<td>Explains the scope of practice as it is influenced by healthcare policy, finance, and regulatory agencies.</td>
<td>Discusses the influences of healthcare policy and regulatory agencies on the delivery of safe nursing care.</td>
<td>Summarizes the influences of healthcare policy and regulatory agencies on the delivery of safe nursing care.</td>
</tr>
<tr>
<td>6. Use of interprofessional communication and interdisciplinary collaboration to optimize teamwork and improve patient healthcare outcomes.</td>
<td>Acquires principles and concepts from the natural, behavioral, physical, and humanities.</td>
<td>Utilizes professional oral and written communication skills in the delivery of patient care. Implements the nursing role in the interdisciplinary healthcare team.</td>
<td>Interacts collaboratively and professionally with the healthcare team.</td>
<td>Coordinates with other health professionals to develop and implement multidisciplinary plans of care.</td>
</tr>
<tr>
<td>TERMINAL OBJECTIVES</td>
<td>FRESHMAN LEVEL OBJECTIVES</td>
<td>SOPHOMORE LEVEL OBJECTIVES</td>
<td>JUNIOR LEVEL OBJECTIVES</td>
<td>SENIOR LEVEL OBJECTIVES</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------</td>
<td>-----------------------------</td>
<td>-------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>7. 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>Acquires principles and concepts from the natural, behavioral, physical, and humanities.</td>
<td>Demonstrates basic application of the nursing process and concepts of health for adult clients.</td>
<td>Analyzes nursing process and concepts of health across the clients’ lifespan. Implements nursing process and concepts of health across the clients’ lifespan.</td>
<td>Formulates plans of nursing care for delivery to clients in communities across the lifespan.</td>
</tr>
<tr>
<td>8. Responsibility, accountability and ethical behavior when enacting the roles of professional nursing.</td>
<td>Acquires principles and concepts from the ethical, behavioral science, and humanities.</td>
<td>Demonstrates individual responsibility and accountability for the enactment of ethical behavior in nursing practice for personal actions as a professional nurse.</td>
<td>Reflects upon observed and learned ethical principles in assuming responsibility and accountability for personal actions as a professional nurse.</td>
<td>Incorporates ethical principles in assuming responsibility and accountability for personal actions enacting the role 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>Acquires principles and concepts from the natural, behavioral, physical, and humanities.</td>
<td>Provides competent and compassionate nursing care.</td>
<td>Reflects on knowledge, skills, attitudes, and values as they relate to the delivery of competent and compassionate nursing care.</td>
<td>Synthesizes knowledge, skills, attitudes, values, and lifelong learning into competent and compassionate nursing practice.</td>
</tr>
</tbody>
</table>
Section III
POLICIES AND PROCEDURES

STUDENT ADMISSION

ADMISSION 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

ADMISSION TO THE SCHOOL OF NURSING

Students must first be admitted to Cleveland State University before they can be admitted to the School of Nursing. 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
For all requirements, see the SON website.

*A student admitted to the Traditional program may not move to the Accelerated program.

STUDENT READMISSION

GENERAL GUIDELINES

Students who separate from any CSU SON program are not automatically eligible for readmission. Students who desire to return to the CSU SON after an approved leave of absence, however, may petition for readmission.

THERE ARE TWO TYPES OF APPROVED LEAVES OF ABSENCE THAT QUALIFY FOR READMISSION TO THE NURSING PROGRAM:

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 meet with the Undergraduate Program Director 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.

READMISSION TO THE NURSING PROGRAM

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.

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

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 leave. The time limit for completion of the Undergraduate Nursing Program is five years, including periods of absence.

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

APPEALS PROCESS

Students who are dissatisfied with the decision of the APAS committee regarding readmission to the School of Nursing should first schedule an appointment with the APAS Committee Chairperson and the Undergraduate Program Director. If unresolved, they should then schedule an appointment with the Associate Dean for academic affairs, 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 the Undergraduate Program Director to obtain assistance with completing the required UNDERGRADUATE STUDENT PETITION FORM, as well as drafting a cover letter/narrative that contains the following information: the requested date of return, the desired level of program re-entry, the student’s state of readiness to return, and any other factors that may influence the student’s future success in completing the Program.

NOTES: Students who withdrew from/failed a nursing didactic (theory) course must repeat the didactic course and associated clinical course. Students who withdrew from/failed a clinical course must repeat the clinical course as well as attend and meet the requirements for the didactic course. The official letter from the APAS Committee will detail all requirements. If the Academic Leave of Absence has exceeded two semesters, the APAS Committee will recommend the required level of competence in skill demonstration that must be completed. In any case, students who were on leave due to medical reasons must present a letter of clearance from their health provider with their petition.

Students who failed a clinical nursing course in the ABSN Program may only petition for readmission to the traditional Program.

Students who are unsuccessful in the traditional program may not petition to move to the accelerated program.

APAS STUDENT NOTIFICATION OF READMISSION FROM A PERSONAL LEAVE OF ABSENCE

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

IF APPROVED, THIS LETTER WILL INCLUDE:

- The conditions under which the approval is granted.
- The required level of clinical competence that must be demonstrated for program re-entry including date and time for completion.
- Any other written work that is to be submitted.
- The semester in which the readmission becomes effective.
- Course sequence to be followed toward graduation.
- Any needed health data.
- Meeting with the Undergraduate Program Director.
DEMONSTRATION OF CLINICAL PROFICIENCY AND COMPETENCE AS A REQUIREMENT FOR PROGRAM RE-ENTRY

Scheduling of the required Program Re-Entry Skill Competencies will occur during the student’s appointment with the Undergraduate Program Director. All program re-entry competencies must be successfully completed at least one week before semester classes begin. **Failure to successfully complete the required demonstration of skill competence will result in a cancellation and voiding of the readmission decision.**

**NOTE:** Students who fail to demonstrate the required clinical competence or skill proficiency after two attempts will need to make an appointment with the Undergraduate Program Director to develop a remediation plan which includes a minimum of 7 documented hours of independent practice and 3 hours of supervised practice in the Nursing Resource Lab prior to retesting. Students may attempt to demonstrate clinical competence or skill proficiency for an additional attempt only, or they will be not be allowed to continue in the Nursing Program.

READMISSION FOLLOWING AN ACADEMIC OR 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 see the Undergraduate Program Director to obtain assistance with completing the required UNDERGRADUATE STUDENT PETITION FORM, as well as draft a cover letter/narrative that contains the following information: the requested date of return, the desired level of course re-entry, the student’s state of readiness to return and any other factors that may influence the student’s future success in completing the Program.

**NOTE** Students who failed a nursing didactic (theory) course must repeat the didactic course and associated clinical course. Students who withdrew from/failed a clinical course must repeat the clinical course, but must also register for and take or audit the didactic course (as determined by the APAS Committee and only if the didactic course was initially passed). If the course is offered the next semester, the student need not complete a Program Re-Entry Module. If the Academic Leave of Absence has exceeded two semesters, the APAS Committee will recommend the required level of Program Completion Module.
APAS STUDENT NOTIFICATION OF READMISSION FROM AN ACADEMIC LEAVE OF ABSENCE

The Chairperson of the Admission, Progression, and Academic Standards (APAS) Committee will notify the student in writing of the readmission decision (denial or approval).

IF APPROVED, THIS LETTER WILL INCLUDE:

- The conditions under which the approval is granted.
- The required level of clinical competence that must be demonstrated for program re-entry including the time frame for skills test.
- Any other written work that is to be submitted.
- The semester in which the readmission becomes effective.
- Course sequence to be followed toward graduation.
- Any needed health data.

DEMONSTRATION OF CLINICAL PROFICIENCY AND COMPETENCE AS A REQUIREMENT FOR PROGRAM RE-ENTRY

Scheduling of the required Program Re-Entry Competencies will occur during the student’s appointment with the Nursing Resource Lab Supervisor or assigned nursing resource lab staff. All Program Re-entry Competencies must be successfully completed at least one week prior to the beginning of the semester in which a student returns. Failure to successfully complete the required Program Re-Entry Module will result in a cancellation and voiding of the readmission decision.

CREDIT FOR ADVANCED STANDING

A. REQUESTS FOR TRANSFER CREDIT

Students previously enrolled in a nursing program at another institution, and who are interested in transferring to the CSU School of Nursing Program should first contact the CSU Office of Admissions to initiate a transcript review to determine potential credit for prerequisites (non-nursing) courses. Further information is located on the Office of Admissions Website at: http://www.csuohio.edu/admissions/admissions

Interested applicants should then schedule an appointment with a CSU School of Nursing Advisor, who will assist the student with drafting a letter to the School of Nursing’s Admissions, Progression, and Academic Standards (APAS) Committee requesting a transcript review for potential credit for previous nursing coursework and recommendation for level of program entry. The student must also request that the Dean or Director of their previous nursing
program send a letter to the CSU SON verifying that the student is or left the program in good standing.

Transfer of credit and/or acceptance into the School of Nursing is dependent on the student's profile, a prior 3.0 minimum nursing GPA, standing in the previous school of nursing, and space availability.

**ACCEPTED STUDENTS MUST COMPLETE A MINIMUM OF 20 SEMESTER CREDITS IN THE NURSING MAJOR.**

**REQUESTS FROM STUDENTS IN OTHER NURSING PROGRAMS FOR TRANSIENT STUDENT STATUS**

Any student enrolled in nursing programs outside of Cleveland State, who seek to complete a nursing course in order to meet the graduate requirements for their nursing course of study, or the requirements for entry into an advanced degree nursing program, must submit a request that will be reviewed on an individual basis; these requests will be reviewed by the Dean. **Note:** If permission is granted, transient students may take a maximum of 2 nursing courses based on space availability.

Information on transient student status or transfer credit for military or LPN students seeking credit for previous coursework/experience may be found on the School of Nursing's website: [http://www.csuohio.edu/nursing/undergrad/index.html](http://www.csuohio.edu/nursing/undergrad/index.html)

**LPN STUDENTS**

Licensed Practical Nurses (LPN) who are interested in admission to the CSU School of Nursing should first contact their CSU Office of Admissions Recruiter/Advisor to determine potential credit for prerequisite (non-nursing) courses. Further information is located on the Office of Admissions Website at: [http://www.csuohio.edu/admissions/admissions](http://www.csuohio.edu/admissions/admissions)

All interested applicants must then schedule an appointment with a CSU School of Nursing Recruiter/Advisor.

**EVALUATION OF PREVIOUS NURSING SKILLS**

Course credit is not granted to LPN applicants for nursing didactic or clinical courses. Evaluation of previous nursing skills will take place by the School of Nursing's APAS Committee. LPN candidates are required to take NUR 215/216, and must schedule an appointment with the NUR 215/216 Course Leader and Clinical Coordinators to discuss the integration of previous skills and knowledge into the clinical setting.

After APAS review, students who are Licensed Practical Nurses (LPNs) may be offered an opportunity to test out of approved nursing procedures for NUR 216. Interested LPNs should
discuss this option with their CSU School of Nursing advisor and then arrange practice times and a date for test out(s) with the Nursing Resources Laboratory Supervisor. Test outs must be completed by the end of the semester. NOTE: Students are expected to demonstrate a sophomore skill level of competence.

**STUDENTS WITH PRIOR MILITARY EXPERIENCE OR WHO ARE CURRENTLY IN THE NATIONAL GUARD OR IN A RESERVE COMPONENT**

**REVIEW OF APPLICANT’S MILITARY EDUCATION AND SKILLS TRAINING**
For general transfer credit information, applicants to the CSU SON with prior military education and skills training should consult The Cleveland State University’s [Guide to Transfer Credit for Military Personnel](http://www.csuohio.edu/sites/default/files/media/registrar/documents/militaryCredit.pdf) located on the Office of the University Registrar’s website:

Students with prior military nursing education and/or skills training should also schedule an appointment with the Cleveland State University Office of Admissions for transcript review and potential credit for prerequisite (i.e. non-nursing) courses. Further information is located on the Office of Admissions Website at: [http://www.csuohio.edu/admissions/admissions](http://www.csuohio.edu/admissions/admissions)

**SON EVALUATION OF MILITARY EDUCATION OR SKILLS TRAINING**
Students with prior military education, and/or skills training, who seek credit for nursing courses must see their CSU School of Nursing advisor for transcript review to determine potential credit for NUR 220 Health Assessment, and arrange for a test out by practical examination for potential credit for NUR 221 Health Assessment Lab.

The interested applicant should discuss these options with their CSU School of Nursing advisor, who will then arrange practice times and the date for test out(s) with the Nursing Resources Lab (NRL). The test outs must be completed by the end of the semester with demonstration of sophomore level skill competence.

**CREDIT AWARDED FOR EQUIVALENT MILITARY EDUCATION OR SKILLS TRAINING**
Students with prior military education and skills training may maximally request credit for NUR 220 and NUR 221 as described above.
INTRODUCTION
An academic counseling appointment is suggested for every Cleveland State University School of Nursing (SON) student at least once per academic year. As student records are maintained by SON Advisors and contain information that may be needed for graduation, this yearly appointment provides students an important review of their progression. Students also share responsibility for monitoring their progress toward completion of the Baccalaureate of Nursing degree, and are encouraged to make an appointment with their SON Advisors for any assistance needed.

SCHOOL OF NURSING ACADEMIC ADVISORS PER PROGRAM

<table>
<thead>
<tr>
<th>ADVISOR</th>
<th>PROGRAM</th>
<th>TELEPHONE</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander Holt</td>
<td>Traditional BSN Program</td>
<td>(216) 687-3592</td>
<td><a href="mailto:a.w.holt@csuohio.edu">a.w.holt@csuohio.edu</a></td>
</tr>
<tr>
<td>Kathryn Collins</td>
<td>RN to BSN Program</td>
<td>(216) 687-5517</td>
<td><a href="mailto:k.collins80@csuohio.edu">k.collins80@csuohio.edu</a></td>
</tr>
<tr>
<td>Seander Garner</td>
<td>Accelerated Program</td>
<td>(216) 875-9870</td>
<td><a href="mailto:s.garner14@csuohio.edu">s.garner14@csuohio.edu</a></td>
</tr>
<tr>
<td>Mary Leanza Manzuk</td>
<td>Assistant Director Student Services</td>
<td>(216) 687-3810</td>
<td><a href="mailto:m.leanza@csuohio.edu">m.leanza@csuohio.edu</a></td>
</tr>
</tbody>
</table>

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/

GENERAL PROGRESSION REQUIREMENTS
As they are part of the required nursing curriculum, major courses must be taken as specified in the School of Nursing Course Sequence for the Traditional, Accelerated, or RN to BSN nursing programs as listed on the School of Nursing website:

http://www.csuohio.edu/nursing/undergraduate-programs/course-sequence-basic-bsn-program-0
http://www.csuohio.edu/nursing/undergraduate-programs/course-sequence-accelerated-bsn-program-0
http://www.csuohio.edu/nursing/undergraduate-programs/line-course-sequencing-rn-bsn-program
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.
- Maintain a minimum cumulative GPA of 2.50.
- Maintain minimum nursing GPA of 2.50 per semester.
- Demonstrate safe, professional and ethical behavior at all times.
- Satisfactorily complete all Nursing Resource Lab skill checks.
- Pass all required tests related to the synthesis of knowledge from previous classes prior to the beginning of each clinical course.
- Achieve 100% on each course level math test.
- Remain drug free during program; some agencies require random drug testing and students will need to comply.
- Submit health data and forms by the due date as set forth by the SON.

**CONDITIONS UNDER WHICH GENERAL PROGRESSION REQUIREMENTS ARE NOT MET**

**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 that students demonstrate. Such interventions may range from informal discussion, up to and including, dismissal from the School of Nursing. Progressive intervention starts with the least restrictive method of intervention, after which progressively more restrictive methods 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>COACHING</th>
<th>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 and retained by the classroom instructor, NRL staff, or clinical instructor for consideration during performance evaluations. In the clinical setting, coaching may be documented on the Weekly Documentation form.</th>
</tr>
</thead>
<tbody>
<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</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------------------------------------------------</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, Course Leader, Clinical Coordinator, Undergraduate Program Director, Associate Dean for Academic Affairs, 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>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 School of Nursing is recommended to the APAS Committee by the Faculty member or Clinical Coordinator Course Leader in consultation with the Undergraduate Program Director and approved by the Associate Dean for Academic Affairs. 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, NRL, simulation exercise, or clinical experience until the suspension has been lifted.</td>
</tr>
<tr>
<td>DISMISSAL</td>
<td>Permanent removal from the School of Nursing 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 for Academic Affairs.</td>
</tr>
<tr>
<td>ACADEMIC-BASED PROBATION</td>
<td>A status assigned to a student who’s cumulative or nursing GPA falls below 2.5. 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.</td>
</tr>
<tr>
<td>PERFORMANCE-BASED PROBATION</td>
<td>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 Undergraduate Program Director and/or Associate Dean for...</td>
</tr>
</tbody>
</table>
ACADEMIC PROBATION

Students whose cumulative semester GPA falls below 2.5 will be placed on academic probation and receive notification from the Registrar’s Office. Nursing students whose nursing GPA falls below 2.5 will also be placed on academic probation in the School of Nursing and must meet with the Undergraduate Program Director to develop a plan to raise their nursing GPA to 2.5 or above the next semester. Failure to raise their GPA to 2.5 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 APAS Committee. Students who successfully raise their cumulative and/or nursing GPA to 2.5 or above the semester following placement on probationary status will receive notification from the APAS Committee that the probationary status has been lifted.

DECELERATING INTO THE TRADITIONAL NURSING PROGRAM

Accelerated nursing program students who have not achieved a grade of “C” or better in a nursing course or failed to meet other academic standards may petition the APAS Committee to ‘decelerate,’ or transfer into the traditional nursing program. Students must have demonstrated safe, professional, and ethical behaviors in the classroom, NRL, and clinical experiences in order to be considered for deceleration by the APAS Committee.

Accelerated Nursing Program students who are on academic leave or probation as a result of a nursing course failure must apply for readmission (i.e. decelerate into) the traditional nursing program.

PERFORMANCE-BASED PROGRESSIVE INTERVENTION

As evaluated by nursing faculty, students are responsible for demonstrating satisfactory, safe, responsible, and ethical behavior in the classroom, NRL, simulation exercises, 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:

a) 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)

b) 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:
   The ANA: [http://www.nursingworld.org/codeofethics](http://www.nursingworld.org/codeofethics)
   The NSNA: [NSNA Code of Ethics](http://www.nursingworld.org/codeofethics)

c) 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.csuohio.edu/sites/default/files/StudentCodeOfConduct.pdf](https://www.csuohio.edu/sites/default/files/StudentCodeOfConduct.pdf)

d) Lack of preparation for the classroom, NRL, simulation exercises, or clinical experience.

e) Inability to meet course objectives in the classroom, NRL, simulation exercises, or clinical experience.

f) Unfounded interpersonal conflicts with peers, faculty, or clinical agency staff.

g) Failure to abide by the dress code within the Nursing Resources Laboratory, health care agencies, or community settings.

h) Failure to submit required/updated health data or liability insurance in a timely manner.

i) HIPAA Violation: NCSBN Social Media Guidelines and Resources: [https://www.ncsbn.org/NCSBN_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

Any SON faculty member who observes student behavior that is significantly unsatisfactory, unsafe, or unethical may remove the student from further classroom, NRL, simulation, or clinical experience and must immediately notify the instructor of record, Course Leader Lab Supervisor, Clinical 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 instructor of record, Course Leader Lab Supervisor, Clinical 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 will be restricted from any activity in the nursing program until the issue has been reviewed and a decision made.

Following the meeting, the Faculty member and/or Clinical Coordinator Course Leader and Undergraduate Program Director will present a comprehensive report in writing about the student’s behavior to the APAS Committee and Associate Dean for Academic affairs for their review.

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

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

2. Permit the student to resume activities in the nursing program based on a REMEDIATION PLAN developed by the Course Leader Lab Supervisor, Clinical Coordinator, and Undergraduate Program Director and as approved by the APAS Committee.

3. Recommend that the student receive a FAILING GRADE for the course. However, final determination of the grade remains the responsibility of the Course Leader, Clinical Instructor, or Lab Supervisor/Staff.

4. Recommend DISMISSAL from the nursing program.

NOTES

- Any student who has been suspended but then permitted to return to the classroom, clinical setting, simulation exercise, or clinical experience will be automatically placed on probation. Probationary status must be removed per APAS Committee review and recommendation.
- A student’s failure 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 in
turn be reviewed by the Associate Dean for Academic Affairs 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.

### GRADES IN NURSING COURSES

#### SCHOOL OF NURSING GRADING SCALE

<table>
<thead>
<tr>
<th>Percentage</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.

### Grade Rounding Policy

Grades on course assignments and examinations are not rounded. Final grades which are determined by percentages involving decimals should be rounded up to the next whole number when equal to 0.5 or greater. When the decimal is less than 0.5 the grade is to be rounded down.

- Students may not progress in the nursing major if a final grade of less than 75% is earned in any nursing course.
- Students may repeat a failed nursing course **only** once.
- Students will be dismissed from the Program if two (2) final grades less than “C” (“D” or “F”) are received at any time during the program.

**Some examples include, but are not limited to:**
- If a student receives a grade of “D” or “F” in the same nursing course twice.
- If a student receives a grade of “D” or “F” in two nursing courses in the same semester.
• If a student receives a grade of "D" or "F" in two nursing courses in the same semester at any time during the program.

Please note:
• A non-passing grade earned in any nursing course may not be removed by re-examination or by writing a paper.
• Sophomore students who earn a grade of “D” or “F” in a nursing course at the sophomore level may take only non-nursing courses until they satisfactorily complete the failed course if readmission is granted.

CLASSROOM COURSES

A minimum collective average score of 75% for ALL TESTS, EXAMS, AND QUIZZES is required to receive the lowest passing grade of “C” in any nursing course. An average of 75% is also required on additional written assignments such as papers, reports, or experiential activities (i.e. WAC papers, care plans, process recordings, case studies, presentations, etc.). The collective average of all test, exam, and quiz grades must be 75% or higher before any other assignments are added into the calculation of the final course grade. MED MATH QUIZZES require a score of 100% to pass the course. Any written assignment required in the classroom receiving less than 75% may be re-written and re-submitted for grading one time only. The highest grade that can be achieved on any re-written assignment is 75%.

Math Exam:
Math skills are essential in nursing and the administration of medications. All nursing courses with a clinical component require students to pass a math exam with 100% accuracy. Therefore, students are tested on retention of previously acquired math skills, and new concepts will be added to course exams throughout the semester.

Math exams are administered in the didactic courses associated clinical courses. A maximum of 3 ATTEMPTS is allowed to pass any math exam. If students are unsuccessful in passing the math exam, the following steps will be observed:

• First math exam failure: The student will be referred to the Course Coordinator to clarify any misinformation or opportunities to enhance skill performance.

• Second math exam failure: The student will once again meet with the Course Coordinator and Undergraduate Program Director to draft a remediation plan, the conditions of which must be met prior to the third attempt.
- Third math exam failure: The student will receive a failing grade and be removed from the clinical course.

**NURSING RESOURCE LAB (NRL)**

Skill checks are considered part of a clinical course's grade. A **MAXIMUM OF 3 ATTEMPTS** is allowed for any skill check. After the 1st skill check failure, the student will be referred to the NRL staff person to clarify any misinformation or opportunities to enhance skill performance. Students will be given a checklist at this time. After the 2nd skill check failure, the student will be referred to the NRL Supervisor with a copy of the report sent to the Undergraduate Program Director and a remediation plan put in place, the conditions of which must be met prior to the 3rd skill check attempt. If unsuccessful after the 3rd attempt, the student will receive a failing grade in the clinical course, and must meet with the Undergraduate Program Director to discuss plans for readmission.

**CLINICAL COURSES**

A 75% or higher is required on the written **FINAL CLINICAL EVALUATION**, (which also takes into account Weekly Documentation of Clinical Performance Forms) in any clinical course. A collective average of 75% or higher is required on each additional assignment (i.e. care plans, process recordings, presentations, experiential activities, journals, etc.). The score on the written Clinical Evaluation must be a 75% or higher **before** any other written assignments (i.e. care plans, process recordings, presentations, journals, etc.) are added into calculation of the final course grade. Any written assignment required in the clinical setting receiving less than 75% may be re-written and re-submitted for grading one time only. **The highest grade that can be achieved on the re-written assignment is 75%**.

**MIDTERM WARNINGS**

Students who have not successfully met objectives in classroom, NRL, or clinical courses at midterm will be issued a **MIDTERM WARNING** (see appendix). The midterm warning, will be developed between the student and instructor on record, with input from the Course Leader Lab Supervisor, and Clinical Coordinator. Any information should be provided to the Undergraduate Program Director to outline a remediation plan to guide students, if possible, toward successful course completion.
1. Students must achieve a grade of “C” or above in each support course. Grades for support or prerequisite courses will be monitored each semester. Students must have a grade of “C” or above on the clinical evaluation tool in order to pass the clinical course. Regardless of the percentage for the course, students must have a passing score on the final clinical evaluation tool.

2. Students must repeat any support course in which a grade of “C-”, "D" or "F" was earned. A student may repeat a support course only once but may not repeat more than two separate support courses. Failure to pass a support course on the second attempt will result in academic dismissal from the nursing program. Students who are academically dismissed from any CSU School of Nursing program are not eligible for readmission.

3. If a grade of less than “C” is earned in a support course that is a pre-requisite for a nursing course, students will be automatically placed on academic leave and will not permitted to progress in the sequence of nursing courses until a grade of “C” or better is earned in the required support course. Depending on course scheduling, this may require the student to wait one year until the course is re-offered.

4. If the student has pre-registered or registered for the subsequent nursing courses and earns less than a “C” in a support course that is a prerequisite for a nursing course, he/she will be required to withdraw. A student will not be permitted to take a support course concurrently with the course for which it is a prerequisite.

5. The APAS Committee will monitor the student’s grades in support courses and notify students by mail if:
   a. a support or pre-requisite course must be repeated, and
   b. the nursing course for which it is a prerequisite cannot be taken until the support course has been successfully repeated.

6. Once a grade of “C” or better has been achieved in the support or prerequisite course, the student, per APAS Committee review, may return from Academic Leave and resume coursework in the Nursing Program.
7. 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.

**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 justifiable 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.
   D. The course in question is a non-clinical course, as incomplete grades are not permitted for clinical courses.
2. Students who request an INCOMPLETE grade must meet with 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. If a student cannot complete the work by the first day of the next semester, they are not permitted to register for nursing courses and must drop any nursing courses for which they have pre-registered. **NOTE:** The School of Nursing reserves the right to de-register a student from any scheduled nursing course if they have not successfully met the conditions for resolving a grade of "I" prior to the start of the next semester.
4. If all conditions listed above are not met, the student may receive a letter grade of "X." **NOTE:** an "I" automatically becomes an "F" if it is not resolved by the last day of instruction in the following semester.
5. If a student receives a letter grade of “I” or “X” in any support course, it must be removed before the nursing course for which it is a prerequisite is taken.
Section IV
REQUIREMENTS FOR PROGRAM COMPLETION

INTRODUCTION

All students must follow the sequence of nursing courses as prescribed by the curriculum. Full-time SON students in good standing must also:

- take at least one nursing course per semester and
- complete all nursing courses within five academic years.

The SON cannot guarantee students who need to repeat a nursing course for any reason will be able to so in the same academic year. Full-time 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 their School of Nursing Advisor.

COURSE REQUIREMENTS FOR PROGRAM COMPLETION

MINIMUM HOURS REQUIRED IN THE NURSING MAJOR

69 CREDIT HOURS for Traditional and Accelerated Nursing Program students
27 CREDIT HOURS for RN to BSN students

PRELICENSURE NURSING PROGRAMS

PREREQUISITE COURSES FOR THE TRADITIONAL AND ACCELERATED PROGRAMS
All prerequisite courses must be completed prior to entry into either Nursing Program. The prerequisite GPA is composed of all grades earned in the following courses:

BIO 264 Introductory Microbiology
BIO 265 Introductory Microbiology Lab
BIO 266 Human Anatomy & Physiology I
BIO 267 Human Anatomy & Physiology Lab I
BIO 268 Human Anatomy & Physiology II
BIO 269 - Human Anatomy & Physiology Lab II
CHM 251 College Chemistry I
CHM 256 College Chemistry Lab I
### Support Courses for the Prelicensure Nursing Programs

Support courses may be completed at any time prior to the nursing course for which they are prerequisite. See Course Descriptions section of this catalog for required sequence.

- **PHL 240** Health Care Ethics

### And One of the Following Courses in Statistics

- **MTH 147** Statistical Concepts with Applications
- **COM 306** Communication Inquiry
- **SOC 354** Quantitative Sociological Research
- **UST 404** Urban Data Analysis

### Nursing Course Sequence for the Prelicensure Nursing Programs

- **NUR 200** Theory & Professional Practice
- **NUR 215** Fundamentals of Nursing Practice
- **NUR 216** Fundamentals Nursing Practice - Clinical
- **NUR 218** Nursing Pharmacology
- **NUR 219** Pathophysiology for Nurses
- **NUR 220** Health Assessment
- **NUR 221** Health Assessment - Lab
- **NUR 225** Medical Surgical Nursing I
- **NUR 226** Medical Surgical Nursing I - Clinical
- **NUR 300** Nursing Leadership & Management
- **NUR 305** Medical Surgical Nursing II
- **NUR 306** Medical Surgical Nursing II - Clinical
- **NUR 310** Nursing Research
- **NUR 312** Psychiatric Mental Health Nursing
- **NUR 313** Psychiatric Mental Health Nursing - Clinical
- **NUR 325** Pediatric Nursing
- **NUR 326** Pediatric Nursing - Clinical
- **NUR 380** Maternal Newborn Nursing
- **NUR 382** Maternal Newborn Nursing - Clinical
- **NUR 412** Community Health Nursing
- **NUR 414** Community Health Nursing - Clinical
- **NUR 415** Medical Surgical Nursing III
The CSU SON uses a standardized testing package to help students assess their learning throughout the program. The final test in this package is the ATI National Council Licensure Examination (NCLEX™) comprehensive predictor examination. A passing score is required for all pre-licensure nursing students on this exam. Students must pass this ATI examination at the predetermined level of 65% to demonstrate basic nursing competence for NCLEX™ preparation. Students who do not achieve this score must work with the Undergraduate Program Director or designee to develop a remediation plan, after which students may retake the test one additional time.

Students who do not achieve 65% on the second attempt will be given an incomplete grade “I”, and will be required to enroll in an NCLEX review course. The student’s grade will be changed from an “I” to a passing grade once a proof of registration in an NCLEX review course is provided to the Undergraduate Program Director.
NUR 420 PRACTICUM GUIDELINES

GENERAL
The NUR 420 Senior Practicum is the capstone clinical course in the nursing curriculum. The practicum provides senior nursing students the opportunity to integrate knowledge and skills at an advanced level in the clinical setting.

<table>
<thead>
<tr>
<th>TYPES OF NUR 420 PRACTICUMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FACULTY-DIRECTED PRACTICUMS</strong></td>
</tr>
<tr>
<td>A practicum facilitated by a CSU SON faculty member in a Medical-Surgical clinical setting.</td>
</tr>
</tbody>
</table>

Both types of practicums provide students opportunities to demonstrate mastery of psychomotor skills, critical thinking, and therapeutic/interprofessional communication. Placement in either the faculty-directed or preceptor-directed practicum is ultimately determined by student performance.

FACULTY-DIRECTED PRACTICUMS

Students chosen for faculty-directed practicums practice in a medical-surgical nursing environment. One School of Nursing faculty member is assigned to supervise multiple students at a local clinical site. The faculty member is on site at all times each clinical day and evaluates student performance in the course. Throughout the experience, students are expected to assume increasingly complex patient workloads as evidenced by the display of advanced skills, critical thinking, effective communication, and leadership.

ELIGIBILITY GUIDELINES FOR FACULTY-DIRECTED PRACTICUMS

1. Demonstrated student interest in a faculty-directed practicum.
2. Faculty determination that placement in a faculty-directed practicum would benefit a student’s nursing education.
3. Students with a nursing GPA below 3.0.
4. Students who earned a grade of less than a “B-” in any nursing course.
5. Students who did not pass the ATI Predictor examination in their first attempt.
6. Students who were on a personal or academic leave for more than one semester.
7. Students who are on probation at the time the practicum is scheduled.
PRECEPTOR-DIRECTED PRACTICUMS

Students chosen for a preceptor-directed practicum are typically placed in an area of clinical specialization and work directly with an onsite preceptor. Students are expected to work more independently and accept guidance from their onsite preceptor as appropriate. CSU SON faculty members make scheduled/unannounced site visits to assess student progress.

ELIGIBILITY GUIDELINES PRECEPTOR-DIRECTED PRACTICUM

1. Demonstrated student interest in a preceptor-directed practicum.
2. Faculty determination that placement in a preceptor-directed practicum would prove beneficial to a student’s nursing education.
3. Students whose Nursing GPA is 3.0 or above.
4. Students who have earned a grade of “B-” or higher in all nursing courses.
5. Students who passed the ATI Predictor Examination on their first attempt.

SCHEDULING OF THE PRECEPTOR-DIRECTED PRACTICUM

1. Students are asked to select three areas of interest in the fall of their senior year.
2. Areas of interest are reviewed by the NUR 420 Clinical Experience Coordinator.
3. Students are not permitted to complete a practicum in their place of employment.

RECOGNITION AND PINNING CEREMONY

This Ceremony, held several days prior to graduation, honors graduating nursing students. Graduates receive their CSU SON pins during the ceremony. All nursing graduates are expected to attend. Each graduate will receive five tickets for family and/or friends.
STUDENT AWARDS

The School of Nursing presents awards to outstanding graduating seniors during the Recognition Ceremony. These awards include:

**FAYE MILLER COMMUNICATION AWARD**
Presented to a graduate who models outstanding communication techniques, listens well, demonstrates sensitivity, and communicates well with clients, families, peers, and the health care team.

**ACADEMIC EXCELLENCE AWARD**
Presented to the nursing graduate with the highest earned GPA.

**COMMUNITY HEALTH AWARD**
Presented to students who displayed excellence in community health work or practice.

**CHERYL P. MCCAHON SERVICE AWARD**
Presented to students who have supported School of Nursing activities in keeping with the expectations of former Undergraduate Program Director, Dr. Cheryl P. McCahon.

**EXCELLENCE IN CARING AWARD**
Presented to students who exemplify the caring component of nursing above and beyond expected standards.

**GREATER CLEVELAND NURSES ASSOCIATION AWARD**
Presented by the Greater Cleveland Nurses Association to one graduating nurse who has demonstrated exceptional clinical competence, leadership qualities, commitment to personal and professional growth, involvement in community and student associations, and government activities.
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. Deadlines for graduation application are posted on the Registrar’s website: https://www.csuohio.edu/registrar/graduation-information

UNIVERSITY GRADUATION/COMMENCEMENT EXERCISES

Attendance at this milestone event is highly recommended. Students must apply for graduation in CampusNet. They will then 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: http://www.bkstr.com/csuohiostore/home/en?cm_mmc=Redirect--VanityURL--vikingoutfitters.com--390909

LICENSURE/NCLEX™ EXAMINATION

Upon successful completion of the traditional or accelerated nursing program, graduates are eligible to sit for the National Council Licensure Examination (NCLEX™). Information about the RN licensure process will be provided to students at the beginning of the senior year for those in the traditional nursing program and the beginning of their second spring semester for those in the accelerated nursing program.

Applications, related forms, and information concerning (NCLEX™) are located on the Ohio Board of Nursing’s website: http://www.nursing.ohio.gov/forms.htm#ExamEndorseForms

NCLEX™ Eligibility: The Ohio Board of Nursing ultimately determines candidate eligibility for the NCLEX™. Students who are concerned about eligibility to sit for the NCLEX™ in Ohio should contact the Ohio Board of Nursing. Candidates who have been cleared to take the NCLEX™ will receive an admission card from the Ohio Board of Nursing, which must be used to make an appointment to take the NCLEX™ at a designated Sylvan Testing Center.

Out-of-State Licensure Exams: Candidates who desire to take the NCLEX™ in another state should contact that state’s Board of Nursing to determine eligibility and testing requirements.
Felony Convictions and Related Implications

Per Ohio law, only the State Board of Nursing can certify NCLEX™ eligibility for a candidate with a felony conviction. Graduates are advised to answer all questions on the Ohio Board of Nursing NCLEX™ eligibility application honestly and to direct any concerns about eligibility to sit for the NCLEX™ related to felony convictions to the Ohio Board of Nursing or the Board of Nursing in the state they plan on taking the NCLEX™. [http://www.nursing.ohio.gov/discipline.htm](http://www.nursing.ohio.gov/discipline.htm)
Section V
PAYMENT OF FEES, EXPENSES, AND REFUNDS

INFORMATION ON CSU TUITION AND FEES, EXPENSES, REFUNDS, AND PAYMENT PLANS CAN BE FOUND ON THE TREASURY SERVICES WEBSITE:

http://www.csuohio.edu/treasury-services/treasury-services

View the current CSU Undergraduate Resident and Non-Resident Fee Schedule at:

http://www.csuohio.edu/treasury-services/fee-schedules

SCHOLARSHIP, GRANTS, AND LOAN OPPORTUNITIES:

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
Section VI
STUDENT ILLNESS IN THE CLASSROOM, NURSING RESOURCE LAB, SIMULATIONS, AND CLINICAL SETTINGS

GENERAL: STUDENT ATTENDANCE/ABSENCE

Preparing for the role of a professional nurse involves a great deal of time learning in a variety of formats including the classroom, the Nursing Resource Lab (NRL), simulation experiences, and the clinical setting. The greater the amount of time spent in each activity, the greater the knowledge, skill competence, and level of understanding achieved. To promote the greatest opportunities for learning, whenever possible the SON schedules more than the minimum time acceptable for each activity. Students are advised to take advantage of any available class time, NRL activity, simulation, or clinical sessions, since attendance is carefully monitored and absence from any of these settings can negatively impact progression in the nursing program.

Regardless of the reason, the Cleveland State University School of Nursing considers students to be ABSENT if they do not attend a scheduled class, Nursing Resource Lab (NRL) appointment, simulation session, or clinical experience. Students who fail to report to (or report to and subsequently leave) the classroom, NRL, simulation session, or clinical experience are considered absent.

Given the differing learning requirements of the classroom, nursing skills lab, simulation, and clinical settings, varied means are used to monitor attendance and promote student success.

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 designate up to 10% of the overall course grade to attendance and participation, and to take attendance at any time/multiple times during any classroom session. Faculty members are responsible for stating how attendance will be taken and how attendance and participation points will be calculated in course syllabi.

Attendance and participation points will be factored into final course grade calculations only after a student has successfully achieved 75% on all examinations and successfully achieved a 75% on all other assignments and written work.
ABSENCE FROM THE NURSING RESOURCE LAB (NRL) AND SIMULATIONS

The attendance point system applies for all scheduled NRL recitation sessions, NRL test-outs, or simulations.

Attendance will be taken at the beginning and end of each scheduled NRL, skill check, or simulation session. For all other NRL activities, students should first check with NRL staff.

A “no call/no show” to a NRL appointment and/or NRL test-out session counts as a clinical absence and failure of the corresponding skill check. Arrangements for a make-up will be made at the convenience of NRL staff with notification to the Clinical Coordinator.

NOTE: A point system to track student deficiencies in attendance, punctuality, and professional dress in the clinical or community settings is used. Refer to Section VI entitled Student Illness in the Classroom, Nursing Resource Lab, Simulations, and Clinical Setting for details of the Dress Code and Attendance Policy Point System.

CLASSROOM OR NRL ABBSENCES DUE TO ILLNESS

Students are expected to seek health care when illness occurs. Should an illness occur during a class, students should follow directions of faculty or NRL staff. If the illness occurs outside of class, students are responsible for properly notifying their faculty members of the reason for an absence.

If a student has been absent due to illness, faculty may request a written statement from the student’s health care provider confirming the student is ready to return to the classroom.

ABSENCE FROM CLINICALS

REQUIRED NUMBER OF CLINICAL HOURS
The number of clinical contact hours required for each clinical course is based on the number of semester credit hours the course has been assigned. For every semester hour of credit, a minimum of 30 CLINICAL CONTACT HOURS are required. In each case, the total clinical
contact hours have been divided into clinical, simulation, observation, and laboratory hours based on the nature of the required skills and competencies.

Sometimes holidays or unexpected school or clinical agency closures/cancellations can impact clinical scheduling. The instructor will notify students when clinical time must be rescheduled in these circumstances.

Missed clinical hours due to faculty illness, holidays, or unexpected school or clinical agency closures/cancellations will not adversely affect student’s grades in clinicals; it is the responsibility of faculty and School of Nursing administration to ensure no student will be offered less than the minimum number of required clinical hours. Some students may have the opportunity to participate in more than the minimum number of clinical hours, but all students are required to follow the stated schedule.

Students are expected to be prompt and attend all scheduled clinical sessions. In turn, clinical hours are carefully monitored. Students who will miss a scheduled clinical session must notify their clinical instructor no less than one hour prior to the start of the clinical session. A tardiness or absence of 60 minutes or greater requires a full day clinical make-up. Faculty will notify the student of the required make-up clinical experience. A clinical day’s constitution is dependent upon how the course and section is regularly scheduled for the term.

**IMPACT OF TARDINESS, ABSENCES, AND DRESS CODE VIOLATIONS ON CLINICAL GRADE**

A point system for tardiness, absences, and dress code violations will be used to determine the impact on the clinical grade. A student who accumulates five or more points will have a written performance improvement plan initiated and placed into their student file. Any student who accumulates nine or more points will automatically fail the clinical.

*The School Administration and/or Undergraduate Program Director may make a decision not to penalize the student or the entire group if a special circumstance arises.*

**TARDINESS TO CLINICALS OR NRL**

**ARRIVING 1 OR MORE MINUTES LATE** to a scheduled clinical day or simulation session constitutes being tardy. When arriving late or leaving early 1-14 minutes, ONE point will be earned. When arriving late or leaving early 15-60 minutes, TWO points will be earned. Students arriving late or leaving early 60 minutes or more may not be able to meet the objectives for the clinical day and may be sent home or directed to return to the CSU SON to meet with the Undergraduate Program Director at the discretion of the instructor, in either case resulting in a full day’s clinical absence.
**CLINICAL ABSENCES DUE TO ILLNESS**

Students are expected to seek health care when illness occurs and to follow directions for properly notifying their clinical instructors of an episode of absence; caution must be used during the clinical experience for the protection of patients as well as students.

If a student has been absent due to illness, injury or another condition requiring health care, a written statement from the student’s health care provider may, at the discretion of the instructor, be required. This confirms the student is ready to return to the clinical setting without restrictions. Any absence involving two or more clinical days requires a letter from the student’s health care provider confirming the student is ready to return to the clinical setting without restrictions.

**There is no light duty in the nursing curriculum.** After an episode of absence related to surgery, hospitalization, health related procedure, or serious illness, a letter from the student’s health care provider is required confirming the student is ready to return to the clinical setting without restrictions. **Per hosting clinical agency guidelines, students are not permitted to wear casts, splints, braces, slings, or other similar devices in the clinical setting.**

Students are responsible for contacting instructors immediately regarding their illness-related clinical absence to make arrangements for a make-up assignment.

**CLINICAL MAKE-UPS**

Arrangements for make-up experiences are made on an individual student basis and are determined collaboratively by the Clinical Instructor, Clinical Coordinator, Undergraduate Program Director, and if necessary, the Nursing Resource Lab Supervisor.

Make-up clinical days are made on a clinical unit which may be different from the one the student participated on during the term.
DRESS CODE AND ATTENDANCE POLICY POINT SYSTEM

Just as employing agencies use point systems to track deficiencies in attendance, punctuality, and professional dress, the School of Nursing will utilize the following point system with students during their clinical experiences.

<table>
<thead>
<tr>
<th>Point Value</th>
<th>Occurrence</th>
<th>Initial/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tardiness</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>• 1-14 Minutes Late or leaving early</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>• 15-60 Minutes Late or leaving early</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>• &gt; 60 Minutes Late or leaving early</td>
<td>(Instructor will decide if acceptable to stay for clinical day; if student sent home they will have to make-up the entire clinical day)</td>
</tr>
<tr>
<td><strong>Absences</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>• Absence from clinical without notifying instructor at least ½ hour prior to scheduled start time</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>• No call/no show (not taking appropriate action to notify instructor of an absence from clinical)</td>
<td></td>
</tr>
<tr>
<td><strong>Dress Code Violations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>• Breaking dress code</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>• Repeat infractions of dress code after instructor addresses violation with the student</td>
<td></td>
</tr>
<tr>
<td><strong>Consequences</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>≥5</td>
<td>• Written contract on the form of a performance improvement plan by clinical faculty, clinical coordinator, and undergraduate program director</td>
<td></td>
</tr>
<tr>
<td>≥9</td>
<td>• Failure of clinical</td>
<td></td>
</tr>
</tbody>
</table>

Special Circumstances: The School Administration and/or Undergraduate Program Director may make a decision not to penalize the student or the entire group if a special circumstance arises.

Performance Improvement Plan: A student who accumulates 5 or more points will receive a written plan to improve performance.

Over 60 minutes absent is equal to a full clinical day make-up.
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.

ACCIDENTAL INJURY AND/OR ILLNESS DURING CLINICAL 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:

- If the exposure occurs in an acute care setting, the clinical instructor 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.

- 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 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. Depending on the nature of the injury/illness, the student may be released from clinicals to assume the responsibility to seek health care by his/her personal health care provider, or EMS may be called.
Section VII
STUDENT GUIDANCE, COUNSELING AND SUPPORT SERVICES

ADVISING

School of Nursing students are encouraged to contact their Academic Advisor at least once per year. 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, graduation, and petitions. Students may conveniently schedule an appointment through Starfish, or reach their advisor at any time via the contact information listed below.

<table>
<thead>
<tr>
<th>ADVISOR</th>
<th>PROGRAM</th>
<th>TELEPHONE</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander Holt</td>
<td>Traditional BSN Program</td>
<td>(216) 687-3592</td>
<td><a href="mailto:a.w.holt@csuohio.edu">a.w.holt@csuohio.edu</a></td>
</tr>
<tr>
<td>Kathryn Collins</td>
<td>RN to BSN Program</td>
<td>(216) 687-5517</td>
<td><a href="mailto:k.collins80@csuohio.edu">k.collins80@csuohio.edu</a></td>
</tr>
<tr>
<td>Mary Leanza Manzuk</td>
<td>Accelerated BSN Program</td>
<td>(216) 687-3810</td>
<td><a href="mailto:m.leanza@csuohio.edu">m.leanza@csuohio.edu</a></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.

COUNSELING AND SUPPORT SERVICES

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. Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels that he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216) 687-2015. The Office is located in MC 147. Accommodations need to be requested in advance and will not be granted retroactively. 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 faculty member(s) at the start of each new class. Accommodation is not retroactive.

ACADEMIC SUPPORT SERVICES

THE WRITING CENTER
The Writing Center is located in the Library/Rhodes Tower Room 124 and is a 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

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 syllabi. Some instructors place readings on electronic reserve, indicating they have been housed in the Cleveland State University Michael Schwartz Library’s Electronic Reserve website:
http://researchguides.csuohio.edu/er.php
THE CHERYL MCMAHON 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 materials for all students, books must be returned by 5pm the same day.

OTHER AREA LIBRARIES
The Cleveland Public Library
Online resources located at: http://www.cpl.org/

THE CUYAHOGA COUNTY PUBLIC LIBRARY SYSTEM
Online resources located at: http://www.cuyahogalibrary.org/

CASE WESTERN RESERVE UNIVERSITY HEALTH SCIENCES LIBRARY
Online resources located at: http://www.case.edu/chsl/library/index.html
Section VIII
STUDENT GREIVANCES, APPEALS, AND GRADE DISPUTES

CLEVELAND STATE UNIVERSITY GREIVANCE 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 include the following:

Resources, Counseling and Referral Services

Emergency: Call 911

Crime Reporting
Cleveland State Anonymous Reporting Hotline 888-837-1824

Campus Resources
CSU Office for Institutional Equity 216-687-2223
CSU Office of Student Affairs 216-687-2048
CSU Ombudsperson, 216-687-3993
CSU Residence Hall Director
CSU Center for International Services & Programs 216-687-3910
CSU Viking Vets - The Veteran Student Success Program 216-687-2048
Cleveland Rape Crisis Center (located on campus in SC, 3rd Floor) 216-619-6192*
CSU Mareyjoyce Green Women’s Center 216-687-4674
CSU Care manager (for students) (216)687-2048
Medical Assistance *denotes a confidential resource
CSU Health and Wellness Services 216-687-3649*
Cleveland Clinic Hospitals 888.223.CARE
University Hospitals 1-866-UH4-CARE; 1-866-844-2273
Metro Hospitals 800-554-5251 - 19 -
**Counseling Services** *denotes a confidential resource*
CSU Counseling Center 216-687-2277*
CSU Employee Assistance Program (800) 227-6007*
CSU Health and Wellness Services 216-687-3649*
Cleveland Rape Crisis Center 216-619-6192*
Domestic Violence & Child Advocacy Center of Cleveland 216-229-2420 or 216-391-HELP for emergency assistance*

**Other Resources**
Legal Aid 216-687-1900
Witness/Victim Services Center 216-443-7345 Rape, Abuse & Incest National Network (RAINN) 1-800-656-HOPE; 1-800-656-4673
Centers for Disease Control and Prevention-Sexual Violence 800-232-4636
National Institute on Drug Abuse Hotline 1-800-662-HELP* *denotes a confidential resource

---

**GRADE DISPUTES OR ANY OTHER SON GRIEVANCES**

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

<table>
<thead>
<tr>
<th>STEP</th>
<th>SCHOOL OF NURSING CONTACT PERSON</th>
</tr>
</thead>
</table>
| 1    | Clinical Instructor (for clinical grades)  
Nursing Resource Lab staff member (for NRL grades), or  
Classroom Instructor (for classroom grades) |
| 2    | Clinical Coordinator             |
| 3    | Undergraduate Program Director   |
| 4    | Associate Dean for Academic Affairs |
| 5    | Dean                            |

Students who do not follow this chain of command will be redirected back to the appropriate faculty or staff member.
Section IX
FACULTY SUPERVISION OF STUDENTS

Students in the CSU School of Nursing are supervised by faculty in a variety of settings including the classroom, Nursing Resource Lab, simulations, and clinical agencies. Regardless of the format, faculty are responsible for providing students with the supervision needed for 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, examinations, clinical evaluations, and written assignments; this feedback may be delivered by a variety of electronic formats, including email and Blackboard. Students are therefore encouraged to check their CSU email and the Blackboard site for all courses regularly.

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.

Additional information about FERPA may be found on the US Department of Education’s website: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
Section X
EVALUATION OF STUDENT PROGRESS

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

THE NURSING RESOURCE LAB (NRL)
Student progress in the Nursing Resource Lab is assessed by a variety of methods including written narratives, skill demonstration, and practical examinations. Students are provided both verbal and written feedback on their performance.

CLINICAL EXPERIENCES
Student progress in clinical courses is monitored on an ongoing basis with feedback provided to students on the Weekly Documentation of Performance Form and Counseling Form. Faculty further provides students with feedback at midterm and semester’s end. Faculty is responsible to present students who are not achieving clinical competence with a midterm warning during their midterm evaluation.

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 to provide appropriate notice to students.

STUDENT LIFE

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.
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 recluse 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/programs. 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.

**ADMISSION, PROGRESSION, AND ACADEMIC STANDARDS COMMITTEE (APAS)**

The duties of this committee include developing and maintaining policies on admission and progression, providing input into student selection for admission, and reviewing requests or recommendations regarding academic standing and/or progression. Students serving on this committee do not participate in any discussion or formal decisions of the committee.

**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, as well as to plan and conduct orientation for incoming students, and to support alumni involvement. This committee also helps plan 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.

**STUDENT ORGANIZATIONS**

**STUDENT NURSE ASSOCIATION (SNA)**

The SNA is comprised of students currently enrolled in the School of Nursing who engage in educational, service, and social activities, all of which are designed to prepare them for their future role as registered nurses. SNA members also serve as official representatives of the student body at various local, state, and national SNA functions. All students who are presently enrolled in the nursing program are eligible for membership. Additional information can be found on the SNA website: [https://www.csuohio.edu/nursing/information/student-nurse-association](https://www.csuohio.edu/nursing/information/student-nurse-association)

**MINORITY ASSOCIATION OF NURSING STUDENTS (MANS)**

MANS is comprised of students currently enrolled in the School of Nursing who are dedicated to exploring opportunities that empower all students through education on cultural competence, and exploration of health disparities. By doing so, MANS seeks to promote diversity within the student body through outreach and retention efforts. Each year MANS sponsors a number of related activities including career outreach to local schools, as well as the highly anticipated annual Minority Health Fair. Additional information about MANS can be found at: [https://orgsync.com/46014/chapter](https://orgsync.com/46014/chapter)
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 that foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the nursing profession. There are currently 470 chapters worldwide 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

NURSES CHRISTIAN FELLOWSHIP (NCF)

Nurses Christian Fellowship (NCF) is both a Christian professional organization and a ministry of/and for nurses and nursing students. NCF is a ministry of InterVarsity Christian Fellowship. Additional information can be found at http://ncf-jcn.org
PARKING

Students make arrangements for their own parking. As parking hang tags for university sponsored parking spaces are sold on a first come, first served basis, students are strongly advised to purchase them as soon as they become available. Additional information is available on the Parking Services website: http://www.csuohio.edu/parking/parking

VIKING OUTFITTERS BOOKSTORE

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:

GENERAL: RULES FOR STUDENT CONDUCT IN THE SCHOOL OF NURSING APPLY TO THE CLASSROOM, NURSING RESOURCE LAB (NRL), SIMULATIONS, AND CLINICAL EXPERIENCES

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, NRL, simulations, and clinical experiences. 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>
<thead>
<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>
</tr>
</tbody>
</table>

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

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Major Infractions</td>
<td>Acts of cheating or plagiarism which affects the overall course grade such as a major/comprehensive exam, term paper, project, or final grade evaluation.</td>
</tr>
</tbody>
</table>
Accordingly, progressive intervention will be provided to any student who commits acts of cheating or plagiarism according to the degree of seriousness involved:

<table>
<thead>
<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>

**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 encouraged 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

**USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

It is the responsibility of each student and faculty to maintain a productive, well-ordered learning environment, as evidenced by the responsible use of cell phones and other electronic devices. Accordingly, all cell phones and electronic devices should be placed on silent mode during all classroom, NRL, simulation, or clinical sessions. During classroom examinations, simulations, and B-line video recordings/pictures, cell phones and other electronic devices must be turned off. In any learning format, cell phones, computers, iPads, tablets, and other devices should only be used for purposes that support learning objectives. Texting, surfing the internet, games, and any other non-course related activity may result in the student being asked to leave the room, or put the electronic device away for the remainder of the learning session.
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 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 the School 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 the School of Nursing is 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 nursing programs 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 the event of disciplinary action, students should expect to be appraised of the charges against, 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:

1. 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.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. 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.
5. 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.
6. 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.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health care professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the nursing profession and its practice, and for shaping social policy.


STUDENT CONDUCT IN THE CLASSROOM

GENERAL GUIDELINES
a. Students should complete all readings and other assignments prior to each classroom session.
b. Students should engage in active classroom participation.
c. Students should submit all assignments on time in accordance with the timeframes outlined in course syllabi.
d. Students should acknowledge that all late assignments will receive a penalty as outlined in the course syllabi; faculty reserve the right to refuse late assignments deemed excessively late.
e. Students should submit the original document with any resubmitted/rewritten work.
f. Students furthermore should acknowledge that 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 of a student’s performance evaluation.

RECORDING OF LECTURES
Students must first secure permission from their faculty member before recording any activity in the classroom, NRL, or simulation. Faculty members have the right to deny student requests. Recording is expressly prohibited in the clinical setting.

STUDENT CONDUCT IN THE NURSING RESOURCE LAB

GENERAL INFORMATION
- The Nursing Resource Laboratory (NRL) is located in the Center for Innovation in Medical Professions building (IM).
- The Medical-Surgical Labs are in rooms 151, 152, and 153 on the 1st floor.
- Obstetrics, Pediatrics Critical Care Labs are located on the second floor in rooms 212, 214 and 224.
- The Health Assessment Lab is labelled PDL and is located on the third floor in room 310.
- The NRL’s staff is primarily responsible for instruction that occurs in the labs for courses with a clinical component.
- Time scheduled for students in the NRL is considered clinical time and any episode of tardiness or absenteeism will be documented as per the guidelines in the SON Student Attendance Policy.
- Since the NRL represents a simulated client care environment, professional language and demeanor are to be used at all times.

PURPOSE
The NRL is dedicated space used by faculty and staff to explain, clarify, demonstrate, and practice nursing procedures in a supportive learning environment. The experiences provided in the NRL benefits clinical agencies by preparing nursing students who are able to provide safe, competent nursing care commensurate with their mastery of School of Nursing program level
objectives. The NRL staff is committed to helping students gain the support and confidence they need in pursuit of these skills.

**MAJOR ACTIVITES OF THE NRL**

1. Demonstration of psychomotor skills, supported by conceptual constructs, for each individual and clinical group as conducted by the NRL Supervisor and staff.
2. Supervised practice of nursing skills by lab staff.
3. Psychomotor skill checks (test-outs).
4. Simulated client care using HPS.

**NRL STUDENT CONDUCT EXPECTATIONS**

Attendance is mandatory for all NRL and recitation sessions to complete the number of clinical hours required by the Ohio Board of Nursing.

1. Hours of operation vary by semester. Students are made aware of the NRL schedule on the first day of lab. Hours are also posted on each door of the acute care labs and the Health Assessment Lab. If a modification in lab hours is deemed necessary, the changes will be conveyed via email either from the Undergraduate Program Director, or the NRL Supervisor, and a sign will be posted outside the lab classroom door.
2. Students are required to demonstrate competency in designated nursing procedures as determined by course objectives for each clinical course.
3. Lockers are available and assigned in the NRL sitting area. Students must provide their own combination locks and remove the locks after completion of the NUR 306 course. Students must provide their lock's combination to NRL staff, where it will be held in the strictest of confidence; failure to do so will result in the lock's removal by the CSU locksmith at the student's expense.

4. **Food or beverages are not permitted in any laboratory area or student locker.**
5. To promote a productive learning environment, socializing must occur outside the NRL.
6. Failure to prepare for lab will hinder student success. Students are expected to prepare for lab prior to their scheduled session so that skills can be demonstrated and practiced with expected level of assistance by laboratory staff. Preparatory activities may include voice over power points, DVD's, pre-simulation worksheets, and other related readings. These preparatory activities, which align with course objectives, ensure that laboratory time can be used for engaged learning of psychomotor skills. Clinical instructors, and Clinical Coordinators will be notified of students who consistently present to lab sessions unprepared.
7. Children or guests are not permitted in the learning laboratory, nor may they be left unattended outside the laboratory.
8. Only current School of Nursing students are permitted to enter and practice skills in the NRL.
9. Students are to treat manikins and all NRL equipment with care and respect at all times. Students are expected to leave the manikin, bed, bedside table, and any other NRL area clean and neat after each NRL session.

10. Though full uniform is not required, students are to wear their lab coats and CSU SON name badge in the NRL at all times. Other clinical agency dress code policies also apply to the laboratory. Students will be requested to leave the NRL if not in full uniform or wearing a lab coat. Closed toe shoes are required.

11. Students are to wear a watch with a second hand and have a simple calculator to use for medicine dose calculations. Note: cell phones will not be permitted to use for this purpose.

12. Cell phones must be placed on vibrate while in the NRL. Urgent calls may be addressed by stepping outside the laboratory.

SKILLS PRACTICE
1. Nursing students will be provided a Nursing Supply Bag (NSB) which contains a wide variety of durable and consumable equipment and supplies which are required for practicing nursing skills throughout the nursing program. Students must keep the NSB in good order, as they will be needed for the Senior Proficiency Simulations.

2. Students are required to bring appropriate supplies from their NSB to the NRL. The NRL will supply any other needed equipment/supplies.

3. Students are encouraged to practice with a peer, but lab staff is available to answer questions, clarify procedures, and supervise practice as needed.

COURSE SKILL PRACTICE TIME AND SKILL CHECK APPOINTMENTS
Students are required to complete—and document—at least one (1) hour of mandatory "hands on" practice time in the lab per week prior to each skill check. The NRL will provide a practice area during skill check week; however, space is limited and students risk not being able to practice if space is not available. Consequently, students are required to complete practice prior to skill check week. Failure to meet the required number of practice hours will mandate that the skill check be rescheduled, as independent practice is required to develop competency. This will delay students being able to perform the skills in the clinical setting.

Students are responsible for documenting their practice time per NRL policy. Although there is a minimum of one hour practice required per the Student Handbook, each faculty for the course reserves the right to increase the amount required for their course and will outline the amount needed in their individual syllabi.

SKILL-CHECK APPOINTMENTS
1. Students are expected to abide by the guidelines for attendance and punctuality in the NRL (see School of Nursing Attendance Policy).

2. Once a student has been handed the skill orders, the evaluation has begun. Conferring with colleagues or instructors must cease. Textbooks, class notes, handouts, or cell phones
are not permitted during skill check and must be stored away. A drug handbook may be used as a reference during a medication administration skill check to locate necessary information for safe medication delivery.

3. Skill check performance is evaluated either as SATISFACTORY or UNSATISFACTORY. Each student will have an evaluation sheet that corresponds to each skill set. The evaluator will document his/her evaluation on this sheet with relevant feedback.

4. If a student is being skill checked on several skills during one appointment and receives an unsatisfactory evaluation on one procedure, the student may be offered, at the discretion of the lab staff, the option of:
   - Terminating the skill check at that moment with a recheck and completion of the entire skill check at another time.
   - Continuing the skill check of other procedures, and signing up to repeat the unsatisfactory procedure(s) at another time. A second unsatisfactory evaluation on a subsequent skill will be cause to terminate the skill check session.

5. Students may not repeat a skill check within 24 hours of the original skill check, and must be preceded by one hour of independent practice. The deficient skill check must be completed prior to progressing to subsequent skill checks. An additional one hour of practice time is mandatory prior to the second skill check, which will be scheduled based upon lab staff availability.

6. Procedures to follow after Unsatisfactory Skill Check(s)
   - **One (1) Unsatisfactory Skill Check:** The student schedules a repeat skill check in consultation with the NRL staff. The NRL staff will answer questions, provide clarification and supervise practice, if desired by student. The NRL staff must notify the Clinical Faculty and Clinical Coordinator of the student’s performance.
   - **Two (2) Unsatisfactory Skill Checks:** The student must make an appointment with the NRL Supervisor and the Undergraduate Program Director to develop a remediation plan. Students may only schedule their final skill check after all conditions of the remediation plan have been met.
   - **Three (3) Unsatisfactory Skill Checks:** Failure to meet the requirements for a skill check on the 3rd attempt will result in failure of the associated clinical course. The student must meet with the Undergraduate Program Director to discuss plan for readmission.

7. Each skill check has a defined time frame for completion. The time frame is based on a reasonable expectation for the clinical environment. If the attempted skill check exceeds the designated time period, the evaluator will conclude the skill check, document the attempt as an Unsatisfactory Skill Check and ask the student to reschedule the completion.

8. Students cannot perform a skill in the clinical setting until that skill has been satisfactorily performed in the NRL and validated via skill check.

9. Students need to demonstrate competency in all required skills for a designated course in order to advance in the program.
A Course Leader/Clinical coordinator/Clinical instructor may refer a student to the NRL for additional supervised practice when, in the instructor’s judgment, the student demonstrates unsatisfactory performance in the clinical setting for clinical skill remediation. A Lab Referral Form detailing the student’s needs will be forwarded to the lab. A student’s successful completion of the referral is required to continue in the clinical course.

**STUDENT CONDUCT IN THE CLINICAL 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.
   (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.

   (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:

A student shall not:

   (e) Engage in sexual conduct with a patient.

   (f) Engage in conduct in the course of practice that may reasonably be interpreted as sexual.

   (g) Engage in any verbal behavior that is seductive or sexually demeaning to a patient.

   (h) 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.

(11) 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.

(12) 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.
A student shall not habitually or excessively use controlled substances, or habit forming drugs, alcohol, or other chemical substances to an extent that impairs ability to practice.

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.

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.

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

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.

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.

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 administer medications as a medication aide without a certificate issued by the board.

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

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

A student shall not submit, or cause to be submitted any false, misleading or deceptive statements, information, or documents to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

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. Students 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.

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.
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.

For purposes of clarifying paragraphs (C)(4) and (C)(15) implementation at Cleveland State University, impairment of the ability to practice includes fatigue and/or sleepiness that impairs the student’s ability to provide safe care for patients.
CLINICAL EXPERIENCE SITE TRAINING AND PERFORMANCE REQUIREMENTS

GENERAL: CLINICAL EXPERIENCE DEFINED
Clinical experiences are offered in a variety of settings to support meeting course objectives:
1. Learning experiences in off-campus clinical settings.
2. Clinical recitations/skill practice or test-out sessions in any setting including the NRL.

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.

BACKGROUND: ACEMAPP
Cleveland State University has affiliation agreements with many hospitals and community agencies within Northeast Ohio. The scheduling of clinical placements is completed through ACEMAPP, a system that captures the documentation required for clinical placement. The Alliance for Clinical Experience (ACE) provides a database that houses student clinical information.

DEFINITIONS:
ACEMAPP = Database for groups of students that require clinical placement.

ANNUAL EDUCATION MODULES REQUIREMENT
All students are required to complete five modules within the ACE MAPP system. Students must obtain a score of 80% on each of the modules to obtain clearance for the clinical site. These modules must be completed annually. Each student is provided with a maximum of three attempts to successfully complete each of these modules:
1. HIPAA
2. OSHA
3. Blood Borne Pathogen Training
4. Delivering Safe Patient Care
5. Patient and Family Interactions

HEALTH REQUIREMENTS
Students must meet all health requirements before registering for any nursing course. Students who do not have current health data on file will not be allowed to progress in the nursing major nor participate in activities in the clinical agency. It is the students’ professional responsibility to keep health data current. If a student does not comply with keeping records
up to date, they will be asked to leave clinical area until the paperwork has been completed. *NOTE:* this could result in inability to pass a clinical course. Students who do not have their health data record current and up to date will not be registered for the next semester of nursing courses until all records are current and on file with the School of Nursing.

**Pregnancy:** A student who is pregnant is requested to present a statement from the health care provider to the Undergraduate Program Director that she may continue clinical nursing laboratory/agency experiences. Following delivery, the student is requested to present a statement from her health care provider indicating when she can return to the clinical nursing laboratory/agency setting.

---

**IMMUNIZATION REQUIREMENTS**

Per the ACE Advisory Council, students are required to provide documentation of immunization and/or positive titer results for the following:

1. Hep B 3- positive titer results
2. T-Dap/DT-documentation of completion (and then a booster every 10 years)
3. Varicella –proof of positive titer results
4. MMR –proof of positive titer results
5. BLS –current “BLS for the Healthcare Provider” (CPR) certification
6. TB- titer results (Quantiferon to prove negative TB) or Chest X-RAY
7. Proof of Influenza Vaccination by start of flu season each year
8. Drug Screening –may be requested by certain hospital/community partners; if so, a negative drug screen must be achieved in order to attend clinicals at that site

*Clinical Agency reserves the right to update/revise health requirements. Student are expected to provide any documentation per clinical agency requirements.*

---

**UNIFORMS/DRESS CODE**

1. In the clinical areas, students must wear plain white CSU uniforms, plain skin-colored or white undergarments, white socks, and white closed-toe shoes. Warm-up jackets can be worn, but no sweaters, or sweatshirts.
2. In the community of psychiatric/behavior health settings, and when participating in community service projects, students must wear the designated green polo shirts, khaki pants or knee length skirts, socks and closed-toed shoes. No shorts or capris.
3. The CSU and clinical site ID badges must be placed on the outer garment and be clearly visible above the waist.
4. A clean, neat appearance is required. No odor of smoke, cologne/perfume/powder, or offensive body odor.
(5) Students are not permitted to wear artificial nails or nail polish of any kind, and nails must be less than ¼ inch in length.

(6) Hair must be clean, dry and neat and well-groomed so that it does not interfere with safe job performance. Hair should be a color found in nature (no pink, purple, blue, etc.). Long hair (including facial hair) needs to be secured while delivering patient care and elsewhere as required by departmental policies. Mustaches, sideburns and beards are to be neatly trimmed and combed. Hair should be off the collar. Hair accessories should be minimal (no flowers, sparkly headbands, etc.).

(7) Jewelry is limited to one set of single post earrings, a plain wedding band, and a watch. No other form of facial jewelry (e.g., lip, brow, nose rings) are permitted.

(8) Tattoos are to be covered.

(9) Students will be expected to follow site-specific dress code requirements. The Clinical Coordinators will notify students of these requirements at the beginning of the course.

(10) At the discretion of faculty, students who do not meet dress code criteria may be sent home, thus counting as an episode of absenteeism.

NOTE: A point system to track student deficiencies in attendance, punctuality, and professional dress in the clinical or community settings is used. Refer to Section VI entitled Student Illness in the Classroom, Nursing Resource Lab, SIMULATIONS and Clinical Setting for details of the Dress Code and Attendance Policy Point System.

CLINICAL SITE ORIENTATION
Clinical Course orientation is mandatory prior to any clinical site rotation. Clinical instructors will pre-arrange the date and time for this orientation, which includes site-specific information such as parking, documentation and most importantly, the needs of the patients. Failure to attend clinical site orientation will count as an episode of absenteeism.

MEDICATION POLICIES IN THE CLINICAL SETTING

MEDICATION ADMINISTRATION POLICY
Students administer medications in an incremental way in clinical courses. In order to properly administer medications per the principles of pharmacology taught throughout the undergraduate curriculum, students only pass medications under clinical instructor supervision, and at the level for which they have demonstrated competence. To that end, medications must be administered accurately in a safe and timely manner and per the medication orders and pharmacological guidelines as integrated into the client’s plan of care. Per course objectives, instructors give students clinical/laboratory instruction including, but not limited to:
1. Students must adhere to CSU School of Nursing and clinical agency policies for medication administration at all times.
2. Students must prepare for and research each medication they are to administer.
3. Students must pass the course’s medication math assessment prior to administering medications.
4. Faculty will make out student assignments according to the criteria set forth by the clinical agency (i.e. clinical agencies limit the number of students who may administer medications at each clinical site).
5. Even though students are not administering medications to a patient they should still consider the patient’s medications when developing the daily plan of care.
6. Students and faculty must review agency medication policies prior to each clinical orientation, even if students have been in the agency during a prior clinical course.
7. Students and faculty must maintain a distraction free environment during medication administration.
8. No medication administration skill may be utilized in the clinical setting unless the student has completed the appropriate skill assessment in the NRL.
9. The faculty or preceptor must check all medications and IV solutions administered by nursing students. This includes topical medications at the client’s bedside.
10. All math calculations must be verified by faculty or preceptor.
11. Students may not administer blood products.
12. Students may not administer cardiac emergency drugs.
13. Students may not administer chemotherapy medications.
14. Students may not program PCA or epidural pumps.
15. Students may not administer medications associated with clinical trials.
16. Students should have access to medications for only one client at a time.
17. Medications must remain visible and must not be left unattended at all times.

COURSE SPECIFIC MEDICATION ADMINISTRATION INFORMATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Student Medication Administration Responsibilities. Requires 100% supervision at all levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 218</td>
<td>Principles of Medication Administration. The integration of principles of nursing pharmacology are the focus of this course.</td>
</tr>
<tr>
<td>NUR 226</td>
<td>Subsequent to successful skill demonstration in the NRL, students may administer oral, sublingual, topical, subcutaneous, intradermal, and intramuscular medications as well as medications via enteral feeding tubes.</td>
</tr>
<tr>
<td>NUR 306</td>
<td>Includes the scope of medication administration along with required skill demonstration as noted for NUR 226. After</td>
</tr>
</tbody>
</table>
successful skill demonstration in the NRL, students may administer IV infusions, IV piggyback, and IV push medications.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 326</td>
<td>Builds on scope of medication administration skills noted in NUR 306. Special attention is paid to pediatric dosages and administration techniques taught in the didactic course.</td>
</tr>
<tr>
<td>NUR 382</td>
<td>Builds on scope of medication administration skills noted in NUR 306. Special attention is paid to prenatal, neonatal, intranatal and postnatal dosages and administration techniques taught in the didactic course.</td>
</tr>
<tr>
<td>NUR 416</td>
<td>Builds on scope of medication administration skills noted in NUR 306 and encourages further mastery.</td>
</tr>
<tr>
<td>NUR 420</td>
<td>Builds on scope of medication administration skills noted in NUR 306. Preceptor will provide supervision in appropriate clinical settings.</td>
</tr>
</tbody>
</table>

**MEDICATION ERROR POLICY**

In the unlikely event a student makes a medication error during a clinical session, the following serves as a guideline to properly define the scope of the error as well as develop a plan for appropriate follow-up involving one of the potential sources of error:

**Improper Client ID:**
- No copy of Medication Administration Record (MAR) or workstation on wheels (WOW) at the bedside
- Two unique identifiers not used
- Medication administered to the wrong client
- Near miss, medication error interrupted by faculty before reaching the client

**Route:**
- Medication administered via the incorrect route

**Dose:**
- Calculation error
- Preparation of an incorrect dose

**Medication Information:**
- Lack of preparation for medication recitation or administration

**Time:**
- Medication administered at the wrong time
- Medication omission (student oversight)
- Non-adherence to agency administration times
Documentation:
- Incorrect or incomplete documentation
- Failure to document
- Failure to document reason for medication omission
- Documentation of medication before administration

Bar Code:
- Agency bar-coded medication administration procedures bypassed

Intravenous:
- Improper calculation of IV infusion rate
- Failure to maintain IV infusion rate
- Improper programming of IV infusion device
- Failure to document IV infusion intake
- Failure to assess IV site at requisite intervals
- Incorrect administration of IV push medication
- Incorrect maintenance IV fluids administered
- Incorrect IV medication administered

Miscellaneous:
- Preparation of a medication without the EMAR
- Violation of the 6 rights
- Failure to apply age related administration data
- Preparation/administration of medication without instructor supervision or approval
- Any act that is determined to be a medication error in the clinical agency

IF A MEDICATION ERROR OCCURS

To promote a culture of safety, medication errors require immediate follow-up by students and the clinical instructor. Therefore, the following steps must be followed:

1. The student must report any error to faculty immediately.
2. The faculty and student will assess the client.
3. The faculty will immediately notify the primary nurse of the error, charge nurse, and nurse manager.
4. The student and faculty will research and follow the agency’s policy for medication errors.
5. The student will be restricted from patient care, but will remain in the clinical setting while the medication error is being investigated.
6. The student will complete all required documentation for the agency and the school of nursing.
7. The faculty will notify the Clinical Coordinator and Undergraduate Program Director.
8. The student will be required to meet with the Clinical Coordinator.
9. The student will meet with their Clinical Instructor to discuss all actual and potential medication errors to ensure that student performance is safe at all times.
10. If previous medication errors have occurred, the student will be asked to review patterns of unsafe medication preparation or administration as well as document the experience on the course’s clinical evaluation tool.
11. Further action may occur at the discretion of the Clinical Coordinator, Undergraduate Program Director, or Associate Dean for Academic Affairs.
Section XII
SCHOOL OF NURSING OFFICE GUIDELINES

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:

https://www.csuohio.edu/nursing/faculty-staff/faculty-staff

FACULTY MAILBOXES

Each faculty member has a mailbox in Julka Hall Room 238. Students may drop off assignments or other correspondence for faculty at the School of Nursing front desk Monday-Friday from 8am-5pm, for staff to place in a faculty member’s mailbox.

STUDENT USE OF THE SCHOOL OF NURSING OFFICES AND EQUIPMENT

Students are expected to provide copies of all requested health data and student information. 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.
STUDENT RECORDS

GENERAL: 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 Registrar’s Office as well as their faculty members and the School of Nursing office.

STUDENT SCHOOL OF NURSING EDUCATIONAL RECORDS

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

An educational record is maintained for current nursing students that 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

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 for Academic Affairs within two (2) weeks of the written request. A letter stating the disposition of the request will be sent to the student.
CSU Social Media Policy 2018

The CSU SON further upholds the standards for responsible and ethical use of social media by nurses. As a nursing student, you have a responsibility first and foremost to your patients, and you must always ensure that anything you post or publish could never undermine your patient’s treatment or privacy. The American Nurses Association has a list of principles for social media utilization that the CSU SON finds helpful in ensuring that the standards for responsible and ethical use of social media will be upheld. This is an expectation of all of our student nurses.

The following applies to nursing students as well:

ANA Social Media Principles:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, organizations, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should not bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.

ANA helpful hints for Social Media:

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Promptly report a breach of confidentiality or privacy. No photos or videos should be taken at any clinical experience. In addition, the CSU SON requires that you do not take photos,
videos, or make copies of patient information, health information, or charts on any personal devices, including cell phones.

The National Council of State Boards of Nursing (NCSBN) and the American Nurses Association (ANA) have both issued statements on this critical issue. Students are encouraged to read the statements and scenarios regarding proper and improper use of social media 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
CSU DRUG AND ALCOHOL POLICY

Cleveland State University is committed to a campus free of unlawful drug and alcohol use. The misuse of alcohol detracts from the mission of higher education and adversely affects the conduct, academic performance and health and safety of students. Alcohol on college campuses is a factor in 40 percent of all academic problems and 28 percent of all dropouts. The following is Cleveland State University's Drug Prevention Program which is being distributed to all CSU students and employees.

The Department of Student Life has established an alcohol review committee to review all requests by student organizations to have alcohol at special events. It works with student groups to develop risk management plans for these special events. Staff, faculty and student organizations have been trained in Alcohol Prevention Programs. Additionally, students who have been cited in violation of the Student Conduct Code with regards to alcohol are educated about drug/alcohol use and receive education as part of the sanctioning process.

Prohibitions

The unlawful possession, use, distribution, manufacture or dispensation of or providing funding for illicit drugs, controlled substances and alcohol or drug related paraphernalia by students and employees on University property or as part of University activities is prohibited.

It is the policy of Cleveland State University to enforce all state laws governing underage drinking and illegal drug use. Students who violate the University's policies on alcohol and drug use are referred to the Office of Student Conduct. If the student is found in violation, disciplinary sanctions will be imposed.

Disciplinary Sanctions

Sanctions for violations of the above prohibitions will be imposed by the University in accordance with the appropriate University disciplinary procedures. Specifically, sanctions for employees may include one or more of the following: an oral or written reprimand from the employee’s immediate supervisor or department head, a reduction in pay for a definite period of time, suspension with or without pay for a definite or indefinite period of time, participation in and satisfactory completion of a drug or alcohol rehabilitation program, restitution or payment for damages to property, and/or termination from employment. In addition to these sanctions, the University in appropriate cases may refer individuals to the appropriate jurisdiction for criminal prosecution.

Sanctions for Students may include one or more of the following

Expulsion (permanent separation from the University), Suspension from the University for a definite period, Removal from the Residence Hall, Official Reprimand or Restitution, Disciplinary Probation, Temporary or Permanent Loss of Privileges, or Community Service. Counseling, with the added stipulation of completing a drug or alcohol rehabilitation program, can also be
applied as a sanction for violations as well as other sanctions provided for in the Student Conduct Code. In addition to sanctioning, the University police may refer individuals to the appropriate jurisdiction for criminal prosecution.
Parental/Guardian Notification
The Director of Student Conduct will notify the parent(s)/guardians(s) of a student under the age of 21 who has been found in violation of an alcohol or drug provision of the Student Conduct Code. Parent(s)/guardian(s) will be notified by regular and certified mail at the student's permanent address on file in the Registrar's Office.

Treatment and Rehabilitation Programs
For Employees: The IMPACT Employee Assistance Plan (EAP) provides confidential counseling and guidance for drug, alcohol, emotional and work related issues for employees and their family members. The EAP provides up to five complimentary counseling sessions per incident each year. Call 1-800-227-6007 to arrange an appointment with an IMPACT EAP counselor. IMPACT may refer individuals to agencies, programs or other health professionals for further care. CSU's Employee Health Care Plans provide coverage for both inpatient and outpatient treatment of drug abuse, alcoholism, and other mental health conditions.

For Students: For Students: The CSU Counseling Center provides referral services and some counseling to students with drug and/or alcohol problems. The Counseling Center is able to provide short-term, outpatient treatment when it is indicated and will refer students to appropriate outside agencies if a different level of care is needed. The Counseling Center is also available for consultation with friends, family members, and faculty/staff who are concerned about a student. Counseling and consultation services are free at the CSU Counseling Center for students and persons consulting about students. The Counseling Center's records and any contacts with the Counseling Center are confidential (except in some rare and unusual circumstances such as a life-threatening situation). Appointments at the Counseling Center can be arranged by calling 216-687-2277 or by stopping by the Center in the Union Building, 1836 Euclid Ave., Room 220.

CSU Health and Wellness Services located in the Center for Innovations in Medical Professions Building, 2112 Euclid Ave., Room 205, provides informational, evaluation, and referral services to students and employees which can be accessed by calling 216-687-3649.
SON POLICY FOR IMPAIRED STUDENTS

This policy supports the School of Nursing’s legal and professional responsibility to maintain an environment that ensures the provision of high quality, safe nursing care. Student nurses must provide safe, effective, and supportive nursing care while as fully in control of their manual dexterity and skills, mental faculties, and judgment as possible. Lack of such control is generally referred to as impairment and may have many causes. This policy is designed to address only impairment which results from chemical abuse or dependence.

POLICY:

This policy is applicable to all students enrolled in the nursing major. Registered nurse students are subject to the rules and policies of their employers and the Ohio Board of Nursing.

Confidentiality regarding impairment will be maintained as much as legally possible. However, nursing faculty are required to report any registered nurse who is impaired or suspected of being impaired to Peer Assistance. After investigation, Peer Assistance may inform the Ohio Board of Nursing.

The following behaviors are to be used in evaluating a student who is suspected of being impaired. The behaviors include, but are not limited to, the following:

- Increased errors in charting (illogical entries, changes in handwriting, late entries of narcotics or drugs on client charts)
- Mental confusion; lack of logical thought; reduced mental alertness
- Deteriorating or fluctuating classroom or clinical performance
- Frequent mood swings/irritability
- Changes in strength or motor activity
- Unsteady gait; staggering gait
- Slurred speech
- Lethargy/sleepiness
- Frequent use of the bathroom
- Preference to work/eat alone
- Disheveled appearance; appearance or behavior inappropriate to the setting
- Bloodshot eyes
- Use of sunglasses all the time
- Constant use of mouthwash/breath mints
- Flushed face
- Pupillary changes—abnormal constriction or dilation
- Needle tracks or skin blisters
- Frequent disappearances during clinical
- Odor of alcohol

A faculty member or staff who observes a student with behaviors that are indicative of impairment must assume the student is incapable of participating in the classroom or on campus laboratory activities or providing safe, effective or supportive nursing care in the clinical setting, until proven otherwise. The faculty member has a responsibility to intervene as described below.

PROCEDURE:

A. SUSPECTED IMPAIRMENT WHEN IMMEDIATE ACTION IS INDICATED

1. If a student is impaired and the student’s condition or behavior poses a danger to himself/herself or others and medical intervention is needed, the faculty member will dismiss the other students from the class, laboratory, or clinical setting and seek emergency medical attention for the student. The faculty member will file a report of the incident.

2. If the student is impaired and the student’s condition or behavior requires immediate action because the student is vocal, disruptive, and/or threatening to others, the faculty member will dismiss the other students from the class, laboratory or clinical setting and try to calm the student. If the student cannot be calmed, the faculty member will call someone from the student’s family or a friend to pick up the student. If the student’s behavior is not controllable, CSU police or other security will be called to assist and will be responsible for determining how to manage the student.

3. As soon as possible after the incident, the faculty member will contact the Clinical Coordinator and the Undergraduate Program Director of the School of Nursing to inform them of the incident, the status of the student, and the evidence suggesting impairment. Based on this information, the Undergraduate Program Director may refer the case to the Associate Dean for Academic Affairs and the Dean.
B. SUSPECTED IMPAIRMENT OF A CONTINUING NATURE

1. If a faculty member suspects a student of misusing or abusing chemical substances, the faculty member must document the observed behavior and meet with the student to discuss concern.

2. The faculty member will review the documentation with the Clinical Coordinator and the Undergraduate program Director.

3. The student may be referred to the CareTeam or Counseling services for assistance.
APPENDIX I
SCHOOL OF NURSING FORMS
Student Handbook

Memorandum of Understanding

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

I understand that changes or updates to this handbook will 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.

After signing below, return this form to the School of Nursing office (Julka Hall Room 238) by the start of your first nursing class.

________________________________________  ______________
Student’s Signature                          Date

___________________________
Printed Name
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 clinical 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 further that from time to time I may be asked to act as a subject in the classroom, Nursing Resource Laboratory, or simulation exercise and that there may be risks involved in these activities.

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.) that 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 injury that occurs to me during these experiences.

After signing below, return this form to the School of Nursing office (Julka Hall Room 238) by the start of your first nursing class.

_________________________________________  __________________________
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 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 (Julka Hall Room 238) by the start of your first nursing class. ____________________________

__________________________  ____________________________
Student’s Signature  Date

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

Address
Acknowledgement of Responsibility for CSU SON Property:

Student Name _______________________________________________________________
(please print)

Student ID # _____________________________________________________________

Cohort _________________________________________________________________

Clicker serial number ____________________________________________________

By signing below, I agree to be responsible for the clicker provided to me. I in turn affirm I will bring it with me to each class and lab session unless told otherwise. I will return it to the Cleveland State University School of Nursing when I complete my degree or if I leave for any reason prior to graduation. I understand that I am responsible for this equipment and agree to pay the replacement costs should I lose or damage the clicker given to me.

After signing below, return this form to the School of Nursing office (Julka Hall Room 238) by the start of your first nursing class.

__________________________________________
Signature

__________________________________________
Date
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:

Instructor Signature ____________________________ Date ____________

Student Signature ____________________________ Date ____________
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.

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Phone #</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRANT INFORMATION ACCESS TO:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>SSN or Driver’s License #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INDICATE THE TYPE OF INFORMATION TO BE RELEASED BY CLEARLY INITALING:

<table>
<thead>
<tr>
<th>INITIALS</th>
<th>RECORD TYPE</th>
<th>*COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Records</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Records</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financial Aid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cancel All</td>
<td></td>
</tr>
</tbody>
</table>

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
IMPAIRMENT DOCUMENTATION RECORD

For the Faculty who observed the behavior:

The behavior observed took place in (check appropriate area) and falls under the list of indicators contained in this document.

a. ___ Classroom  
b. ___ Nursing Resources Laboratory  
c. ___ Clinical agency

For the student:

___ I have read the attached policy.  
___ I have met with the faculty member, Clinical Coordinator, and the Undergraduate Program Director.  
___ I have received documentation of the inappropriate behavior.

CSU School of Nursing Recommendation

____________________________________________________________________

____________________________________________________________________

___ I agree to comply with the recommendation.

___ I do agree with the recommendation.

__________________________________  
Student’s name printed

__________________________________  ____________
Student’s signature                     Date

__________________________________  ____________
Faculty’s signature                    Date