

# **RN - BSN Student Handbook 2019-2020**



**Irene Ransom Bradley  
School of Nursing  
Pittsburg State University**

**WELCOME TO THE  
IRENE RANSOM BRADLEY SCHOOL OF NURSING  
AT PITTSBURG STATE UNIVERSITY**

The faculty, staff, and I would like to extend a warm welcome to you. We congratulate you on your decision to pursue a Bachelor of Science in Nursing Degree. Our School of Nursing offers an excellent program of study that can help you attain your personal and professional goals.

This handbook has been prepared to facilitate your success in and progress through the nursing program. The purpose is to inform you of the policies and procedures within the school and to make you aware of your rights and responsibilities as a nursing student. You are charged with the responsibility to read, understand and follow all policies and procedures. It is important that you keep your handbook as a reference. If any changes or additions are made, the school will provide them to you. Please provide me with comments or suggestions for revisions that would be helpful to you. If you have questions, please ask.

We wish you the very best throughout your nursing education and career. I encourage you to communicate regularly with your faculty advisor and course instructors. I am available to you if I can help you in any way. Please stop by my office at your earliest convenience and say hello.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cheryl Giefer', with a long horizontal line extending to the right.

Cheryl Giefer, PhD, APRN  
Director  
School of Nursing

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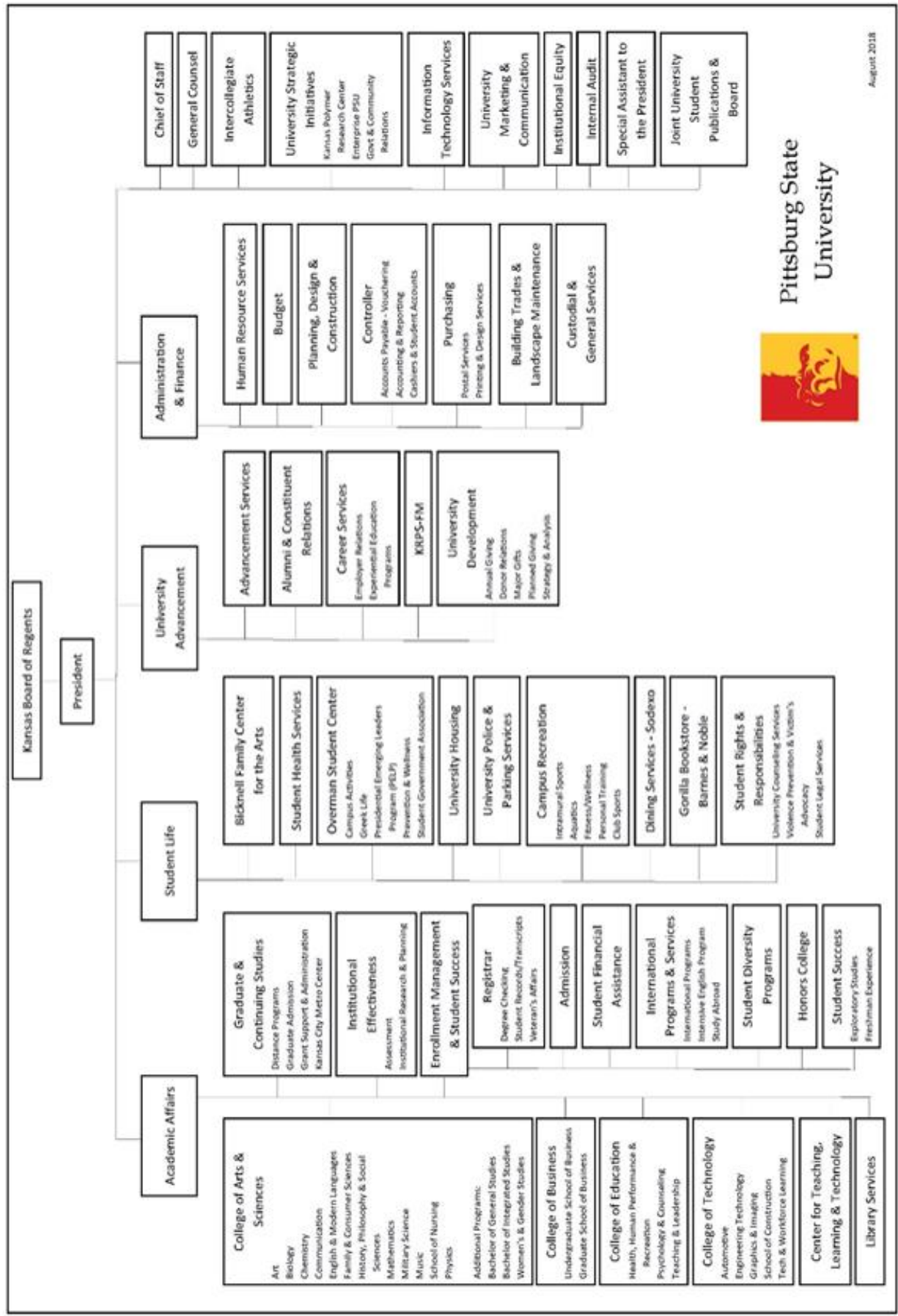
## **NOTICE OF NONDISCRIMINATION**

Pittsburg State University prohibits discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, age, marital or parental status, ancestry, genetic information, gender identity, gender expression, military or veteran status, or disabilities. The following person has been designated to address inquiries regarding the nondiscrimination policies: Director of Institutional Equity/Title IX Coordinator, Cindy Johnson, 218 Russ Hall, 1701 S. Broadway, Pittsburg, KS 66762-7528, 620-235-4189, [equity@pittstate.edu](mailto:equity@pittstate.edu).

## **NOTICE TO STUDENTS**

Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all educational programs, activities, and employment practices without regard to race, color, religion, sex, national origin, sexual orientation, age, marital or parental status, ancestry, genetic information, gender identity, gender expression, military or veteran status, or disabilities. Students seeking assistance with academic programs because of disabilities are to contact Ms. Kerri Hanson, Coordinator of Student Accommodations, 219 Russ Hall, Pittsburg State University, Pittsburg, KS 66762, (620) 235-6584.

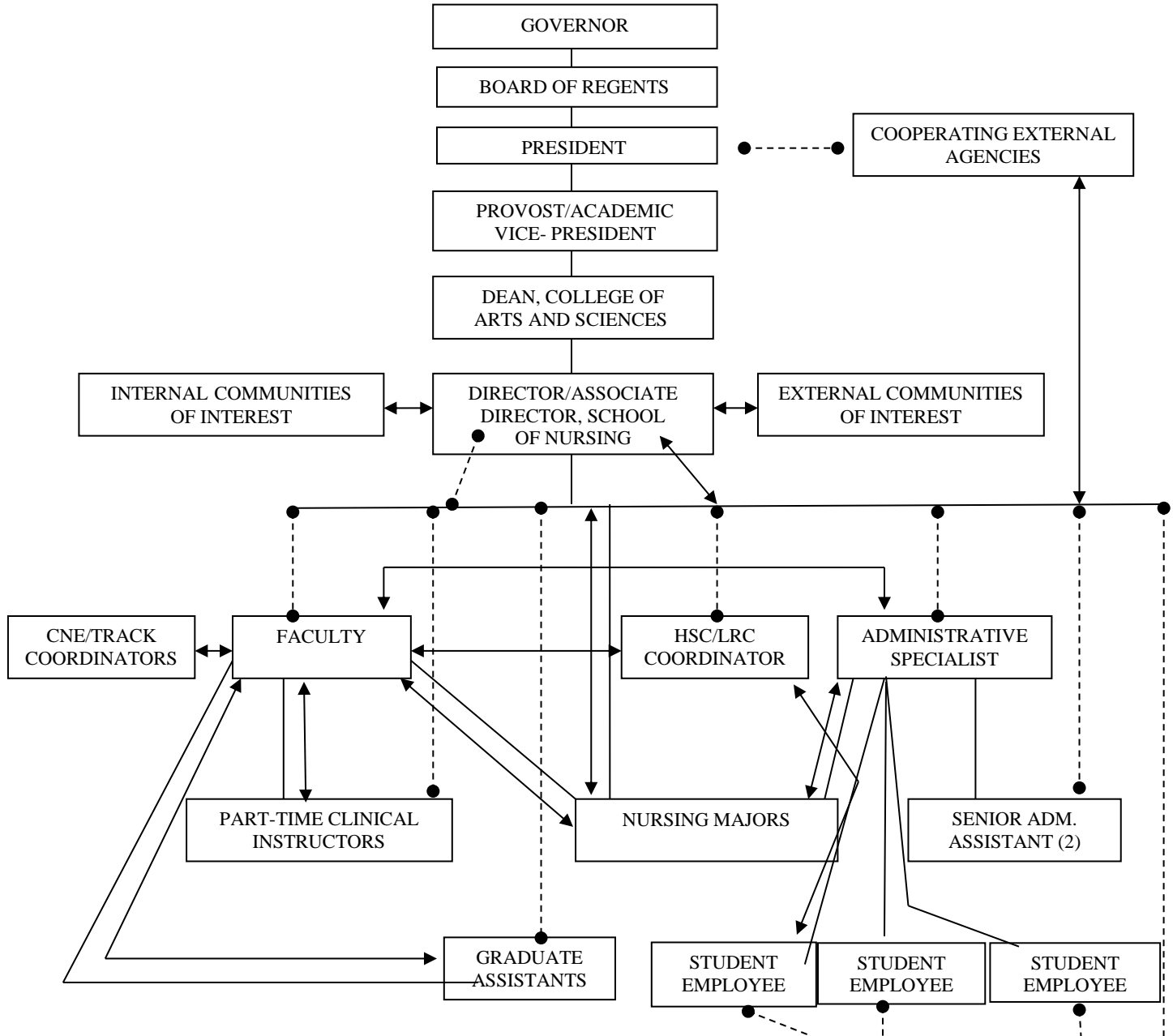
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Pittsburg State University

August 2018

# SCHOOL OF NURSING ORGANIZATIONAL CHART



• - - - • Contractual Agreement  
 ↔ Cooperative Responsibilities  
 — Direct Responsibility

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**Faculty and Staff**

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**NOTE:** All faculty members have voice mail, so you may dial their phone number directly. If they are not in their office, it switches to voice mail after 4 rings. Please leave a clear message regarding how you can be reached so they may return your call.



## INTRODUCTION TO PITTSBURG STATE UNIVERSITY

Pittsburg State University (PSU) began in 1903 as the Auxiliary Manual Training Normal School and it became a four-year institution in 1913. Graduate level education became important early in the existence of PSU as the Graduate Division was organized in 1929 to confer the Master of Science degree. The College was renamed Kansas State Teachers College of Pittsburg in 1932. The College was authorized to grant the Specialist in Education degree in 1958. The College was renamed Kansas State College of Pittsburg in 1959 and the Graduate Division was authorized by the Kansas Board of Regents (KBOR) to confer the Master of Arts degree in English, History, and Mathematics. The current structure of four colleges was established in 1966 (College of Education, College of Arts & Sciences, Kelce College of Business, and College of Technology). Master's degrees in Music and Business Administration were added in 1968 and 1974, respectively. The College was granted university status in 1977 and the name of the Graduate Division was changed to the Graduate School in 1984. PSU is one of six comprehensive regional universities governed by the Kansas Board of Regents (KBOR); and the only four-year Kansas state university within a one-hundred-mile radius in rural southeast Kansas. Pittsburg State University is governed by a single President, Dr. Steve Scott, who reports to the KBOR. PSU is fully and enthusiastically supported by the local community with a unique "town and gown" relationship and sits on 223 acres on the southern edge of Pittsburg, Kansas. The University transfers credit from all regionally accredited U.S. institutions, all international institutions approved by the Ministry of Education, and all military and other course credits evaluated by the American Council on Education, advanced placement, College Level Examination Program (CLEP), and DANTES College Level Examination Program. PSU's growing list of courses is approved by the Kansas Board of Regents (KBOR) for guaranteed transfer among all Kansas public postsecondary institutions. PSU maintains 2+2 articulation agreements for students with an Associate of Arts (AA) and Science (AS) degree with many community colleges in Kansas and Missouri. Information about transfer credit and reverse transfer credit is written and accessible on the University's website at <https://www.pittstate.edu/registrar/transfer-equivalency-guidelines.html> as well as articulation and 2-plus-2 agreements: <https://www.pittstate.edu/fcs/articulation-and-2-plus-2.html>

PSU serves over 6,600 students through more than 200 academic programs and over 150 student clubs and organizations and has a large enrollment in upper division and graduate courses. The student to faculty ratio is 17-to-1 and the average undergraduate class size is 18. Most PSU students are white (80 percent). Approximately 7.5% of student's self-report identifying as of two or more races; 3.3% report identify as black, 1.7% report identify as Native American, 6.2% report being of Hispanic ethnicity, and 1.17% report identifying as Asian or Pacific Islander (1.17%). PSU has maintained regional accreditation by the Higher Learning Commission (HLC) of the North Central Association since 1915. In 2009, PSU was selected by the HLC to test a new model of accreditation, one that focuses on a major quality initiative or improvement "Pathway". The "Pathway" follows a 10-year cycle focused on assessment and improvement of student learning, which is consistent with the University's core values of excellence and innovation. The Higher Learning Commission reaffirmed the University's continuing accreditation in June 2013. Since that time, the University completed a successful Year Four Assurance Review in 2017, demonstrating continued compliance with all criteria. The next scheduled Comprehensive Evaluation for reaffirmation of accreditation is in AY 2023. Additional accreditations and institutional memberships are listed on the university website at: <https://oie.pittstate.edu/accreditation/about.html>.

## **DEPARTMENT OF NURSING/IRENE RAMSOM BRADLEY SCHOOL OF NURSING**

The PSU Department of Nursing (DON) began in 1970, following a recommendation by KBOR and establishment by the Kansas State Legislature. Establishment of the DON resulted from a shared vision and many years of collaboration and planning by the University, Mount Carmel Medical Center (MCMC), and the community. MCMC (now Via Christi Hospital) agreed to discontinue its diploma nursing program when the University was ready to begin a Bachelor of Science in Nursing (BSN) degree program. The DON admitted its first cohort of BSN pre-licensure students in fall 1971 and the first cohort of registered nurse (RN) to BSN students was admitted in 1973. During the DON era, the pre-licensure BSN and RN to BSN tracks, Master of Science in Nursing degree (MSN) program with Clinical Nurse Specialist (CNS) tracks in Family Health and Gerontology; and a Family Nurse Practitioner (FNP) track were established. The MSN program also included the functional areas of administration and education. The DON was granted school status in 2013 and was renamed the Irene Ransom Bradley School of Nursing (IRBSON) in honor of the mother of PSU alumnus Dr. Fay Bradley, who gifted one million dollars to the University to benefit nursing education. The IRBSON is one of twelve academic programs in the College of Arts and Sciences (CAS) and is the largest academic major at PSU. In addition to a Graduate School, the University consists of the College of Education, College of Technology, and the College of Business.

In 1993, the first cohort of students in the Master of Science in Nursing (MSN) degree program in family health were admitted. The Kansas Advanced Practice Collaborative (KAPC) was formed in 2009 with the University of Kansas, Fort Hays State University and Pittsburg State University. The affiliating agencies (plus Wichita State University) are charter members of the Kansas Primary Care Nurse Practitioner Program, which began in 1993 to prepare FNP's to serve residents of rural and urban medically underserved areas. From 2009-2019, the KAPC provided shared courses in each school's FNP program as a multi-state masters level FNP program, with 55% of the collective graduates remaining in Kansas; 35% remaining in Missouri; and 10% remaining in Oklahoma; with 97.77% of the KAPC graduates practicing in critically-or medically-underserved areas. This program is a model for the nation as it demonstrates a collaborative effort of the flagship research institution in Kansas and regional universities sharing resources and delivering stellar FNP programs with exceptional outcomes. The MSN program maintained continuous approval by the Kansas State Board of Nursing (KSBN) since its inception. PSU's MSN program was accredited by the National League for Nursing Accrediting Commission in 2000 and by the CCNE in 2010. Increased local and regional demand for FNP's resulted in decreased enrolment in the CNS tracks. On June 24, 2013, the Executive Committee of the Commission on Collegiate Nurse Education (CCNE) acted to approve the substantive change notification indicating PSU would no longer offer the Clinical Nurse Specialist track in the MSN curriculum beginning fall Semester 2012. Discontinuation of the MSN program's FNP track also was approved by the University, KBOR, KSBN, and HLC in 2013 due to changing national standards advocating preparation of nurse practitioners at the doctoral level.

During 2010, PSU began preliminary steps to offer the Doctor of Nursing Practice (DNP) degree program with sabbatical work by Dr. Mary Carol Pomatto, assisted by Dr. Amy Hite, who conducted a feasibility study. Dr. Cheryl Giefer began work on the MSN to DNP and BSN to DNP curriculum development in 2011. The Director, faculty, staff, and student leaders worked closely with the Advisory Council, Grants Accountability Committee, KAPC, local and regional health care and educational institutions, external consultants, alumni, and other communities of interest to transition the MSN/FNP track to the DNP program and a DNP task force was established. The University Graduate Council approved the transitioning the MSN to the DNP degree in 2013 and approval from

the KBOR, KSBN, and HLC followed in 2014. On March 30, 2016, the Executive Committee of CCNE approved the substantive change request submitted by the SON for approval of a change in the existing Master of Science in Nursing degree program to the DNP level. The last five MSN/FNP majors graduated in July 2017 and the master's program continued as an MSN with Education Emphasis students in August 2017.

The first cohort of students in the MSN to DNP track began in June 2015 and students graduated December 2016. The first BSN to DNP cohort began in June 2016 and these students graduated in May 2019. The last students admitted to the MSN program/FNP track graduated in July 2017. The DNP program is the first doctoral degree offered by PSU and the first rural-based DNP program in Kansas. The BSN to DNP track offers an Advanced Practice Nursing major with specialization in the FNP role while the MSN to DNP track offers a clinical doctorate for nurses who have a Master of Science of Nursing degree and are nationally certified as a FNP who wish to become leaders and scholars. Additionally, the DNP program offers a nursing education emphasis to address the clinical nursing faculty shortage in Kansas and across the nation. The last five MSN/FNP majors graduated in July 2017 and the master's program continued as an MSN with Education Emphasis students in August 2017.

### **ACCREDITATION STATUS**

The BSN program was initially accredited by the National League for Nursing Program Council of Baccalaureate and Higher Degree Programs in 1975 and reaccredited in 1981, 1989, and 2000. The BSN and MSN programs were initially accredited by CCNE in 2005, reaccredited in 2010 with the next evaluation occurring in 2019. The DNP program was granted CCNE accreditation in October 2016. The BSN curricula and program outcomes were comprehensively reviewed in 2011 and 2012 to identify congruence of the curricula with *The Essentials of Baccalaureate Education for Professional Nursing Practice* [American Association of Colleges of Nursing (AACN), 2008]; course content mapping, and input from consultants, faculty, students, and stakeholders. The revised BSN curricula and program outcomes were approved in February 2013 and implemented in fall 2015. All SON nursing programs are approved by the Kansas State Board of Nursing (KSBN) and comply with regulations outlined in the *Kansas Nurse Practice Act, Statutes & Administrative Regulations* (April 2016). This self-study documents the assessment conducted to prepare for the November 2019 continuing review by CCNE for the BSN, MSN and DNP programs.

## **TRADITIONS**

### **PSU Commemoration Day (Apple Day)**

Pittsburg State University is the youngest of the state institutions of higher education in Kansas. Founded in 1903, Pittsburg State opened as the Auxiliary Manual Training Normal School designed for the preparation of teachers of manual training and domestic science. Russell S. Russ, then superintendent of the Pittsburg Schools, was elected to be principal of the new normal school, which he had helped to found. The school opened in temporary quarters Tuesday, September 8, 1903, with 54 students and 5 faculty members. Mr. Russ spent considerable time in the state legislature of 1905 during the debate for an appropriation for the first school building. As the issue was drawing to a close, the legislators lightheartedly reviewed the problem of non-members of the house appearing on the floor, and the motion was made that the next offender be fined a barrel of apples. Shortly after, Russ appeared to inquire about the progress of the bill and was duly fined a barrel of apples.

The incident was reported in Pittsburg, and Russ, discussing this with students, suggested that they fine the faculty a barrel of apples. The motion passed unanimously, and a bewildered faculty paid the fine. Since that first observance on March 8, 1905, Apple Day or Commemoration Day has become a festivity to be noted on the Pittsburg State University campus. Annually this tradition is assessed by the student body, and apples furnished by the faculty are passed out to all those present at the Apple Day Convocation.

### **School of Nursing Spring Banquet**

In the late spring, both undergraduate and graduate students are recognized at a banquet held in their honor. Students and faculty organize the event, which includes a dinner, and is an opportunity to invite families and significant others to share in the academic experience. The spring banquet allows for recognition of pre-licensure students. Students receive various School of Nursing awards, and are recognized by their classmates for more light-hearted accomplishments. RN to BSN and Graduate students have an opportunity to participate in the program as well.

### **Pinning Ceremony**

The school pin is one of the traditions in nursing education. Each nursing program has its own distinct pin and each graduate wears the pin of his/her nursing program proudly. The pin for the Pittsburg State University graduate is of a special design approved in 1973. The design was sketched by the first graduating class and given to Dr. George Brooker, then a Professor of Automotive Technology at Pittsburg State University and husband of Carolyn Brooker, a faculty member in the School of Nursing. Dr. Brooker finalized the design and the pin was ready for the first BSN graduates.

Approximately the size of a quarter, the pin is circular. The center of the pin is gold with the letters BSN, MSN or DNP in the center. Around this appears a red band on which is printed Pittsburg State University School of Nursing. An outer band is a gold edge of scallops. This same design has been adapted for use on school invitations, brochures, patches, etc. The tradition of pinning emphasizes the importance of the pin. At this event, held in conjunction with university commencement, each graduate is pinned by the person of his/her choice. The custom is to announce future plans of each graduate as the pinning occurs. Parents, spouses, children, relatives, and friends are invited to share in this formal ceremony.

## **White Coat Ceremony**

The Irene Ransom Bradley School of Nursing holds a White Coat Ceremony early in the fall semester for all students who are beginning the BSN program (both the pre-licensure track and the RN-BSN track), the MSN program, and the DNP program. A White Coat Ceremony indicates a significant point in the education of health care providers. It marks the transition from study in the classroom to the hands-on caring for patients in the clinical setting. The Arnold P. Gold Foundation along with the American Association of Colleges of Nursing partnered with Pittsburg State University Irene Ransom Bradley School of Nursing in 2016 to conduct the first White Coat Ceremony at Pittsburg State. In addition to marking a student's transition to the study of clinical health sciences, the ceremony also promotes the importance of compassionate care. The White Coat Ceremony was established in 1993 by the Arnold P. Gold Foundation. The vision and priority of the Gold Foundation is that healthcare will be dramatically improved by placing human values and dignity at the core of our teaching and practice.

## MISSION STATEMENT

The **mission** of the Irene Ransom Bradley School of Nursing is to support the University in providing transformational experiences for our students and the community.

The School of Nursing prepares graduates to demonstrate excellence in practice, to meet regulatory requirements for practice, to assume leadership roles and to engage in learning as a lifelong process.

The programs of the School of Nursing reflect the university mission of teaching, scholarship and service, with teaching-learning as the primary focus. Recognizing the unique characteristics and needs of our diverse, primarily rural setting, the programs of the School of Nursing prepare graduates to provide nursing care to individuals, families, groups, communities, and populations in a variety of settings.

The baccalaureate nursing curriculum builds upon a foundation of the arts, sciences and humanities and provides a base for graduate study. The graduate curriculum builds upon the competencies of baccalaureate nursing and focuses on advanced nursing roles.

The **vision** of the Irene Ransom Bradley School of Nursing is to collaborate with health care systems, educational institutions, and communities-of-interest, while assuming the leadership role in pursuit of excellence in nursing through education of undergraduate and graduate students.

### **Core Values:**

**Student Focused** – Make students and their success the driving force behind decisions at all levels.

**Excellence** – Demand quality in all aspects of the college's operation.

**By Doing Learn** – Provide academic programs and acceptance of a variety of ideas, beliefs and cultures.

**Diversity** – Support an understanding and acceptance of a variety of ideas, beliefs and cultures.

**Community** – Enhance the College's strong relationship with the Pittsburg area community, region and beyond.

**Innovation** – Support creative and critical thinking that promotes informed intellectual risk taking.

**Sustainability** – Establish best practices relevant to resource conservation.

### **Mission Elements**

#### *Teaching*

Teaching is a partnership in which faculty facilitates student learning. The goal is to create an environment that encourages student participation in the process of inquiry and discovery. Strategies for success include but are not limited to recognition of individual learner styles, coaching-mentoring, use of technology, and interactive communication of information. The outcome of teaching is the procurement and synthesis of knowledge.

#### *Learning*

Learning is a complex, mutual process of growth and development identified by changes in the behavior of the learner. It is the art or process of acquiring knowledge, skills and values by means of

study, instruction, observation, interaction, practice and experience. As an active internal process, learning involves cognitive, psychomotor and affective aspects of human behavior. Learning is a lifelong growth process that facilitates the development of human potential. Learners accept responsibility for learning and seek opportunities to increase knowledge, skills and clinical competencies.

### *Teaching-Learning*

Teaching-learning in nursing education is the process by which faculty and students collaborate to achieve educational goals. Teaching-learning is a reciprocal process involving the exchange of information that occurs between students and faculty. The process fosters intellectual, social and emotional growth of both teacher and student. When learning occurs, there is measurable evidence that the student has acquired knowledge and demonstrates appropriate clinical competencies and skills.

### *Scholarship*

Scholarship in nursing education encourages activities and inquiries that advance teaching, research and practice of nursing. Faculty guides students and encourages application of evidence-based research in the provision of safe, high quality patient care. Faculty collaborates with students in research, publications, presentations and other creative endeavors.

### **Conceptual Framework**

Faculty and staff, students and communities-of-interest, through guided reflection, determined the conceptual framework in accord with School Mission and Vision. The School has embraced the metaparadigm of nursing.

#### *Person*

We believe that person is a concept that represents the recipient of nursing care. The person can be an individual, family, group, community or population. We view each person as a holistic entity with unique cultural, emotional, spiritual and bio-psycho-social characteristics. Each person possesses unique values and beliefs. The person can exist at any point across the lifespan. The role of the nurse is to provide care that will assist the person to achieve the highest level of functioning.

#### *Environment*

We believe that environment includes all conditions, circumstances and influences that are part of the person's being. The environment includes natural, biological, psychological, social, spiritual and cultural factors. The internal and external environments of person are complex, diverse and ever-changing, influencing the person and sometimes resulting in alterations in health. The nurse coexists as part of the person's environment and works with the person to maximize health.

#### *Health*

We believe that health is a dynamic state and reflects the ability of the person to adapt to the environment. Health is unique to each person and is viewed as a function of perception and observation. Health incorporates illness and wellness and is viewed as actualization of human potential for development.

#### *Nursing and Nursing Practice*

Nursing is a professional discipline with both components of art and science. Nursing as an art involves the implementation of caring strategies to promote well-being. Those strategies may

include but are not limited to intuition, creativity and compassion, nursing therapeutics, communication skills, patient advocacy and empowerment. Caring encompasses the nurse's authentic presence reflected through empathy for and connection with the person through all aspects of being. The caring nurse identifies questions to be investigated and builds a sound, evidence base for nursing practice. The caring nurse provides care, both direct and indirect, assisting persons to achieve the highest level of functioning. Accountability for design, coordination and management of safe, high quality care delivered by self or others is assumed by the caring nurse as is responsibility for assuming a professional identity that values continued growth in judgment, knowledge and skills through adoption of lifelong learning.

## **Curriculum**

The Bachelor of Science in Nursing curriculum is consistent with the School of Nursing mission and philosophy. The metaparadigm of nursing including person, environment, health, nursing and nursing practice provides the curricular frame. The nursing curriculum is offered as an upper division clinical nursing major with two tracks, the Pre-RN Licensure Track and the RN to BSN Track. The clinical nursing major builds upon the learning from the lower division nursing prerequisites and general education courses in the natural sciences, social sciences, arts and humanities. Students are introduced to the curricular frame with expected outcomes upon entry into the BSN program.

### ***Program Outcomes***

#### **The graduate of the BSN program will:**

1. Integrate theories and content from the sciences, arts, humanities, nursing and other disciplines to enhance the practice of nursing.
2. Demonstrate individual, organizational and system leadership in the provision of safe, high quality patient care.
3. Evaluate research to improve evidence-based nursing practice.
4. Demonstrate the application of a variety of information systems and patient care technologies.
5. Discuss healthcare policy, finance and regulatory processes as they impact individuals, families, groups, communities and populations.
6. Determine intraprofessional and interprofessional communication and collaboration for improving health outcomes.
7. Develop safety, health promotion, education and disease prevention strategies to optimize health across the lifespan in a variety of environments.
8. Model behaviors of personal integrity and professional values.
9. Illustrate competent baccalaureate generalist nursing practice.



**BACHELOR OF SCIENCE IN NURSING PROGRAM OUTCOMES**  
**ASSESSMENT OF ATTAINMENT**  
**Irene Ransom Bradley School of Nursing**  
**Pittsburg State University**

**Program Goals (Purposes) are met by each objective.**

<b>The goals of the School of Nursing Baccalaureate Program</b>  <b>1. To prepare registered nurse graduates as professional nurses who can practice in a variety of settings.</b> <b>2. To prepare graduates to assume leadership roles in nursing.</b> <b>3. To prepare graduates who have the foundation for graduate study.</b>									
<b>BSN Program Outcomes</b>	<b>Pre/Post Test</b>	<b>Capstone Course</b>	<b>NCLEX</b>	<b>Graduation Rate</b>	<b>Alumni Satisfaction</b>	<b>Student Exit Program</b>	<b>Employer Survey &amp; Rate</b>	<b>Advisory Board</b>	<b>Portfolio</b>
<b>Objective 1. Integrate theories and content from the sciences, arts, humanities, nursing and other disciplines to enhance the practice of nursing.</b>	X	X	X	X	X	X	X	*	X
<b>Objective 2. Demonstrate individual, organizational and system leadership in the provision of safe and high quality patient care.</b>	X	X	X	X	X	X	X	*	X
<b>Objective 3. Evaluate research to improve evidence-based nursing practice.</b>	X	X	X	X	X	X	X	*	X
<b>Objective 4. Demonstrate the application of a variety of information systems and patient care technologies.</b>	X	X	X	X	X	X	X	*	X
<b>Objective 5. Discuss healthcare policy, finance and regulatory processes as they impact individuals, families, groups, communities and populations.</b>	X	X	X	X	X	X	X	*	X
<b>Objective 6. Determine intra-professional and inter-professional communication and collaboration for improving health outcomes.</b>	X	X	X	X	X	X	X	*	X
<b>Objective 7. Develop safety, health promotion, education and disease prevention strategies to optimize health across the lifespan in a variety of environments.</b>	X	X	X	X	X	X	X	*	X
<b>Objective 8. Model behaviors of personal integrity and professional values.</b>	X	X	X	X	X	X	X	*	X
<b>Objective 9. Illustrate competent baccalaureate generalist nursing practice.</b>	X	X	X	X	X	X	X	*	X

**\* = Indirect Association**

## **EXPLICATION OF PROGRAM OUTCOMES CONCEPTS**

### **Nursing Process**

The nursing process is the framework for approaching nursing care and incorporates a wide variety of skills and activities. Communication, therapeutic nursing interventions, problem-solving, decision-making, critical thinking, and independent judgment are basic to the dynamic process. The application of the process varies with the client's individualized needs, the expertise and role of the nurse, and the setting. The nursing process requires a mutual process between the nurse and client that is directed toward goal attainment.

The nursing process consists of five steps -- assessing, diagnosing, planning, implementing, and evaluating. Assessment involves the collection, verification and communication of data unique to a person. Assessment requires skills in communication, interviewing, history taking, physical examination, and other data collection procedures. Diagnosing is step two of the nursing process. In this step, data are analyzed and health needs/problems identified. An appropriate plan of care is then developed with goals and priorities being established. Carrying out the established plan of care is implementation. Intellectual, interpersonal, and psychomotor skills are required to take nursing action. Comparison of goal achievement with projected outcomes contributes to evaluation of client/nurse success in step five of the nursing process. Need for revision of the care plan and new health needs may be identified.

### **Nursing Theories**

Stress-adaptation interaction, based on Roy's Conceptual Model of Adaptation (1999), flows from the metaparadigm concepts of person, environment, health, and nursing. Systems theory also is useful in understanding relationships between person, environment, health, and nursing. A person can be viewed as an open, bio-psycho-social system in constant interaction with the collective environment. A person is a system that exists throughout the life cycle and has individual needs that vary dependent upon level of wellness. As a person strives for homeostasis in their personal system, interaction with other systems may take place, i.e. the health care system. The health care system affects a person as a consumer and in turn is affected by a person. Nurses play a key role in helping persons recognize and express needs, understanding the health care system, and advocating for a person's rights.

### **Theories Related to Nursing Practice**

Communication theory provides the foundation for establishment of a therapeutic nurse-client relationship. Effective communication enhances utilization of the nursing process as well as collaboration among health care team members.

Growth and development take place throughout the life cycle in predictable stages. Peoples' ability to grow and develop influences their level of wellness. Unique healthcare needs, regardless of age, result from the physical, emotional, intellectual, social, spiritual, and cultural aspects of peoples' developmental level. With this theoretical knowledge, the nurse can utilize the nursing process to help a person meet individual needs. In addition, understanding of family theory, ethics theories and principles, theories of aging, crisis theory, and management theories assist the professional and advanced practice nurse to support the client in attaining and maintaining maximum wellness.

### **Influences on Nursing Practice**

Persons have a basic need to communicate with their environment. A person's communication is influenced by many factors including values, perceptions, feelings, sociocultural and religious background, knowledge level, roles, relationships, setting, and health. The nurse's role is to provide competent care in the context of these influences.

### **Teaching-Learning Principles**

Teaching-learning is a reciprocal process which fosters intellectual, social, emotional, and physical growth of both teacher and learner. Learning is manifested as a persistent change in the affective, cognitive, or psychomotor behavior of an individual. Both ANA's Standards of Nursing Practice and The Patient's Bill of Rights address nursing's responsibility for teaching. Teaching enhances a person's ability and is dependent on application of the principles of teaching-learning. The student-teacher relationship in this program is dependent upon rights and responsibilities of each in the teaching-learning process. Students and teachers establish personal goals and objectives consistent with the objectives of the course, curriculum, and professional development. The learner is given selected opportunities to negotiate individualized experiences. Self-evaluation of learning is part of the process.

### **Meeting Health Care Needs of Society**

Participation in professional activities is dictated by personal interests, talents, commitments, values and attitudes. Faculty members, students, and graduates have numerous opportunities to provide service and leadership within the community through volunteer nursing services, participation in health related organizations, health planning, and health education. Faculty members model the three foci of the University's mission; teaching, scholarship, and service to the University, the profession, and the community, and also model the profession's expectation of expertise in clinical practice.

The health care system is viewed as a composite of clients, health care professionals, and health care institutions/agencies interacting with one another. Collaboration between clients and health care professionals is essential for provision of optimum health care. Optimum health care is care that is directed toward achieving the greatest degree of health and adaptation possible with a person. Each person has the right to quality health care throughout the life cycle regardless of position on the wellness-illness continuum. The health care system is a dynamic system affected by societal and consumer influences, rapidly advancing knowledge and technology and political influences. The rapidly changing health care system is challenging nurses and nursing to confront ethical, moral, and legal dilemmas and to define itself, its services, and appropriate roles, including advocacy for the needs of clients.

### **Individual Responsibility and Accountability**

Acceptance of responsibility/accountability for one's own actions as well as maintenance of continued competency characterizes the professional nurse. Professional accountability helps to ensure the maintenance of health care standards and the continuance of personal and professional growth. Accountability provides a foundation for ethical decision-making. Every profession expects its members to practice within the discipline, appreciate its heritage, contribute to the advancement of knowledge, and serve both the profession and society. A professional nurse practices within the state's nurse practice act and according to the standards delineated by the profession.

### **Leadership in Managing Client Care**

Graduates are educated to apply principles of leadership and supervise the care given by other nursing and auxiliary personnel in a wide variety of settings. As the health care system becomes more specialized and complex, the need for nurses with leadership and management skills is growing. Professional nurses must be prepared with skills of communication, organization, and self-examination upon graduation. The beginning professional nurse must be able to lead oneself as well as exert leadership in the nurse-client relationship and with members of the nursing and health care staff. Nurse managers are those with authority and responsibility within an organization. Nurses in management positions must acquire and develop their leadership abilities. Therefore, opportunities for both leading and managing are experienced in the curriculum.

### **Change**

Change is a constant in the internal of a person as well as the external environment. Change not only occurs in individuals but also occurs in the family or group, community, and society. Nurses play a key role in helping the system or a person adapt to or influence change in the collective environment. This is accomplished through the nurse's role as change agent, leader, health educator, motivator, role model, and source of referral. Knowledge of change theory is important for effective utilization of the nursing process. Knowledge of the environmental impacts affecting change in the health care system and of nursing roles and functions is critical to professional nursing practice.

### **Research and Information Systems to Improve Nursing Practice**

The roles and functions of the professional nurse are influenced by and derived from the research process. Graduates of this program are prepared to utilize and question research findings in giving direct care to clients/groups. Advanced practice nurses add to the body of knowledge through research, writing, presentation of professional papers and educational programs, and other creative/scholarship endeavors.

Professional nursing practice is based upon research and theory. The nurse selects from a wide variety of theories to explain phenomena, support decisions and predict outcomes. Nursing theories provide a perspective for current practice and generate testable hypotheses that influence the future of nursing. The findings of research are utilized by the professional nurse to improve the quality and effectiveness of nursing interventions. Research serves as the foundation for every course in the nursing curriculum. The dissemination of research through publications and technology require members of the department to develop skills in the use of information technology.

### **Continued Personal and Professional Growth**

The nurse must continue to grow and develop. Life-long learning involves the constant process of identification of strengths and weaknesses as well as motivation to enhance one's practice through continued education and self-study.

With additional education and experience, baccalaureate graduates may specialize in either a practice area or functional role. Functional roles such as administration, consultation, research and teaching are designed to facilitate and support practice.

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## STANDARDS OF BSN

### **PSU Nursing Code of Conduct**

An important part of the nursing program is the development and maintenance of professional ethics and behavior. A professional manner is expected in all settings and includes one's approach to the setting. Ideally, a professional manner should be adopted when you are representing the PSU School of Nursing as your behavior reflects on you, the nursing program, the nursing profession, and Pittsburg State University. We encourage you to help maintain standards of the profession by reporting violations of the code of conduct. It is recommended that the student make this report to the clinical instructor, course instructor, or Director/Associate Director.

*The member displays respect for human dignity and the uniqueness of an individual.*

- Member will follow confidentiality guidelines.
- Member will act in a professional manner when dealing with individuals.
- The member interactions should reflect the intrinsic value of each person, regardless of nationality, race, color, age, gender, religion, ancestry, or disability.
- Member will be respectful of others and have the right to be treated with respect in return.

*The member assumes responsibility and accountability for professional development.*

- Member will demonstrate self-awareness by identifying own feelings, thoughts, and behaviors, and will interpret the basis for those feelings, thoughts, and behaviors.
- Member will come with a willingness to actively participate in the teaching/learning process.
- Member will be willing to examine biases and prejudices and be open to new ways of thinking.
- Member will be conscious of their comments and behaviors so as to avoid offending others.

*The member will maintain the integrity of the profession and protect the public image of the profession.*

- Member will follow established traditions of the School of Nursing.
- Member will have positive regard for the PSU Nursing Uniform and the values and traditions it represents.
- In clinical settings, members will adopt and maintain a professional appearance. They will present with a clear mind and be neatly groomed in attire appropriate to the setting.

*The member will communicate with others in a direct and cordial manner.*

- Member will present concerns/questions to the person or persons involved to obtain information and to resolve problems in a timely manner.
- Member will utilize the established Academic Due Process for grievances.
- Member will follow the ANA Code for Nurses

## American Nurses' Association Code of Ethics for Nurses

The American Nurses Association (ANA) *Code of Ethics for Nurses with Interpretive Statements* (2015) explicates the goals, values and ethical precepts that direct the profession of nursing. The ANA believes the *Code of Ethics* for Nurses is nonnegotiable and that each nurse has an obligation to uphold and adhere to the code of ethics. The *Code of Ethics* is the definitive framework for ethical analysis and decision-making for RNs across all practice levels, roles and settings.

Health care ethics is concerned with the rights, responsibilities, and obligations of health care professionals, institutions of care, and clients. Upon entering the profession of nursing, nurses accept the responsibilities and trust that have accrued to nursing over the years and also the obligation to adhere to the profession's Code of Ethics. The *Code of Ethics* for Nurses was published by the American Nurses Association, is the standard by which ethical conduct is guided and evaluated by the profession. It provides a framework within which nurses can make ethical decisions and discharge their professional responsibilities to the public, to other members of the health team, and to the profession. (ANA, 2015).

### **Provisions of the Code of Ethics for Nurses with Interpretive Statements**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. *Code of Ethics for Nurses*, (1995, 2001).

American Nurses Association. *Guide to the Code of Ethics for Nurses, Interpretation and Application* (2015).

## **Dishonesty in Academic Work**

See University Catalog online:

**[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=124&sid=1&menu\\_id=7980](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=124&sid=1&menu_id=7980)**

## **Honesty Pledge**

Each student will be asked to sign an “Honesty Pledge” at the beginning of the program that states:

*I pledge that all work that I submit online, in theory courses and/or clinical practicum will be mine and mine only unless designated in the course syllabi as a team effort.*

Noncompliance with this policy may result in disciplinary actions according to the School of Nursing and/or Pittsburg State University Policies, including failure of course or dismissal from the program.



## Curriculum, Academic Requirements and Progression RN to BSN Track

### Upper Division Nursing Courses

RN to BSN courses typically offered according to the following designated schedule

#### Fall

#### **Credit Hours**

N304 Advancing Careers: Transitioning to Baccalaureate Nursing	3
N321 Health Assessment for the Registered Nurse	4
N340 Nurse's Role in Health Promotion	2
N407 Gerontology for the Registered Nurse	2
N484 Evidence-Based Research for the Registered Nurse	<u>2</u>
	13

#### Spring

N304 Advancing Careers: Transitioning to Baccalaureate Nursing (Spring start)	3
N503 Population Based Health Care	4
N505 Leadership Roles and Management for the Registered Nurse	4
N665 Pathophysiology and Pharmacology for the Registered Nurse	3
N668 Health Care Policy Today and in the Future for the Registered Nurse	2
N670 Family Health Care Nursing w/Practicum	<u>4</u>
	13-17

#### Summer

N670 Family Health Care Nursing w/ Practicum	4
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Nursing Credit Hours Taken at PSU	30
Validated Nursing Credit Hours	<u>32</u>

Total Credit Hours for Upper Division Nursing Major	62
Total Credit Hours for Pitt State Pathway and Nursing Requirements	58-66

<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>	<b>120-132</b>
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**\*It is required that students complete all general education and RN to BSN courses before taking N670 Family Health Care Nursing w/ Practicum.**

**An incomplete course must be satisfactorily completed within one year, excluding summer session, or the "I" grade will be changed to an F. RN to BSN students may not progress in nursing courses until all previous nursing courses incompletes have been removed.**

## **Guidelines for Readings Courses**

### **Readings Course (1-6 Credit Hours)**

Directed individual reading in selected topics in nursing. Offered by appointment to registered nurses desiring to update and increase knowledge in specified areas. May be repeated if subject matter differs.

### **Incomplete Grades**

See University Catalog online at

**[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=50&sid=1&menu\\_id=7966](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=50&sid=1&menu_id=7966)**

### **Student Success**

The university Office of Student Success Programs helps students establish and achieve their educational goals. Student Success programs assist in reaching desired levels of academic achievement, career development, planning, decision-making, and leadership development. They try to remove the roadblocks that historically may have prevented students from making the most out of their educational experiences.

**<http://www.pittstate.edu/office/enrollment-management-student-success/>**

### **Code of Student Rights and Responsibilities**

The Pittsburg State University Code of Student Rights and Responsibilities and other student information is available online at Any student who, because of a physical or learning disability, may require some special arrangements in order to meet course requirements should contact the Office of Institutional Equity at PSU. All accommodations provided by PSU are channeled through two offices, the Center for Student Accommodations and the Office of Institutional Equity. The Office of Institutional Equity primarily assists students with physical disabilities and the Center for Student Accommodations Office assists with learning related disabilities.

**[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=84&sid=1&menu\\_id=335](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=84&sid=1&menu_id=335)**

## **Steps for Resolving Academic Conflicts**

If you have a conflict regarding a nonharassment-based circumstance in the academic setting, it is recommended you take the following steps to resolve it.

1. See the instructor. First and foremost, see if the problem can be resolved with the instructor involved. If satisfaction is not received, or if you do not feel you can pursue the matter with your instructor, proceed to step 2.
2. Discuss the problem with the Director/Associate Director of the School that offers the class. If the problem is not resolved, proceed to step 3.
3. Discuss the conflict with the Dean of the College in which the School is located. If a resolution is not reached, proceed to step 4.
4. See the Provost/Vice President for Academic Affairs. This is the last realistic place to expect a resolution to the conflict. Although it is unusual, students also have an option of pursuing the matter further with the President of the University and finally the Kansas Board of Regents.

## **Academic Due Process for Grievance**

- PURPOSE:** The Academic Due Process Procedure is established to provide a mechanism for students to resolve their grievances.
- PROCESS:** Students who have complaints should submit their first written statement within the semester or the following semester of the stated complaint. After the written statement is submitted, each step of the process should be completed within a specified time period. Barring illness, vacations, off-contract periods, and attendance at events such as conferences, the time period would be 10 class days. The complainant should retain copies of each written statement
- STEP I:** The complainant will submit in writing to the instructor a dated statement. The statement will give the nature and the reason for the due process procedure. This statement will be submitted prior to making an appointment to discuss the course of action.
- STEP II:** The complainant will set up an appointment for informal conference with the instructor.
- STEP III:** If steps one and two are unsuccessful in resolving the concern, the complainant will prepare and present a written statement dealing with the problem to the School of Nursing Director. A copy of this statement will be forwarded to the faculty member involved. The Director will attempt to resolve the complaint giving the interested parties ample opportunity to present their views.
- STEP IV:** If step three is unsuccessful, a written request will then be submitted and reviewed by the School Due Process Committee. This committee will hear and examine all appropriate evidence and render an advisory opinion, which shall be available to both parties.
- STEP V:** If step four does not provide a basis for satisfactory resolution of the complaint, the complainant may appeal to the Dean of the College who will seek to resolve the complaint as is deemed appropriate.
- STEP VI:** If step five is unsuccessful, the complainant may appeal the matter to the Provost and Vice President for Academic Affairs.

**Note:** Using the grievance process to challenge a course grade may only be done if the student believes that the grade was determined unfairly or discrimination was involved.

## **Preparation for BSN Graduation/Licensure**

### **Degree Checking Process**

When a student's current enrollment totals 85 hours (counting passed hours prior to the current enrollment), they should apply for an official degree check in the Degree Checking Office. The student's permanent record and current enrollment will be examined in detail to assess progress toward the degree objective. A letter is written to the student following the record analysis outlining specific requirements, which must be met before a degree may be granted. A copy of this letter is sent to the student's advisor for verification.

### **Baccalaureate Graduation Requirements**

Students seeking a Bachelor of Science in Nursing must meet the general education course and grade requirements for all baccalaureate degrees conferred by Pittsburg State University. In addition, the students must complete the specific requirements for the Bachelor of Science in Nursing.

### **Withdrawal from Classes**

It may be necessary for a student to withdraw from course work due to unforeseeable circumstances. It is the responsibility of the student to inform the Registrar's Office of the withdrawal in writing or the grade may be recorded as an F. The student is responsible to seek counsel from the academic advisor or Director/Associate Director of the School of Nursing. The student may request re-admission to nursing courses within a year of voluntary withdrawal. Admission may be dependent upon clinical space available and requires faculty approval.

See University Catalog for the Withdrawal Policy at:

**[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=137&sid=1&menu\\_id=8592](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=137&sid=1&menu_id=8592)**

### **School of Nursing Academic Honors/Awards**

#### **Academic Honors Projects**

See the Honors Program webpage at this link for information about the Honors Program and application forms <https://www.pittstate.edu/registrar/academic-honors.html>

### **Additional School of Nursing requirements**

Honors course work in the School of Nursing may take the form of one or more of the following. In all cases, requirements to take a nursing course for academic honors are to be above and beyond the normal course expectations and assignments.

- Write a paper based on research using peer-reviewed journals and professional resources. A bibliography is required. The topic is to be related to course content and should be discussed with the faculty member. The student should pursue an area of his or her interest. Since there is the potential that a student could take a course for honors that may vary from 2-7 hours of credit, the body of the paper should vary in length based on the course credit hours. Likewise, the number of peer-reviewed journals and professional resources may vary depending on the hours of course credit and the topic. Five or more peer-reviewed journals or professional resources are required at the discretion of the faculty.

If the course is for 2 credit hours, the expectation is a paper of 6 pages of content.

If the course is for 3 credit hours, the expectation is a paper of 9 pages of content.

- If the course is for 4 credit hours, the expectation is a paper of 12 pages of content.
- If the course is for 5 credit hours, the expectation is a paper of 15 pages of content.
- If the course is for 6 credit hours, the expectation is a paper of 18 pages of content.
- If the course is for 7 credit hours, the expectation is a paper of 21 pages of content.
- Make a class or public presentation on a topic which involves considerable research and preparation. A print out of the PowerPoint slides and a paper summarizing the presentation is required.
  - If the course is for 2 credit hours, the expectation is a presentation of at least 15 minutes, 15 slides and 2 pages of content.
  - If the course is for 3 credit hours, the expectation is a presentation of at least 20-21 minutes, 20-21 slides and 3 pages of content.
  - If the course is for 4 credit hours, the expectation is a presentation of at least 27-28 minutes, 27-28 slides and 4 pages of content.
  - If the course is for 5 credit hours, the expectation is a presentation of at least 34-35 minutes, 34-35 slides and 5 pages of content.
  - If the course is for 6 credit hours, the expectation is a presentation of at least 41-42 minutes, 41-42 slides and 6 pages of content.
  - If the course is for 7 credit hours, the expectation is a presentation of at least 48-49 minutes, 48-49 slides and 7 pages of content.
- Engage in a research project on a topic related to course content in cooperation with the faculty. The scope of the project should be adjusted according to the number of course credit hours. Details of student responsibilities in the research process must be provided in the Departmental Academic Honors Application. Written documentation of the research project is an expectation at the conclusion of the semester.

Written documentation of research and all written reports are to be reviewed by the Writing Center or submitted to Turnitin© based on faculty preference.

The application for Academic Honors needs to be complete with specific information on the topic, the number of pages or slides or other details, the number and type of references, as well as the explanation as to why this project is more than the regular course requirements. Additional information regarding the criteria and the application form may be found

at <https://www.pittstate.edu/registrar/academic-honors.html>

Revised by School of Nursing Academic Honors Committee 02/09/2017

### **Sigma Theta Tau International Honor Society of Nursing**

Invitation to membership in Sigma Theta Tau International, the honor society of nursing, is extended to eligible PSU nursing students in the spring semester. Sigma Theta Tau International has a membership of over 120,000 in 90 countries with chapters in 523 colleges and universities including PSU's own Gamma Upsilon Chapter. Membership criteria for Undergraduate Nurse Students includes: ranking in the upper 35th percentile of the graduating class, having at least a GPA of 3.0, having completed at least half of the nursing curriculum, and having met the expectation of academic integrity. Registered Nurse Students completing a baccalaureate degree are eligible for invitation to Sigma Theta Tau if they meet the following criteria: rank in the upper 35th percentile of the graduating class, have at least a 3.0 GPA, have completed 12 credit hours at the current school, have completed half of the nursing curriculum, and meet the expectation of academic integrity. Graduate Nurse Students are eligible for invitation to Sigma Theta Tau if they: have at least a GPA of 3.5 with completion of at least one fourth of the nursing curriculum and meet the expectation of academic integrity. RN's holding a current license and a baccalaureate degree in

nursing or other field who have demonstrated achievement in nursing may also be eligible candidates under the category of Nurse Leaders.

The organization's faculty counselors forward names of students who meet membership criteria to the Eligibility Committee and the Chapter Board of Directors. Students desiring to be considered for membership and meeting eligibility requirements are to complete the Authorization to Review Student's Records Form and bring the signed form to the nursing department office. Members of the chapter then recommend candidates for membership. Each candidate assumes responsibility for completing the required online application forms and fees. Induction of new members is held in the spring semester. Further information about the organization and its benefits is available from PSU School of Nursing faculty and at [www.nursingsociety.org](http://www.nursingsociety.org)

## **FINANCIAL ASSISTANCE AND SCHOLARSHIP**

### **School of Nursing Scholarships**

Criteria for scholarships may include academic achievement, proven leadership ability, and participation in the nursing profession. A completed FAFSA form must be on file at the Office of Student Financial Assistance to be eligible for nursing scholarships. Please consult **[www.pittstate.edu/scholarships](http://www.pittstate.edu/scholarships)** for more information. Most general and university and School of Nursing Scholarships can be applied for online. The deadline date for application is **February 1<sup>st</sup>**.

### **Additional Sources for Financial Aid**

Other opportunities for scholarships and grants come periodically from various clinical professional organizations and other sources. Announcements of opportunities for funding are periodically e-mailed to students through their Canvas communities.

Financial aid information may be obtained through the PSU Office of Student Financial Assistance. **[http://www.pittstate.edu/office/financial\\_aid/index.dot](http://www.pittstate.edu/office/financial_aid/index.dot)**

### **Educational Data**

Data from student performance is used for course, curriculum, and program evaluation. Students are asked to sign, after explanation, a form giving the school permission to use their information for school evaluation purposes.

### **Access to School of Nursing Student Records**

All information collected, assembled or maintained in an official school file by the Pittsburg State University School of Nursing concerning an individual student is available to that student under the supervision of faculty or school administrative assistant. Students may request copies of materials contained in that file. Please ask the school administrative assistant for the rate assessed for making copies. Request for access must be in writing addressed to the Director/Associate Director.

### **Privacy Issues**

It is your responsibility to report in writing to the Director/Associate Director of the School of Nursing and to individual course faculty any privacy issues that you have designated with the University immediately so that necessary accommodations can be made.

### **Rounding of Grades**

For determination of final course grades, rounding to the nearest percentage point is not an expectation. For example, a 74.9% **does not automatically** become a 75% resulting in a passing course grade. **Rounding is at the discretion of the course faculty.**

### **Standards for Written Work**

Standards for written work will be covered in the syllabus for each class. Each instructor will specify his/her expectations and requirements. If there is a question, the student is responsible for clarifying the instructor's expectation with that instructor.

### **Absence from Examination**

Students are expected to take examinations on the scheduled dates. The policy for absences will be addressed in the course syllabus of each nursing course.

### **Class Attendance/Class Absence**

Absences due to serious health issues of students will be considered on an individual basis. Absence without notification may result in dismissal from the course.

For university and course policy see the University Catalog and Course Syllabus

**[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=120&sid=1&menu\\_id=7976](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=120&sid=1&menu_id=7976)**



**This form is required to be submitted by students requesting reference letters from nursing faculty.**

**PITTSBURG STATE UNIVERSITY  
REFERENCE/RECOMMENDATION REQUEST**

-Complete in Ink-

**PURPOSE:**

This form is used to confirm a request for a letter of reference or completion of a recommendation form and is required when a student or former student seeks a reference/recommendation that contains non-directory information such as GPA, course grades, social security number, and information obtained from evaluations by others. References include the following: recommendations for employment, for receipt of an honor or honorary recognition, for admission to an educational institution, for application for a scholarship or similar award, or any other pursuit of a student or former student in which a reference/recommendation is necessary or desired.

**INSTRUCTIONS TO STUDENT:**

- Give this completed and signed form to the faculty or staff member who is writing the reference/recommendation for you.

**INSTRUCTIONS TO LETTER WRITER:**

- This form gives you permission to discuss non-directory information about this student in order to write the requested reference/recommendation. Your permission to disclose this information ends when the letter is sent to the third party.
- File this form and a copy of the reference letter/recommendation form in the student's school file.

Student Legal Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

\_\_\_\_\_

Last                      First                      MI

Day-time Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

I give permission to: \_\_\_\_\_ to provide a  
(name of faculty/staff)

reference/recommendation to: \_\_\_\_\_

Complete name of person or organization \_\_\_\_\_

Complete address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of request: \_\_\_\_\_

The above individual has my permission to include in the reference/recommendation my GPA, course grades, academic performance, and any other information the individual believes is pertinent to meet the purpose of this request.

I waive my right to inspect and review a copy of this reference/recommendation at any time in the future. ☐ Yes ☐ No

► Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

## **Communication Policy**

The School of Nursing and faculty communicate with students utilizing any of the following: standard mail, telephone, GUS associated e-mail, and PSU student \*Canvas Community Groups. Each student is required to maintain a current address with the School of Nursing. Students are responsible for updating their e-mail address on GUS, in order to receive messages from the School. Confidential materials for individual students will be held at the administrative specialist desk in McPherson Hall or will be sent to the student's permanent address with signature required upon receipt.

**\*Canvas is a web-based course management and collaboration portal that enables educators to manage course materials and to communicate quickly, easily, and effectively with their students. Canvas can be used to complement a traditional course or for distance learning.**

## **Gorilla Geeks**

The Gorilla Geeks Help Desk assists students with various technology needs essential for successful university studies in today's world. Offering a single point of contact for services offered through the Office of Information Services.

Some of the student/faculty/staff services include:

Help with GUS and Gus PINs

Assistance with PSU email accounts

Assistance with other campus system problems

Support of the campus wireless network

Assistance with educational software packages used on campus including Microsoft OS, Office applications, basic Canvas support and other campus applications

Basic help with computer hardware or software problems (a modest charge may be incurred)

Wireless connectivity issues

Assist in configuring new GusPINs

Gorilla Geeks Website: <https://www.pittstate.edu/it/gorilla-geeks.html>

## **Ethics for Computer Use**

### **I. Statement of User Responsibility:**

- An authorized user must be currently enrolled in or employed by Pittsburg State University.
- PSU Computing Resources may be used in manners consistent with the appropriate usage definition given in Section II. An authorized user may utilize computer accounts created for general academic use or accounts which have been created specifically for him/her and to which he/she has been assigned ownership rights by the PSU Office of Information Services.
- System users are responsible for maintaining the secrecy of their account passwords. Suspected compromise of account passwords or unauthorized usage of user accounts should be reported to the supervisor of the appropriate laboratory or the director of the Office of Information Services.

### **II. Valid Uses of Computer Resources and Examples of Misuse:**

- Valid uses of computer resources include instructional or course activities and requirements, faculty research and professional services, and administrative support.
- Unauthorized copying, sending, or receiving of copyrighted files is strictly prohibited.
- It is a violation of Pittsburg State University policy to use the computer for promoting outside business interests. Computing resources shall not be used for private consulting or personal gain.
- It is in violation of Pittsburg State University policy to send unsolicited, annoying, or obscene messages or mail.
- It is inappropriate to examine, or attempt to examine, another computer user's files or mail without permission.
- Game playing on Pittsburg State University owned equipment is on a resource available basis. If another user needs resources for a valid use (see II A above) then the user playing a game must end the game and surrender said resources. This includes MUD's, MUCK's, Personal Computer games, etc.
- Fraudulent use of computer accounts, networks, mail services, or other resources is a serious violation. Kansas State Law (Section 21-3755) makes unauthorized access and interference with computer systems, computer data, and other computer users illegal.

### **III. Possible Sanctions for Misuse:**

- The Office of Information Services monitors the use of the computer system and will contact anyone discovered to be hindering normal operations. It is not appropriate to use any computer resources in ways that are detrimental to the normal operation of any computer system or its users.
- Upon detection of an alleged violation, the Office of Information Services will disable the account and turn all pertinent information over to the appropriate university, local, state, or federal authorities.

### **Student Participation in Faculty and Committee Meetings**

Each Fall the RNs select a representative in accordance with SON bylaws for representatives to the School of Nursing Organization committee meetings. The elected student/s are expected to attend meeting (in person, via phone, Facetime or Skype) and have one vote. Students do not vote on matters concerning student issues. Students are to act as a liaison, but are also expected to maintain confidentiality of discussion if requested to do so by the Director/Associate Director of the School of Nursing. Student representatives will be excluded from discussions concerning individual students.

Students are asked to volunteer to serve on School of Nursing Committees with exception of the Appointment, Promotion and Tenure Committee.

### **Acceptance of Gifts**

According to the Pittsburg State University Handbook, "University policy prohibits the acceptance of gifts by faculty members and employees from enrolled students." School of Nursing faculty appreciate the thoughtfulness of students and the feelings of gratitude which inspire the desire to give gifts to teachers. Verbal or written expressions of gratitude from students are appropriate instead of giving gifts. Additionally, acceptance of gifts by students from clients and/or their families is prohibited.

## **Student Crisis Response Procedure**

Full copy of response procedure can be located at:

**<http://www.pittstate.edu/office/president/policies.dot>**

General Emergency Procedures are on the Pittsburg State website and should be reviewed by all students: **<http://www.pittstate.edu/info/safety/>**

### **Purpose**

Included in the responsibilities of the Campus Life and Auxiliary Services is the coordination of the university response to significant crisis situations involving Pittsburg State University students, whether on campus or in the community. This response procedure is developed for implementation in the event of the death of or severe injury to a student, or other disaster, natural or otherwise.

This procedure is intended to:

- assist those involved in dealing with the crisis to respond appropriately,
- provide coordination with external individuals and agencies,
- provide communication within the university community,
- assist in post-crisis support and resolution.

In the event of a student crisis, any individual first to respond must contact emergency personnel (University Police) by dialing 911.

- University Police officers are in charge at the scene of the incident until all appropriate actions have been taken.
- Every effort should be made to preserve the scene of the incident exactly as discovered.

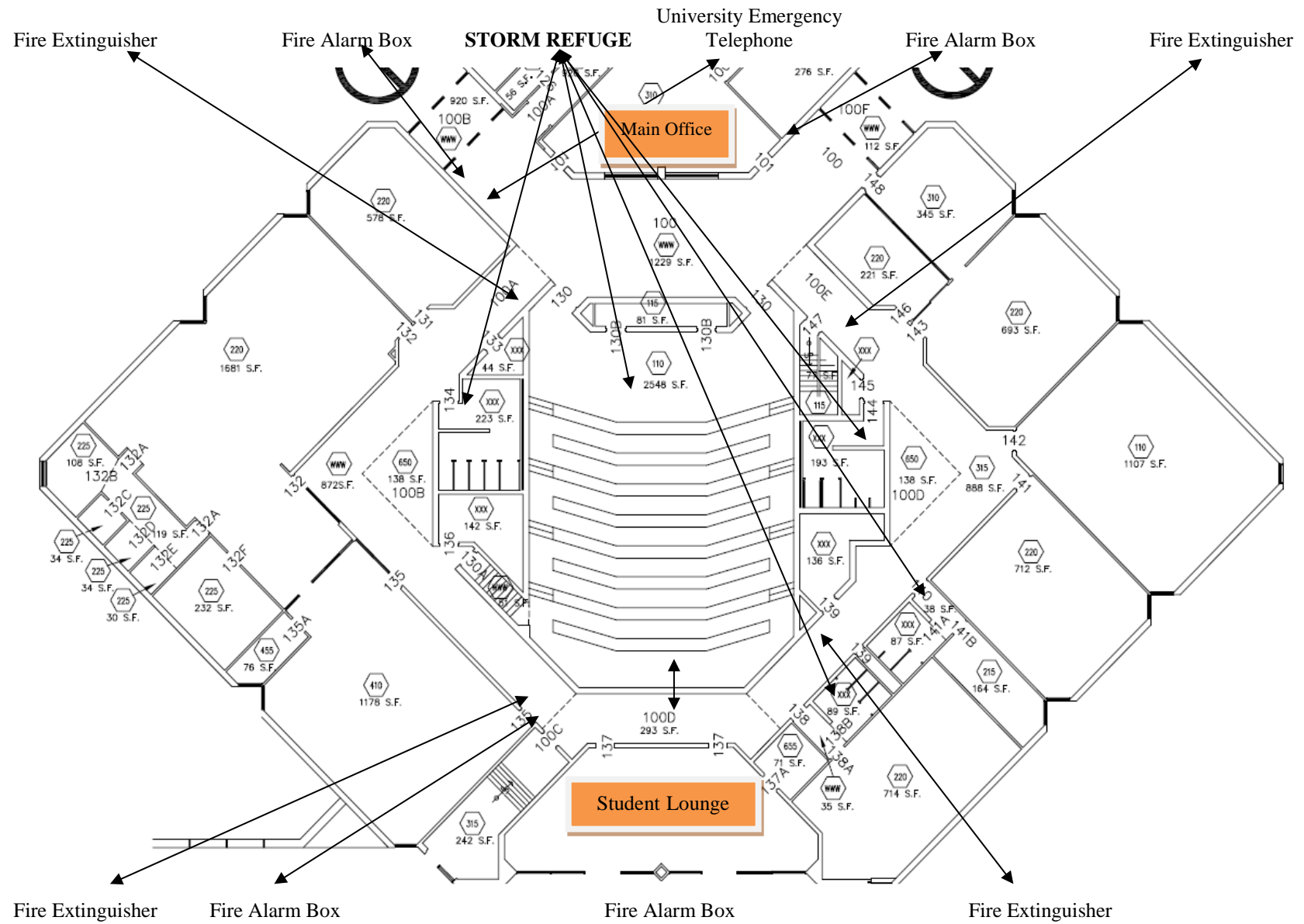
## **Severe Weather Emergency Plan**

In an effort to better protect students, faculty, staff and visitors in the even of severe weather, the university has updated its Severe Weather Emergency Plan and identified storm refuge areas across campus. The update to the plan includes a requirement that ALL activities cease when a tornado warning is declared stating, “All activities occurring within buildings or university grounds will cease immediately and remain suspended until such time as the tornado warning has ended.”

Signage designating STORM REFUGE AREAS (black background with white lettering) are installed in all campus buildings. The updated severe weather emergency plan, with additional information and detailed instructions, may be found at

**<https://www.pittstate.edu/president/policies/index.html>**

The map of McPherson Hall (next page) identifies the location of Fire Extinguishers, Fire Alarm Boxes, Storm Refuge Areas, and the University Emergency Telephone.



## **McPherson Hall - Active Shooter Response Plan**

Pittsburg State University has implemented “Guidelines for Response to Hostile Situations: Hostile Intruders”. Please review the information at: <https://www.pittstate.edu/president/policies/student-crisis-response-procedure.html>

We can never be too prepared for an active shooter situation.

### **1.) Alert — Call 911**

Don’t assume others are contacting law enforcement. Give as clear and accurate information as possible that will answer the vital questions of who, what, when, where, and how (at this point, law enforcement doesn’t care why).

### **2.) Lockdown — Shelter in Place**

By locking down and barricading entry points, you are making yourself a hard target. Locked down does not mean locked in. You may choose to barricade the door and exit out windows to safety.

### **3.) Inform — Constant, Real-time Updates**

This can be accomplished with things such as video surveillance equipment or public address systems. Information updates during a violent intruder incident allows occupants to make sound decisions about how to react and what steps — if any— to take next.

### **4.) Counter the Attack — A Last Resort**

When other options are not immediately possible — a locked/lockable door does not exist, or the intruder breaches a secured room — move, make noise, and get distraction devices (anything at hand) in the air and heading for the shooter’s face. Then you may attack or evacuate the area.

### **5.) Evacuate — Get Out**

The ideas, tips, and hints in the Active Shooter Response plan for McPherson Hall is based on A.L.I.C.E. training implemented in spring 2016. A.L.I.C.E. Training for Faculty, Staff and Students in McPherson Hall will continue as part of the goal to enhance the safety of all occupants of the building.

### **Active Shooter Defined**

- A suspect or assailant whose activity is immediately causing death and serious injury
- Threat is not contained and there is immediate risk of death and injury
- There is no TYPICAL PROFILE for an active shooter

### **Active Shooters Intent is to Kill and Injure**

- This necessitated a change in tactics by law enforcement
- Losses can be mitigated with community preparedness training and response during actual event
- If a person, or situation, is an immediate threat to themselves, someone else, or they are incapable of caring for themselves, CALL University Police, 620-235-4624, or DIAL 911.
- Please review information on the PSU Behavior Intervention/Threat Assessment Team webpage.  
<http://www.pittstate.edu/office/student-life/behavior-intervention-threat-assessment-team/index.dot>

- If a student hears another student make threats against another student or faculty/staff – tell an administrator/faculty or staff member. The threat may be real, the active shooter normally has intended victims and searches them out.

#### Unlike the middle/high schools, University facilities do not feature

- Intercoms in classrooms
- Doors that lock automatically
- One centralized administrative office
- Visitor access points
- Monitoring and control of students and other people on campus
- Multiple means for reporting emergencies and alerting the community to an emergency
- Places of refuge
- Multiple escape routes

#### Building Coordinator Responsibility

- Dissemination of emergency messages and needs to building staff and occupants
- Email
- Phone tree
- Paging, etc.
- Encourage Deans, Directors, and/or Department Chairs to bring training to individual departments for all staff.

#### Your Response

- Stay calm. Your actions will influence others
- Assure others that you and the police are working to protect them
- Secure the immediate area whether classroom, bathroom, or office
- Lock or secure the door. This may require advance planning to ensure ability to lock/secure the door, key and type of lock.
- Most doors in the university buildings are solid core, and many walls are block and brick. This may provide some protection.
- Block the door using whatever is available desks, file cabinets, books, other furniture
- If the shooter enters your room and leaves, lock/barricade the door behind him.
- If able to do so safely, allow others to seek refuge with you.
- The shooter will not stop until his/her objectives have been met, unless engaged by law enforcement
- Consider the risk exposure created by opening the door
- Attempts to rescue people should only be made if that can be done without further endangering the persons inside a secured area
- The shooter may bang on the door and yell for help to entice you to open the door
- Remember the safety of the masses versus the safety of a few
- If there is any doubt to the safety of the individuals inside the room, the area needs to remain secured



### Doors, Windows, Openings, and Noise

- Close blinds, Block windows
- Turn off radios and computer monitors if necessary
- Silence cell phones
- Signs can be placed in the interior doors, windows, but remember the shooter can see these
- Place signs in the exterior windows to identify the location of injured persons
- Keep occupants calm and quiet
- After securing the room people should be positioned out of sight and behind items that might offer additional protection walls, desks, file cabinets, etc.

### Contacting Emergency Personnel

- 911
- Keep in mind that emergency circuits may be overwhelmed
- Busy signal
- Multiple rings

### Law Enforcement Response

- Law enforcement will immediately respond to the area.
- It is important for you to convey to others that help is on the way. Remain inside the secure area.
- Law Enforcements goal is to locate, contain, and stop the shooter.
- The safest place for you to be is inside a secure room
- The shooter will not flee when law enforcement enters the building, instead they will have new targets to shoot.
- Remember the shooters mindset is not escape. Their goal is to kill and injure.
- Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized
- You may need to explain this to others in an attempt to calm them
- Once the shooter is contained, officers will begin treatment and evacuation
- Safety corridors will be established. This may be time consuming
- Remain in secure areas until instructed otherwise
- You may be instructed to keep your hands on your head
- You may be searched
- You will be escorted out of the building by law enforcement personnel

### Closing Statement

- We can no longer predict the origin of the next threat.
- Assailants in some recent incidents across the country were not students or employees
- There were no obvious specific targets and the victims were unaware they were targets, until attacked.
- The police are not going to get to our location in time to prevent shootings.
- It is no secret that the actions of staff members during a critical incident will save more lives than responding law enforcement officers. Statistically, once the shooting starts, a life is taken every 15 seconds.
- Your goal here is to put as much time and distance as possible between you and the attacker.

Please note: The locked doors in the building are for your safety and for the safety of all occupants of the building. Blocking open locked doors is strictly PROHIBITED. Please do not endanger the lives of others by blocking open locked doors.

### Concealed Carry

In 2013, the Kansas Legislature passed a law allowing lawful gun owners to carry concealed handguns on all public university campuses and campus buildings in Kansas. In order to comply with the state law, the Kansas Board of Regents approved new weapons policies for all Regents institutions in December 2016. The complete policy can be found online at

<https://www.pittstate.edu/police/policies.html#undefined1>

## **Student Health and Counseling Services and Health Insurance**

Information regarding Student Health and Counseling Services can be located on the following websites.

**<https://www.pittstate.edu/office/health-services/index.html>**

Health care is the financial responsibility of the student. It is recommended that students carry personal health insurance. Health insurance is available through the University at a reasonable cost. Health services, including mental health and counseling, are available at the Student Health Center, 1801 S. Broadway, 620-235-4452. The Health Center is open Monday through Friday, 8:00 a.m. until 4:00 p.m. A physician and/or Nurse Practitioner are on duty at the Student Health Center.

## **Personal Injury Policy**

Students reporting personal injuries, aberrant needle sticks to their person, or skin contact with body substance fluids shall be treated according to the policies of the agency in which the injury occurs. The School of Nursing cannot for any reason assume the costs of health care treatment for any individual student. It is highly recommended that individuals carry personal health insurance (see *Student Health and Counseling Services and Health Insurance* above). If you become ill or are injured in a clinical setting, you will be responsible for your personal health costs. Health care agencies cannot be expected to assume costs of health care treatment for individual students. With any incident, the agency (where incident occurred) investigative report will be completed and photo copied and sent to the Student Health Center for follow up and record keeping.

## **Needles safety/Needle stick protocol**

To ensure the safety of students using practice needles in the school skills lab, every needle used in the school will be uncapped by the student using the needle. There will be no recycled needles used in the school skills lab and after using a needle they will be deposited in the sharps container. (Please review Personal Injury Policy above).

R: 07/30/09

## **Health Information Privacy Policy**

***Compliance with HIPAA.*** All students will maintain confidentiality of all Protected Health Information he/she receives or creates from, for, or on behalf of the clinical component of nursing courses. All clients are protected by the HIPAA Privacy Rules. All students will sign confidentiality agreements and will acknowledge and agree that any use or disclosure of all Protected Health Information that he/she makes shall, at all times, be made in compliance with the Policies and Procedures and all applicable state and federal laws, including without limitation, HIPAA and the Privacy Rules.

### **Arrests and/or Convictions**

The PSU nursing program requires students to:

1. Notify the School of Nursing Director/Associate Director in writing of his or her arrest/conviction/diversion for any crime, misdemeanor, and/or felony within 24 hours. Failure to notify the SON within 24 hours may result in dismissal.
2. Student may be suspended until the legal issue is resolved.
3. Continuance in the School of Nursing will be individually evaluated and will be at the sole discretion of the Pittsburg State University School of Nursing. Continuance in the SON is not guaranteed.

### **Disciplinary Policy**

***The Pittsburg State University nursing program requires applicants and admitted nursing students to:***

Notify the School of Nursing in writing of any past disciplinary action or current pending actions against ALL licenses, certifications and/or registrations as well as disciplinary action by a state board of/or a governmental agency. (Some examples are: Driver's License; Fishing License; Hunting License; Day Care License; Nursing Home Administrator License; Nursing License in Kansas or another state; CNA/CMA/HHA certification; School Teacher certification; Dishonorable discharge and/or other than honorable discharge from any branch of the military or disciplinary sanction from any branch of the military.)

Applicants with past disciplinary action or current pending actions are evaluated for admission on an individual basis with no guarantee of admission. Admitted clinical nursing students are required to self-report in writing within 24 hours to the Director/Associate Director of the School of Nursing any new pending or actual disciplinary action as a condition of progression in the nursing program. Admitted students may be suspended until the action is fully investigated. Progression will be evaluated on an individual basis and continued participation in the program is not guaranteed. Failure to notify as an applicant or admitted clinical nursing student results in not being admitted, being suspended until action is fully investigated or dismissal from the program. Continuance in the School of Nursing is at the sole discretion of the PSU School of Nursing.

If disciplinary action has ever been taken against your driver's license or other license, registration or certification, in Kansas or any other state, (for any reason), you are required to provide an explanatory letter regarding the disciplinary action (s) taken against your driver's license or other license, registration or certification. **EXPLANATORY LETTER:** You are REQUIRED to submit an explanatory letter regarding EACH conviction and/or disciplinary/administrative action. The letter should include the following information:

- Date of the criminal offense or disciplinary/administrative action
- Circumstances leading up to the arrest or disciplinary/administrative action

- Actual conviction or disciplinary/administrative action
- Actual sentence or board/regulatory agency order
- Current status of sentence or order
- Rehabilitation (if any)

Every completed application will have to be reviewed and considered. Some will be referred to the Kansas State Board of Nursing's Investigative Committee for final review before a license is granted. The Investigative Committee meets in conjunction with the Board meetings so approval may take some time. If you test before your application is approved you may not receive the pass results or your license until the application has been approved.

If you have questions about the conviction or disciplinary action requirements, please contact the Kansas State Board of Nursing legal department at (785) 296-4325.

### **Policy on Prevention of Alcohol and Drug Abuse**

**<http://www.pittstate.edu/office/president/policies.dot>**

*See University Policies – General*

### **School of Nursing Substance Abuse and Drug Testing Policy**

It is the policy of the School of Nursing to provide a learning environment, which is free from the use, sale, possession, or distribution of illegal drugs or the improper or abusive use of alcohol and other legal drugs. Additionally, this policy requires that students perform their duties without the presence of illegal drugs, alcohol, or inappropriate legal drugs in their systems.

The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by a student is prohibited. Arriving at McPherson or other school related locations, while under the influence of an illegal drug is prohibited. The School of Nursing prohibits the use or abuse of such drugs. The objective of this policy is to ensure a safe, healthy and work efficient environment for students and the general public. The faculty and staff of the School of Nursing will utilize every reasonable measure to maintain a drug and alcohol free environment.

#### **Definitions**

##### **Illegal Drugs**

Illegal drugs, for purposes of this policy, include but are not limited to; narcotics; hallucinogens; depressants; stimulants; other substances capable of creating or maintaining adverse effects on one's physical, emotional, or mental state, and controlled medication not prescribed for current personal treatment by a licensed medical professional.

##### **Medication or Prescribed Drugs**

Medication or prescribed drugs, for purposes of this policy, are drugs that an individual may be taking under the direction of a licensed medical professional in a medical setting to address a specific physical, emotional, or mental condition.

#### **Practices**

In order to meet the objectives of this policy, the School of Nursing will provide all students with information about the effects of alcohol and other drugs through educational efforts and the

availability of counseling services through the Student Health Center. Additionally, the School of Nursing will educate and train faculty/staff to identify problems and symptoms of drug and alcohol abuse to meet the objective of this policy.

Any student who is found to use, sell, possess, or distribute any illegal drug, either **on or off** PSU premises, will be subject to disciplinary action. Any illegal substance confiscated will be turned over to the appropriate law enforcement agency for additional investigation and appropriate action. Being arrested or charged with illegal possession, use, or distribution can subject a student to disciplinary action.

Students shall notify their instructor when taking prescribed medication, which could adversely affect their performance. If a student is taking a prescribed drug, which might hinder the safe and efficient performance of their job duties, the student must obtain a release to return to school and the clinical setting from the prescribing health care professional. Specifically, the prescribing professional must assure that the student is able to perform in a clinical setting. If a release cannot be obtained, the student may be suspended from clinical. Students are advised to check with a health care provider when taking any over-the-counter medication to determine if the medication may cause or give the appearance of causing side effects, which might hinder the safe and efficient performance of their duties. It is the student's responsibility to exercise conscientious judgment when considering whether they can properly function in their role as a nursing student.

### **Drug/Alcohol Testing Program**

In order to effectively meet the objectives of this policy, the School of Nursing recognizes the need to implement a Drug and Alcohol Testing Policy to include the following:

#### **Notification**

The Drug and Alcohol Testing Policy for students will be implemented on August 1, 1997. Students will be subject to Reasonable Suspicion Testing.

#### **Consents**

All students entering the Nursing program must sign a Drug/Alcohol Testing Student Acknowledgment Form in order to continue in the program.

Refusal to read and sign the Student Acknowledgment Form, refusal to submit to Drug and/or Alcohol Screening, possession of a specimen altering device, or submitting altered or substituted specimen will automatically disqualify an individual for admission and/or continuance in the nursing program.

#### **Reasonable Suspicion Testing**

Faculty/staff who observe behavior or performance problems (or other evidence) of any student which could have an adverse effect on his or her personal safety or performance and reasonably suspects such behavior and performance to be the result of use of alcohol or other drugs, shall immediately notify the Director of the School of Nursing.

*IMMUNITY FROM CIVIL LIABILITY:* By law (KSA 65-4926), any person making a report, in good faith, shall not be liable in a civil action for damages arising from reporting.

The following shall serve as examples of behavior which can form reasonable suspicion: changes in attitude or performance level, disorientation, mood swings, slurred speech, odor of alcohol on breath, unexplained disappearances while on duty, confusion or lapses in memory, excessive absences and/or tardiness, or imprudent judgment under the set of circumstances. (This list is for reference and is not intended to be complete).

**The Director/Associate Director of the School of Nursing must authorize Reasonable Suspicion Testing on a student before a test is administered. In the absence of the Director, the Associate Director may authorize a test. No Reasonable Suspicion Test will be administered without the written authorization of the Director or the Associate Director.**

No advance notice to the student is required to conduct reasonable suspicion testing. Tests may be performed on blood, urine, or breath.

### **Incident/Post-Accident Testing**

The School of Nursing may conduct a drug and alcohol-screening test immediately after an accident or incident to either confirm or refute drug or alcohol use as a possible cause. Incident/Post-Accident Testing may apply to both the injured and/or those individuals affecting the accident or incident.

**The Director must authorize Incident/Post-Accident Testing on a student before a test is administered.**

### **Confirmation Test**

A confirmation test will be conducted on every positive test result. Within the intent of this policy, a confirmation test is a test conducted with greater sensitivity to the identification and level of any drug present in the same sample originally provided by the student. (Alcohol levels will be deemed "positive" when greater than 0 %).

### **Peer Reporting**

Should a student suspect or observe suspicious behaviors in others, this should be reported either to an instructor or the Director. Every effort will be made to maintain confidentiality in peer reporting, however, in some circumstances confidentiality may not be assured.

### **Confidentiality**

Test results and information obtained during testing will be held in confidence and treated as medical information. If a student tests positive and corrective action is required, only those personnel with a need to know will be provided access to the test information.

### **Testing Procedures – Reasonable Suspicion and Post-Accident**

If a student's test result is confirmed to be positive through a confirmation test, the testing laboratory will notify the Director of the School of Nursing.

The Director will notify the student who must then contact a counselor within 24 hours after receiving notification of a positive test result.

The School of Nursing Organization will jointly evaluate the positive test result and the surrounding circumstances and determine whether to allow the student to remain at school/clinical or be subject to disciplinary action.

Referral for counseling/rehabilitation is considered a "last chance" for the student to rehabilitate themselves. If the student reverts to the use of illegal drugs or alcohol, the student will be subject to dismissal.

Participation in counseling, however, does not preclude appropriate action by the School of Nursing when work performance is impaired during or after receiving counseling/rehabilitation.

### **Refusal to Test**

Refusal to consent to a substance abuse test will result in dismissal.

### **Relapse by Student**

Any student who is rehabilitated must remain alcohol or drug free (To include those rehabilitated prior to admission to the PSU Nursing Program). Any relapse by a student will be considered a violation of this policy and the student will be subject to dismissal.

### **Disciplinary Action**

The School of Nursing reserves the right to subject any student found to be in violation of the Substance Abuse and Drug Testing Policy to disciplinary action up to and including immediate dismissal.

### **Faculty/Staff Responsibility**

Every faculty/staff member working for the School of Nursing of PSU is required to ensure a safe and effective work environment for student/patient through awareness, education, and appropriate training in recognition of alcohol and other drug issues. Faculty/staff will be subject to disciplinary action if the Substance Abuse and Drug Testing Policy is not personally supported in principle and practice. It is part of professional obligation to report unsafe practice according to ANA code of ethics.

### **Referral of Questions**

Questions concerning this policy should be directed to the director of the School of Nursing.

### **Drug-Free Workplace Policy**

As a condition of their continuing status in the nursing program, students will:

1. Abide by the terms of this policy; and
2. Notify the School of Nursing in writing of his or her arrest/conviction/diversion for any drug or drug related crime no later than 24 hours after such arrest/conviction/diversion. Failure to notify the school within one day may result in dismissal.
3. Student may be suspended until the legal issue is resolved.

When required, the School of Nursing will notify the appropriate Federal Agency, in writing within ten calendar days after receiving such notice from student and will impose one of the following actions within 30 calendar days of receiving such notice with respect to any student who is so convicted.

1. Take appropriate action against such student, up to and including dismissal: or
2. Require such student to participate satisfactorily in a drug abuse assistance or rehabilitation program.



### **Policy for Professional Assistance Program Referrals in States of R.N. Licensure**

As a condition of continuing status in the clinical or practicum portion of the nursing program, students will:

1. Abide by the School of Nursing Substance Abuse and Drug Testing Policy
2. Notify the School of Nursing in writing of his or her referral to the Professional Assistance Program. Failure to notify the school within 24 hours may result in dismissal.
3. Students may not participate in clinical or practicum experiences until a written copy of the formal diversion agreement is provided to the School of Nursing, Pittsburg State University.
4. The agreement will be reviewed for potential implications of continued participation in nursing clinical experience(s) or practicum experiences.
5. The School of Nursing reserves the right to exert **sole discretion** in all matters of continuance in the nursing program.

### **School of Nursing Violence and Abuse Policy**

See University Work Place Violence at: <https://www.pittstate.edu/president/policies/workplace-and-campus-violence-policy.html>

Individuals with felonies against persons will be denied admission to all PSU nursing programs..

The PSU nursing program requires students to

1. Notify the School of Nursing in writing of his or her arrest/conviction/diversion for any crime, misdemeanor, and/or felony no later than 24 hours after such arrest/conviction/diversion. Failure to notify the School of Nursing Director within one day may result in dismissal.
2. Student may be suspended until the legal issue is resolved.
3. Continuance in the major will be individually evaluated and will be the sole discretion of the Pittsburg State University School of Nursing. Continuance in the School of Nursing is not guaranteed.

### **Recording Release for Use by Students**

**Taping, Video-Recording, Photographing, or Documenting utilizing other technologies in class, clinical or in the conduct of the School of Nursing classes/clinical experiences/interactions/business/activities within the confines of McPherson Hall, assigned clinical areas off campus or department of nursing functions on or off campus must be only with the express written permission of the faculty/staff/students/employees/clients/others being taped, video-recorded, photographed, or documented utilizing other technologies. This is an expectation for student professional conduct and of clinical agencies that we contract with as a university. Any violation of this policy and/or use of taping, video-recording, photographing or documenting utilizing other technologies whether originating from you or others may be grounds for dismissal from a course, clinical experience or the program. Some violations may be a violation of federal law including HIPAA or FERPA. (Approved NDO 07/21/08)**

#### **Please Note:**

When asked to tape, for a course by the course faculty, a School of Nursing Recording Release form must be signed by appropriate individual(s) and submitted to faculty **prior** to recording.



**PITTSBURG STATE UNIVERSITY**

School of Nursing

## Recording Release

Please check all applicable items.

Permission is hereby granted to authorized personnel of Pittsburg State University to record me and/or my dependents:

\_\_\_\_family interview by a nursing student regarding health issues

\_\_\_\_teaching session with nursing student

\_\_\_\_lecture

\_\_\_\_\_demonstration

\_\_\_\_physical assessment

\_\_\_\_\_ other \_\_\_\_\_

Any uses of this recording other than those listed in the following statements of “Purpose” and “Conditions” are prohibited. Duplication and/or distribution in any form are expressly forbidden unless permission for same and the conditions under which same may be done are detailed below.

Purpose: \_\_\_\_\_ Self/Peer/Instructor Evaluation

Individual/Class Presentation

\_\_\_\_ Other (state):

Conditions for use:

\_\_\_\_To be erased after two years. Video will be stored in a locked storage area until erased.

\_\_\_\_To be retained in library

\_\_\_\_ Other (state): \_\_\_\_\_ to make copies\_\_\_\_\_

Print Name of client(s) including any dependents. Each parent and/or person over 18 must provide a signature and parent or guardian must sign for each dependent. If signing for a dependent indicate the relationship.

Printed names of client(s)

## Signatures

**X**\_\_\_\_\_

## X

# X

# X

## X

Student name

# X

Date \_\_\_\_\_

### **McPherson Hall-Food and Drinks**

Food and drinks, with the exception of bottled water, are not allowed in carpeted areas. All food and drinks are **banned** from computer areas in the Student Computer Testing lab (Room 135) and the Student Library (Room 131).

### **Faculty Office Hours**

Faculty members are scheduled for five clock hours of office time each week to be available to students. Faculty members post office hours on or near their door and in course syllabi. Students are encouraged to make appointments to meet with faculty during office hours.

### **A Nurse's Guide to the Use of Social Media**

The use of social media and other electronic communication is increasing exponentially with growing numbers of social media outlets, platforms and applications, including blogs, social networking sites, video sites, and online chat rooms and forums. Nurses often use electronic media both personally and professionally. Instances of inappropriate use of electronic media by nurses have been reported to boards of nursing (BONs) and, in some cases, reported in nursing literature and the media.

NCSBN's new video, "Social Media Guidelines for Nurses," offers dramatization of potential scenarios of inappropriate social media use and highlights important concepts about the proper use of social networking in professional situations. The video is also accessible on YouTube. Additionally, a new brochure, *A Nurse's Guide to the Use of Social Media*, is available for download. Printed copies of the brochure are offered free of charge.

### **A Nurse's Guide to Professional Boundaries**

This brochure is designed by NCSBN to help nursing students, educators, health care organizations and the public understand and apply the concepts of professional boundaries between a nurse and a client. Download this brochure at [https://www.ncsbn.org/ProfessionalBoundaries\\_Complete.pdf](https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf)

The School of Nursing adheres to these guidelines.

## Student Liability Insurance

All students are required to participate in the School of Nursing student liability insurance policy. The School of Nursing has a blanket liability policy which students are endorsed to after payment. Payment must be submitted before the student will be permitted in the clinical areas BSN, RN-BSN, MSN and DNP students are also required to be endorsed to the blanket policy. This insurance does not provide any personal health insurance coverage.

## HSC/LRC Policies

### I. Laboratory Hours

Laboratory hours will be determined by the semester's classes and will be prominently posted near the entrance. The Health Simulation Center and Learning Resources Center area will be open only when there are lab personnel (instructor, lab coordinator, or student employee) present.

### II. Available Resources

Computers and printers are available for student use in the student library study area (Room 131). There are an additional fifteen laptops that can be checked out in the office (Room 101) for use in McPherson Hall. These computers may not be removed from the building and must be checked back in by 4:30 PM unless the student has made arrangements with a faculty member who will take responsibility for checking in the computer. When you check out a computer you are responsible for its return in working condition. Computer-assisted instructional units are also available for independent use in the student library study area. Other resources that may be utilized and/or checked out include selected periodicals, texts, videos, filmstrips, B/P cuffs, otoscopes, ophthalmoscopes, and neuro exam kits.

Scanners are available during lab hours for student use in room 131.

### III. HSC/LRC Equipment

1. Equipment may be checked out only during established HSC/LRC hours. The student must sign his/her name, student ID number; item(s) checked out and date when removing equipment from storage. **If the equipment is not returned or returned in working order the individual student that signed for the equipment will be responsible to replace the equipment at the current replacement cost.** Holds will be placed on your transcript until you have taken care of this issue.
2. All equipment must be returned within 24 hours (unless prior arrangement is made with the instructor or HSC/LRC Coordinator).
3. **All equipment checked out during the semester must be returned by Monday of finals week for end of semester inventory.**

### IV. Check out Policy for Books and Periodicals

1. Shelved textbooks may be checked out for 3 days
2. Reserve books (those requested by instructors and used in their class work) may not be

checked out nor removed from the HSC/LRC unless authorized by instructor.

3. HSC/LRC Coordinator and/or course faculty or Director will contact any person failing to return borrowed material in allotted time as appropriate.
4. The following **may not** be checked out from the Lab
  - a. PDRs (latest issue)
  - b. All books on the Reserve Shelf
  - c. Handouts submitted by instructors for class work, unless otherwise specified by the instructor.
  - d. Video/CAI media

### **Inclement Weather**

Information related to inclement weather can be located on the following website.

<https://www.pittstate.edu/president/policies/procedures-for-canceling-classes-or-curtailling-other-university-operations.html>

### **University Policies**

All Pittsburg State University Policies may be found in the University Catalog, which is online at **www.pittstate.edu**. Each student should print a hard copy of the University Catalog covering his or her enrollment at Pittsburg State University. Workplace Violence Policy, Protected Health Information Policy, and the Crisis Management Plan and Procedures can be located online at **http://www.pittstate.edu/office/president/policies.dot**

### **Special Concerns**

Any student who, because of a physical or learning disability, may require some special arrangements in order to meet course requirements should contact Kerri Hanson at the Equal Opportunity Office at PSU. All accommodations provided by PSU are channeled through two offices, the Center for Student Accommodations and the Equal Opportunity Office. The Equal Opportunity Office primarily assists students with physical disabilities and the Center for Student Accommodations Office assists with learning related disabilities.

Any student who, because of a physical or learning disability, may require some special arrangements in order to meet course requirements should contact the Office of Institutional Equity at PSU. All accommodations provided by PSU are channeled through two offices, the Center for Student Accommodations and the Office of Institutional Equity. The Office of Institutional Equity primarily assists students with physical disabilities and the Center for Student Accommodations Office assists with learning related disabilities.

## **Disclaimers**

The Pittsburg State University Student Handbook/Academic Planner, Undergraduate Academic Policies and Regulations, Pittsburg State University Code of Student Rights and Responsibilities, The School of Nursing BSN Student Handbook, BSN Program Guide, RN-BSN Student Handbook, RN-BSN Program Guide, and University Catalog should be utilized by the student in determining policies and procedures to follow.

Pittsburg State University Policies may be found in the University Catalog, which may be located online at **[www.pittstate.edu](http://www.pittstate.edu)**. Students should be familiar with the University Catalog covering his or her enrollment at Pittsburg State University.

The Workplace Violence Policy and the Protected Health Information Policy are located online at **<http://www.pittstate.edu/office/president/policies.dot>**

Any student found in violation of any of the policies will be subject to disciplinary action which may include written or verbal warning, suspension or dismissal from the nursing program.

A Student Handbook cannot possibly address all potential student related issues that could affect progression in a clinically based professional nursing program. Issues may present that will require careful assessment and fair address with input from faculty and appropriate university administrators. Students admitted to the BSN program are not guaranteed participation in the clinical component of the program nor award of a degree.

**The School of Nursing reserves the right to make changes and to correct handbook errors if necessary. Students will be notified using the Communications Policy in this Handbook.**

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