UNDERGRADUATE NURSING STUDENT HANDBOOK

Making a commitment to excellence

2018-2019

Updated 4/16/18
# UNDERGRADUATE NURSING HANDBOOK

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Preface
This handbook is intended to provide students with reference information and to provide answers to the most commonly asked questions posed by new and returning students as they progress through their undergraduate program. The purpose of this handbook is to complement, NOT replace, the University Catalog.

Students are required to review each handbook each year and submit signature documentation annually to the nursing office.

It is the responsibility of students to know and observe all regulations and procedures related to the program they are pursuing. In no case will a regulation be waived or an exception granted because students plead ignorance of or contend that they were not informed of the regulations or procedures. Each student receives the Nursing Undergraduate Student Handbook at program overview sessions. It is the responsibility of the student to keep the handbook current.

All statements and policies published in this Handbook are in effect for the time period published on the cover of the Handbook. Faculty reserve the right to change statements and policies during the year the Handbook is in effect, with the provision that students are informed in writing of any changes.

MyNIU
Be sure to check MyNIU for important information, Safety Bulletins, Registration and Records information and many other items pertinent to your success as a student at NIU.

Important Telephone Numbers
Main NIU Operator 753-1000
School of Nursing Main 753-1231
Undergraduate Nursing Program Director 753-1231
Undergraduate Academic Advisor 753-6557
College of Health and Human Sciences 753-1891
Student Financial Aid Office 753-1395
NIU Police Department 753-1212
Bursar's Office 753-1885
NIU Library Information 753-1995
Weather Closing Information 753-6736 (Local)
(888)464-8673 (Long Distance)

Important Information Resources
1. NIU Nursing Web Page at: http://www.chhs.niu.edu/nursing
2. Blackboard—Nursing and Health Studies Community at https://webcourses.niu.edu.
3. Faculty
4. NIU e-mail account. Information is available at http://www.webmail.students.niu.edu.
5. Webconnect at https://www.niu.edu/myniu. To register for classes, to check your schedule, and to view your grades.
6. Emergency Action Plan for School of Nursing at: Blackboard—School of Nursing Community—Information—School of Nursing Emergency Action Plan
Welcome Letter from the Chair

Dear Nursing Student,

On behalf of the faculty and staff, let me welcome you to the School of Nursing. We know how hard you worked to get here and we are excited to help you achieve this monumental goal.

The NIU School of Nursing has a long-standing reputation as one of the best baccalaureate nursing programs in the region. Founded in 1959, we have over 8,000 alumni working in the region and beyond. When you graduate from this program, you will carry that tradition of excellence and reputation with you. NIU is the suburban Chicago area’s premier public university with more than 18,000 students. It is ranked by the Carnegie Foundation as a research university with high research activity. The School of Nursing is the largest school within the College of Health and Human Sciences.

The journey to become a professional nurse is one that challenges even the best among the class. It is a demanding course of study. We have a proven model of instruction that clearly prepares our students for success on the NCLEX and we offer a number of extra-curricular opportunities, to include evening workshops, a resident writing coach, and student organizations that focus on academic and career development. Continuous, extensive study, as well as engagement with your classmates and those you meet in the clinical practices, is essential to master this program and to prepare you for safe and effective practice in the years ahead. You are encouraged to make full use of the support nursing faculty are available to provide—we suggest you make appointments and visit with them during office hours, interact as a nursing committee member and ask questions in class. In essence, we want you to have the best educational experience possible and our doors are always open to you.

I look forward to interacting with you over the school year and celebrating your successes. I also look forward to one day welcoming you as a colleague and fellow nurse into a profession that will bring you a lifetime of fulfillment and purpose. The friends and colleagues you make here will be life-long.

Nancy Valentine, PhD, MPH, RN, FAAN, FNAP
Interim Chair
School of Nursing
SECTION I

INTRODUCTION TO THE SCHOOL OF NURSING

History of the School of Nursing

The baccalaureate program in nursing at Northern Illinois University began in 1959 with 19 basic nursing majors and two faculty members. Dr. Annette S. Lefkowitz was appointed the Director of the program and Dr. Ann M. Hart the Assistant Director. The baccalaureate curriculum has been approved by the Committee of Nurse Examiners of the Illinois Department of Regulation since its inception. The School of Nursing has had continuous accreditation by the National League for Nursing for the baccalaureate program since 1965 and for the master's program since 1973. In 2001, the Commission of Collegiate Nursing Education became the accrediting agency for both programs.

The original School of Nursing (SON) was located in a former private residence on Normal Road on the current site of the Founders Library. In 1969, the School of Nursing celebrated its 10th anniversary with a move into the north wing of the newly constructed Montgomery Hall. The new facility was large enough to accommodate the over 400 students and 22 faculty members and provided classroom space for all the nursing classes. In 1987, the School of Nursing again moved to new facilities to accommodate the still growing program. The new School of Nursing, located at the corner of Normal Road and Ridge Drive, is in a completely remodeled elementary school building. It is large enough to accommodate the offices for faculty, staff, academic advisors, and graduate research and teaching assistants and provide classroom and laboratories for students.

Registered nurses (RNs) were first admitted to the baccalaureate program in 1964. In the late 1970s, the School of Nursing began offering nursing courses in a number of off-campus locations. By the mid-1980s, RNs could complete the nursing component of the baccalaureate degree in Rockford, in the Fox Valley area, or on-campus. In 1992, RN-BS degree completion courses were offered off-campus at Hoffman Estates Educational Center and in 1995 these courses were offered at the Rockford Regional Academic Center. Currently the school offers this program online as well as off-site at several community college locations.

In 1968 the school implemented a master's program in nursing. Faculty designed the program so that students can continue employment and pursue their graduate studies; most graduate students are part-time and commute to Northern from all parts of northern Illinois. In 1994, the School of Nursing received authority to offer the master's degree off-campus and began offering classes at the Hoffman Estates Educational Center.

In the fall of 1995, the School of Nursing began a post-master's Family Nurse Practitioner course of study. In 1999, the Graduate School recognized the program for certificate status. Candidates in the certificate program must have a master's degree in nursing from an NLN- or CCNE-accredited program. Faculty configured the curriculum for part-time study, and it takes a minimum of 4 semesters to complete.

The School of Nursing also instituted distance learning in 1995 between the Hoffman Estates and Rockford campuses. This technology allowed the faculty member to be at one location while the course was transmitted to the other location via camera and a television screen. The technology allowed students to attend class closer to where they live.

The first online course was developed and offered in 1999 for students in the Post-Master's Family Nurse Practitioner Certificate of Graduate Study program. By 2000, there were four online courses developed. In Fall 2002, the entire Post-Master's Family Nurse Practitioner Graduate Certificate program was offered online. As the School of Nursing continues to set the pace for the 21st century, it currently offers the majority of the RN-BS Degree Completion program and graduate program as online courses to enhance student access and flexibility in advancing their education and professional career options.
In 2000, the School of Nursing was awarded a $1,039,000 grant from the U.S. Public Health Service, Health Resources Services Administration, Division of Nursing. The grant was written to expand the Adult Health Practitioner program, develop a rural-health nursing course, and offer courses via distance technology in the northwestern sections of Illinois. In 2001, the School of Nursing was awarded a Helen Fuld Grant to enhance the integration of Community Health throughout the undergraduate curriculum. In 2006, a Nurse Educator Specialization was added to the graduate program. The Nurse Educator specialization prepares nurses to plan and develop nursing curricula for both classroom nursing programs and a variety of health care settings. Between 2007 and 2009, the Nursing Program was awarded a total of $1,060,000 in grant funding from the Illinois Board of Higher Education to expand the undergraduate program and to install a Human Patient Simulator Laboratory.

In July 2007, the Nursing, Public Health, and Health Education programs combined into one academic school and are now known as the School of Nursing (NUHS).

In October 2011, the Baccalaureate and Master's Nursing Programs were re-accredited for the next 10 years by the Commission on Collegiate Nursing Education.

In July 2016, NUHS was dissolved and the nursing program returned to the School of Nursing (SON).

Updated 5/01, Revised 6/03
Revised 11/06, 7/07, 5/13, 5/16
NIU’s Nursing Education Model

**Nursing Program Mission:** To prepare students for ethical, evidence-based nursing practice

**Nursing Program Vision:** To offer the premier nursing programs in the Midwest

**Four Core Values** (from AACN resources below)

**Commitment:**
A pledged action to serve altruistically with respect for human dignity (AACN, 2013).

**Integrity:**
“is acting in accordance with an appropriate code of ethics and accepted standards of practice. Integrity is reflected in professional practice when the person is honest and provides care based on an ethical framework that is accepted within the profession” (AACN, 2013, pg. 1).

**Social Justice:**
“is upholding moral, legal, and humanistic principles. This value is reflected in professional practice when the person works to assure treatment under the law and access to quality health care” (AACN, 2013, pg. 1).

**Responsiveness:**
“is fundamental, because it relates to basic human rights. Health systems, education, economic, political and cultural systems share responsiveness as a goal. Each system to be successful must respond to the legitimate needs of its constituents” (Darby, Valentine, Murray, & De Silva, n.d.).
## Individual Student Outcomes

<table>
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<tr>
<th>Level 1</th>
<th>Level 2</th>
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<tr>
<td><strong>1.</strong> Demonstrates processes for safe, quality, patient-centered</td>
<td><strong>1.</strong> Provides safe, quality, patient-centered, evidence based nursing care to individuals.</td>
<td><strong>1.</strong> Evaluates safe, quality, patient-centered, evidence based nursing care to individuals, families, and communities.</td>
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<tr>
<td>evidence-based nursing care to individuals.</td>
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<td><strong>2.</strong> Demonstrates critical thinking/clinical reasoning when</td>
<td><strong>2.</strong> Uses critical thinking/clinical reasoning when providing nursing care.</td>
<td><strong>2.</strong> Evaluates critical thinking/clinical reasoning when providing nursing care.</td>
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<td>providing basic nursing care to individuals.</td>
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<td><strong>3.</strong> Describes quality improvement related to patient care.</td>
<td><strong>3.</strong> Supports quality improvement processes related to patient care to individuals and families.</td>
<td><strong>3.</strong> Implements quality improvement related to patient care.</td>
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<td><strong>4.</strong> Identifies collaborative relationships with members of the</td>
<td><strong>4.</strong> Participates in collaborative relationships with members of the interdisciplinary team.</td>
<td><strong>4.</strong> Contributes to collaborative relationships with members of the interdisciplinary team.</td>
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<td>interdisciplinary team.</td>
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<td><strong>5.</strong> Recognizes information management principles, techniques, and</td>
<td><strong>5.</strong> Applies information management principles, techniques, and systems when providing nursing care.</td>
<td><strong>5.</strong> Incorporates information management principles, techniques, and systems when providing nursing care.</td>
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<td>systems when providing nursing care.</td>
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<td><strong>6.</strong> Identifies the role of leadership for the purpose of providing</td>
<td><strong>6.</strong> Recognizes the leadership role in a variety of healthcare settings for the purpose of providing and improving patient care.</td>
<td><strong>6.</strong> Provides leadership role in a variety of healthcare settings for the purpose of providing and improving patient care.</td>
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<td>and improving patient care.</td>
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<td><strong>7.</strong> Defines professional, ethical, and legal principles while</td>
<td><strong>7.</strong> Applies professional, ethical, and legal principles while</td>
<td><strong>7.</strong> Integrates professional, ethical, and legal principles while</td>
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<td>implementing the roles of the registered nurse as provider, designer/</td>
<td>implementing the roles of the registered nurse as provider, designer/manager/coordinator of care, and member of the profession.</td>
<td>implementing the roles of the registered nurse as provider, designer/manager/coordinator of care, and member of the profession.</td>
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<td>manager/coordinator of care, and member of the profession.</td>
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SECTION II

American Nurses Association Code of Ethics for Nurses

Provision 1
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2
The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3
The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 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.

Provision 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.

Provision 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.

Provision 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.

Provision 8
The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9
The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

To access the ANA Code of Ethics with Interpretive Statements:
http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html

SECTION III

Student Professional Code

Students enrolled in Nursing courses at Northern Illinois University (NIU) are required to remain responsible, professional and courteous during all academic related activities, whether on-campus or off. All rules, regulations and policies of the classroom and other participating institutions should be followed appropriately. It is imperative that students exemplify personal and academic integrity in all settings affiliated with the Nursing Program at NIU, as these behaviors are a direct reflection of the university’s reputation within the surrounding community. Below is the Student Professional Code, which outlines conduct, expected of a student enrolled in the Nursing Programs at NIU.

According to this Student Professional Code, students are expected to:

1. Provide competent and reliable services to patients, clients, students and the public using sound judgment and discretion. This includes the following expectations:
   a. Be prepared for the learning environment and actively participate in appropriate ways to ensure learning of key components
   b. Be on time
   c. Be accountable
   d. Seek guidance and clarification of student role when appropriate
   e. Address all patients, clients, and agency staff in a respectful and professional manner, utilizing the appropriate title, tone and language.

2. Demonstrate respect and courtesy to others while engaged in the classroom or off-site course activities, emails, or any face-to-face interactions with faculty, staff and/or other students including (but not limited to):
   a. Refrain from participating in side-conversations while other peers or instructors are speaking
   b. Be considerate of other beliefs, opinions and cultural practices
   c. Execute discussions in a non-threatening and non-confrontational manner
   d. Address all instructors, professors and preceptors in a professional manner, utilizing the appropriate title, tone and language.

3. Observe the rules and regulations of each classroom as outlined per syllabus and all clinical facilities including (but not limited to):
   a. Proper use of equipment and other property
   b. All materials of the facility should remain at the clinical site.
   c. No distribution or possession, and/or being under the influence of alcohol, illegal drugs, or controlled substances
   d. Comply with all current health requirements, drug testing and criminal background requirements as outlined by the programs
   e. No possession of or use of any type of weapon
   f. Comply with cell phone or other electronic devices (ipod, ipad, electronic tablets, etc.) usage consistent with the policies of the classroom, clinical site or other institution.

4. Maintain the confidentiality of individual and institutional information in accordance with current professional rules and laws.

5. Maintain proper dress, appearance, hygiene and decorum in accordance with the standards set by the program, clinical site, and nursing and healthcare profession.

6. Comply with the ethical and professional standards set by the nursing and healthcare profession and the programs including (but not limited to):
   a. Never falsify documents regarding student performance
   b. Consistent submission of documents and assignments that accurately reflect appropriate references and or citations
   c. Function within the student role of the clinical or institutional setting
SECTION IV

Policy for Electronic Devices and Social Networking

1. Students must recognize that they have an ethical and moral responsibility to maintain patient privacy and confidentiality at all times including online media.
   - The standards of professionalism are the same online as in any other circumstance.
2. Students may not take pictures or videos of patients on personal devices, including cell phones.
   - Students are forbidden to share any information or photos via any electronic media that is obtained through the nursing student-patient relationship.
   - Use of any electronic devices to store/enter any type of client information is a violation of Health Insurance Portability and Accountability Act (HIPAA) and may result in disciplinary action, which may result in dismissal from the program.
3. Students may not identify patients by name or post any information that may lead to the identification of a patient.
4. Students must maintain professional boundaries with patients when using social media. Online contact with patients is not acceptable.
5. Students may not make any comments about patients, other students, faculty, the clinical agencies and/or their employees, or clinical assignments/learning activities even if they are not identified.
6. Students must abide by any clinical agency policies regarding use of employer-owned computers, cameras, and other electronic devices and use of personal devices while in the clinical agency.
7. Students should not text, e-mail, take photos without instructor permission, or receive telephone calls in the classroom, while in the patient care areas of clinical agencies, or in the patient’s home.
8. Students should check with their instructor/faculty about permissible devices that can be used in the classroom or clinical agency.
   - Faculty members have the right to instruct students to turn off laptops and other devices, and to stow those devices in secure places, in any class or agency.
9. Students should promptly report any identified breach of confidentiality or privacy issue.
10. Students who fail to follow the directions of a faculty member or the clinical agency policy may incur disciplinary action, up to, and including suspension and dismissal.
11. All electronic devices including cell phones need to be turned off and stowed in the front of the classroom during quizzes, exams and any other times designated by the faculty member.


Approved 11/2012, Revised 5/1/2015, 4/16/18
SECTION V

POLICY STATEMENT REGARDING CONFIDENTIALITY

The concept of the right of individuals to privacy is taught throughout the nursing curriculum. The right to privacy is grounded in moral reasoning as well as federal legislation titled the Health Insurance Portability and Accountability Act (HIPAA). Privacy rights must be protected by maintaining confidentiality.

On a routine basis, the faculty addresses the legal, moral and professional consequences of breaches of confidentiality. The profession of nursing respects the autonomy of every individual and demands the maintenance of confidentiality at all times. All students are held accountable for meeting HIPAA requirements.

The faculty and students of the Nursing Program support the right to confidentiality for all individuals.

Approved 3/5/90
Reviewed 3/5/93, 2/14/94, 2/6/95
Revised 5/19/03, 4/22/10

SECTION VI

POLICY STATEMENT FOR ENROLLMENT IN NURSING COURSES

Enrollment in undergraduate nursing courses is restricted to admitted nursing majors.

All admitted nursing majors must have an approved program of study on file in the School of Nursing. This program of study tracks the student through their required coursework, including the nursing curriculum, and the student is obligated to follow the assigned program of study exactly as it is written and approved by the Undergraduate Academic Advisor. A program of study may be changed with the approval of the Undergraduate Academic Advisor.

RN-BS Degree Completion students are required to plan their sequence of courses (track) for the first course, NURS 347: Concepts of Professional Nursing; and the last course, NURS 463: Practicum in Leadership and Population-Focused Nursing. Students who choose to change their course sequencing (tracking) of NURS 463 must do so by September 15th for spring semester enrollment and by February 15th for fall semester enrollment.

Retracking of undergraduate students for nursing courses is done on a space available basis. In the event space is not available, students who need to be retracked will need to wait until space is available in the needed course(s).

Approved 1/8/79
Reviewed and Approved 11/21/88, 3/8/94 10/23/95
Reviewed 3/5/90, 3/6/92, 3/5/93, 2/6/95
Approved 10/11/99
Reviewed 7/2007, 4/2010
Revised 8/2016
Updated 4/16/18
SECTION VII

POLICY STATEMENT FOR CONTINUOUS REGISTRATION

LEAVE OF ABSENCE (LOA)

Nursing majors must maintain continuous registration in the University. A student who interrupts registration (excluding Summer Session) without obtaining an official Leave of Absence from the Nursing Undergraduate Academic Advisor will be withdrawn from the nursing major.

If it should become necessary for a student to withdraw from the University for other than academic reasons, the student may request a Leave of Absence from the School of Nursing. The request must be written and predate the student’s official withdrawal from the University. The request must include the reason for the request and the length of leave being requested.

Each leave of absence will be decided on its own merits. The following will be considered in the decision-making process:

1. Reason for the request
2. Potential for resolution of the problem within the period of the LOA.
3. Consequences of the LOA in terms of its impact on future course work.

Leave of Absence decisions will take one of the following forms:

1. An unconditional LOA, in which case the student would be automatically readmitted to the program at a specified time.
2. A conditional LOA, in which case the student would be readmitted to the program at the specified time and contingent upon compliance with any conditions outlined at the time the leave is granted.

The amount of time granted for an LOA will range from one semester to a maximum of one academic year. Students requesting an LOA for one academic year will be apprised of the need to repeat nursing courses to assure current knowledge and skills.

Students, who were not on an official Leave of Absence and were withdrawn from the nursing major, must file an application for readmission to the University and the Nursing major. Applications for readmission will be reviewed at the same time as all other applications to the nursing major using the current admission criteria.

READMISSION

It is expected that Nursing students will maintain continuous enrollment once the professional nursing course sequence is begun. Students with an approved Leave of Absence and students who are in good standing and readmitted after withdrawing from the nursing program may be required to retake appropriate courses to demonstrate current knowledge and skills. Repeated courses will not count toward the University’s graduation requirement of 120 credits. Nursing courses completed more than five years prior to readmission will need to be retaken to meet the major requirements.

Approved 5/1/01
Reviewed 4/2011
Revised 8/2011
SECTION VIII

NURSING PROGRAM OVERVIEW

All students must attend the Nursing Program Overview before beginning nursing classes. Information exchange and processing essential to function within the School occur at this mandatory overview. Students will have an opportunity to sign up for program overview sessions, which are offered at various times throughout the year. The overview sessions are coordinated by the Nursing Undergraduate Academic Advisor. RN to BS degree completion students will complete the Nursing Program Overview in their NURS 347: Concepts in Professional Nursing course.

Undergraduate students who are admitted to Nursing but do not attend any mandatory program overview session will lose their admission status to Nursing and will need to reapply to the School of Nursing if future attendance is desired.

Approved 10/11/99

SECTION IX

POLICY STATEMENT FOR CLINICAL COURSES

All students desiring to enroll in a clinical nursing course must have a program of study on file. This program of study tracks students through the nursing curriculum. Students are required to follow the assigned program of study. Students may change their program of study (track) only after consultation with the Undergraduate Academic Advisor.

Revised 5-18-07, 4/2010

A. General Policies Concerning Clinical Enrollment

1. All prerequisites (i.e., courses, proficiency tests,) must be completed successfully at least one week prior to the first day of the semester in which the clinical is to be taken. Students should consult the Undergraduate Catalog for specific course prerequisites.

2. A clinical enrollment will be automatically nullified by:
   a. Failure in a prerequisite course or the equivalent proficiency test.
   b. A grade of incomplete in a prerequisite course.
   c. Lack of reported scores on proficiency examinations for RN degree-completion students who are required to meet this standard.
   d. A deficiency in the total number of nursing hours required for the clinical course
   e. Failure to have the current documentation of clinical requirements on file with the clinical requirements vendor by the dates specified under Clinical Requirements.

3. Students may not enroll in a clinical nursing course that is scheduled on a unit where they currently work as employees of the agency.

4. A student who is scheduled for a clinical nursing course and subsequently is unable to enroll in the clinical as planned, must notify the Nursing Program Coordinator in writing of this change of plan. This notification should be received as soon as possible but no later than 15 working days prior to the start of the semester.
5. For any missed clinical days due to NIU cancellation or faculty cancellation, there will be a clinical make-up assignment similar in scope and quality to the planned learning activities in that clinical setting on that particular (i.e. missed) clinical session.

B. Clinical Requirements

Students newly admitted into the Nursing Program and RN degree completion students taking N463 will receive an "E-VITE" from the compliance vendor, Castle Branch, regarding the specific requirements and their due dates. Students will receive instructions regarding how to register on their website. **Pre-licensure students must submit documentation of all requirements by July 1. Late student admissions should submit paper copies to the Clinical Coordinator prior to the first day of class for permission from the department to attend class.**

**RN degree completion students must submit proof of clinical requirements before they will be allowed to register for NURS 463.** All documentation must be submitted by July 1st for the fall semester and November 1st for the spring semester.

Nursing program health requirements are different from the standard University requirements. Students will be given instructions for all requirements upon registration based on the information in the E-VITE. Clinical requirements include the following items:

**Criminal Background Check and Drug Screening**

Criminal background check and drug screening are required and will be completed by the vendor, Castle Branch, upon registration with the site. The School of Nursing may not be able to place students in a clinical setting if there are positive findings on the drug screening or background check. As a result, a student may not be able to complete the requirements of the program.

**Handbook Acknowledgement Form**

All students will be required to read the Undergraduate Handbook in its entirety. Students are held accountable for all the information contained within the Handbook. An acknowledgement form is available through the Certified Background site. Students are required to download, sign and submit the form back to the website.

**Proof of Health Insurance**

All students must submit proof of health insurance. If there are any changes to your health insurance coverage, you must submit the new information immediately. If you are utilizing NIU Student Health Insurance, contact the Student Health Insurance office 815-753-0122 to obtain proof of insurance.

**Professional Liability Insurance**

All students are covered by Professional Liability Insurance to the extent mandated by the clinical sites. This coverage is paid for with student fees when registering for clinical courses.
Annual Renewable Requirements

Renewable requirements include:
- American Heart Association Healthcare Provider CardioPulmonary Resuscitation (CPR) – 2 years
- Tuberculosis (TB) testing - annual
- Standard Precautions Training – annual
- HIPPA (Health Insurance Portability and Accountability Act) Training - annual
- Code of Conduct Acknowledgement Form – annual
- State of Illinois RN license – May 31st biannually for all RNs
- Handbook Acknowledgement Form – annual
- Academic Integrity Tutorial Annual

These requirements must be renewed annually and submitted by July 1st. All requirements must remain current throughout the academic year and may not expire at any time during the semesters.

Vaccinations and Proof of Immunity

All students are required to provide vaccination and/or proof of immunity for the following communicable diseases:
- Measles, Mumps, Rubella
- Varicella
- Hepatitis B
- Annual Influenza
- 2-step TB, annual one-step TB, or Quantiferon® - TB Gold results

In addition, you will be required to show proof of vaccination for diphtheria, tetanus and pertussis (TdaP). These requirements are due on admission to the program and further instructions will be provided through Certified Background. Seasonal influenza vaccination is due by October 1st annually.

All students under series for a vaccine must remain compliant and under series at all times until revaccination is complete and any required titers are achieved or no further vaccinations are indicated. Students under series for a vaccination who fail to remain compliant during the semester will be removed from the clinical setting.

Failure to comply with any entry, renewable or vaccine requirements may result in the student being dropped from the course. Clinical settings also include: fundamentals lab, SIM lab and shadowing experiences.

Late admission students may be granted a four week extension to complete clinical requirements with written permission from the Clinical Coordinator

All students are admitted into the nursing program provisionally until they have provided proof of meeting specific clinical requirements (such as criminal background check, drug testing, immunization, proof of immunity, TB test, cardiopulmonary resuscitation (CPR) certification, and health insurance) and then they will be fully admitted.

Summer Clinical / Internship:

Any students participating in a summer clinical or internship must be current at the onset of the clinical and all requirements must remain current throughout the clinical experience and may not expire during the clinical experience. Students who fail to comply will be dropped from the course.

Approved Nursing General Faculty Council Meeting 2/11/13.
Updated 4/27/17
RN-BS Completion Students:

- Employer Verification
  - If you are currently employed, many of the clinical requirements necessary for enrollment in the nursing program have also been required and documented by your employer. You can submit verification from your employer for clinical requirements that you have completed.
  - Random verifications will be performed, and falsification of information will result in dismissal from the nursing program.

NCLEX-RN Criminal Background Checks:

The Illinois Department of Financial Aid and Professional Regulation requires graduating seniors submit to fingerprint processing from the Illinois Department of State Police or its designated agent.

C. Drug Use and Testing

In accordance with NIU policies, the School of Nursing will impose disciplinary sanctions upon any student found to be in violation of laws or policies relating to the unlawful possession, use, or distribution of drugs and alcohol.

Nursing students are required to have a five-panel drug screen based on clinical affiliate’s requirements.

If a student’s drug test is positive, secondary or confirmatory testing will be performed and the student will be expected to cooperate with interviews and follow-up procedures to ascertain and endeavor to confirm whether there was an explanation for the positive test result that did not involve illegal conduct, e.g., ingestion of lawful drugs, food, or beverages that could cause positive test results.

If the positive test is confirmed and no sufficiently credible explanation of relevant lawful conduct is forthcoming, clinical placement in an undergraduate clinical course and successful completion of the program will be jeopardized due to failure to qualify for placement and/or successful completion of the program. Students with confirmed positive tests and/or no sufficiently credible explanation of relevant lawful conduct will be advised that the School of Nursing cannot place them in a clinical setting. As a result, a student would not be able to complete the requirements of the program.

D. Guidelines for Student in Clinical Practice Settings

In order to safeguard both students and clients in the clinical practice settings, it is imperative that students notify faculty of the following:

a) Any recent exposure to a communicable disease, (i.e. chicken pox);

b) Any elevated temperature in the 24 hours prior to going into the clinical practice setting;
c) Any physical condition that might put themselves or others at risk.*
   (* See Policy on disclosure of HIV status)

The clinical instructor will determine whether the student or client would be at risk if the student participates in clinical experiences. If the student has a physical condition that will limit him or her in client care activities for an extended period of time, the student's ability to complete the clinical requirements of the course with reasonable modifications will be assessed on an individual basis.

E. Policy on the Disclosure of HIV Status

If a student chooses to disclose to the instructor that he/she is HIV-positive, the Illinois AIDS Confidentiality Act authorizes disclosure to "an agent of a health care facility or health care provider only on a need to know basis." "Need to know" is limited to care that involves handling of a needle or other sharp instrument in a body cavity or poorly visualized confined anatomical site.

HIV testing cannot be required of students without written consent (IL AIDS Confidentiality Act, Section 4). An exception to HIV testing and disclosure occurs if a patient is involved in accidental direct skin or mucous membrane contact with the blood or bodily fluids of a health care worker which could transmit HIV. If the health care worker's test is positive, the patient must be notified. (Sec. 7(b)), IL Aids Confidentiality Act). Both ANA and AMA policy require testing of a healthcare provider in the above situation.

F. Policy on Refusal to Care for a Patient

Nursing care is to be delivered without prejudice. Refusal to participate in the care of a patient is only appropriate on the grounds of either patient advocacy, moral objection to a specific type of intervention, or significant risk to the health of the student.

Students refusing to care for a patient will state their objections in writing to their clinical faculty member. If the faculty member deems it necessary, a student may be referred to the Standards Committee.

G. Uniform Policy

Professional Appearance
Students are required to maintain professional appearance standards during clinical experiences.

Standards:
- Visible tattoos must be concealed, if possible.
- Jewelry and Piercing
  - Jewelry must be limited to one ring and one pair of stud earrings worn in the earlobes.
  - Eyelid, nose, lip and tongue rings/studs, and ear gauging may NOT be worn during clinical.
  - Jewelry must be professional in taste.
  - Jewelry should be non-dangling with earrings no more than ¼ " in. diameter and/or length.
Body jewelry (as it relates to body piercing of the nose, tongue, lips and eyebrows) is not appropriate.

- **Hair and beards**
  - Hair must be clean and well kept. Long hair should be tied back or protected at all times during clinical.
  - Extreme, unnatural hair colors (fluorescent color, green, orange, red, etc) are prohibited.
  - Beards and mustaches must be clean and trimmed. Beard coverings may be required in patient care areas.
  - Face may not be obscured by hair or clothing.

- **Fingernails**
  - Fingernails should be kept neat with nails no more than ¼” in length. Artificial nails are NOT allowed. This includes acrylic and gel artificial nails.
  - Nail polish, if worn, must be consistent with a professional, conservative appearance not be chipped, cracked or peeled and no bright colors.

- **Odors**
  - Students should present an appearance of cleanliness and should be especially free of odors that may be offensive to patients and others who may have allergies. Colognes and perfumes should not be used.
  - Odors related to poor personal hygiene must be addressed.

Students are required to be in clean, well-pressed uniforms or business casual attire as specified by the clinical experience. Shoes and shoelaces must be clean. On any day that students appear for a clinical course in unkempt, unclean or inappropriate attire (e.g. miniskirts, denim clothes, jeans, cords, or sneakers, pants that are touching the floor, clothes that are too loose or too tight, etc) they will be dismissed from clinical for the day. Students will receive an unsatisfactory (U) for each day of dismissal. Deviations from this policy due to cultural or religious reasons will need to be approved by Standards Committee.

**Uniform Policy for Clinical Courses in Hospital Settings:**

1. **Uniform Policy for Clinical Courses in Hospital Settings:**
   a. A plain lab jacket or scrub jacket (optional), a red uniform top, and black uniform pants are required. An NIU insignia must be affixed to the left upper sleeve of the uniform top.
   b. An NIU insignia must be placed on the left front upper chest region of the lab/scrub jacket.
   c. White, black, or gray non-canvas shoes and socks/hose.
   d. Stethoscope, watch with second hand, and a black ball point pen.
   e. NIU photo I.D. badge must be worn at all times during clinical.
      The photo I.D. badge is provided to you by the School of Nursing.
      The photo I.D. badge will list your first name and NIU undergraduate student.
      Photo I.D. are available in the Nursing Main Office, room 190.
      Call 815-753-6557 to schedule an appointment to have your picture taken for your photo I.D. badge.
      The Nursing Main Office is open between the hours of 8:00 a.m. 12:00 p.m. and 1:00-4:30 p.m., Monday – Friday.
      The NIU nursing student photo I.D. will be distributed to students during NURS 303.
      Students who lose their photo I.D. badge or are retracted will be assessed a replacement fee.

**Uniform Policy for Clinical Courses in Community Settings:**

a. The NIU nursing program uniform or the attire specified by the community health agency.
b. Clean, quiet oxford-type shoes.
c. Students must wear the photo ID badge received in NURS 303 during community health clinical.
d. Students must follow the professional appearance policies and standards.

This is not meant to be an exhaustive list, rather a standard for acceptable attire. Students are expected to present a professional image at all times.

Approved by GFC 3/21/2011, reviewed 5/2015, Updated 9/14/15, Updated 4/27/17, Updated 4/10/18

H. Human Patient Simulation (HPS) Laboratory Policies and Procedures

The following policies and procedures are in accordance with the International Nursing Association for Clinical Simulation and Learning (INASCL) Standards of Best Practice: Simulation (2011).

Purpose:
The purpose of the HPS Laboratory is to provide and maintain a safe and effective environment that promotes consistent, quality human patient simulation opportunities for all learners, as well as a flexible teaching environment for faculty and staff. The purpose of the debriefing session that follows each simulation session is to allow students to reflect on the decisions that guided their actions without judgment, to identify strengths and weaknesses, and to consider alternative actions if necessary.

Confidentiality:
Students, faculty, and staff are expected to treat the simulation environment, and the patient information encountered in that environment, as confidential.

The sharing of content, events, and/or individual performances occurring during the simulation experience with nonparticipating students is strictly prohibited and will be considered a breach of professional conduct regarding confidentiality.

Each student will review and sign a confidentiality agreement prior to entering the simulation environment. This agreement will remain in effect for the duration of the student’s enrollment in the nursing program. Breaches of this agreement will be considered professional misconduct and will be addressed according to School of Nursing policy (Standard II: Professional Integrity of Participant).

Professional Conduct:
The use of cell phones is strictly prohibited during simulation sessions and/or debriefing. If a student has an emergent need to have his/her cell phone available during the designated simulation time, the instructor must give approval prior to entering the clinical environment.

Students will be held to the same professional requirements that apply to any other clinical situation. These include, but are not limited to:

- Arrival at the clinical site on time and fully prepared.
- Participation in required orientations.
- Compliance with the NIU School of Nursing Uniform policy, unless otherwise indicated.
- Maintenance of a professional demeanor at all time.

Failure to comply with standards of professional conduct will result in the student being instructed to leave the HPS Laboratory. If a student is required to leave a simulation session prior to its completion, the consequences will be the same as an unexcused absence from a hospital or community-based clinical experience.
Simulation Preparation:

Students will be expected to have all preparation work complete prior to their simulation experience. Preparation sheets are available under the School of Nursing Blackboard site. Students who do not comply will be considered unprepared for clinical and subject to the corresponding consequences as outlined in the course syllabus.

SECTION X

ACADEMIC POLICIES

A. Core Performance Standards for Nursing Students

All students interested in enrolling and remaining in the undergraduate nursing program at NIU must possess the performance component skills necessary to assess a patient’s biopsychosocial needs and to analyze collected data in order to identify patient problems, plan and implement independent and collaborative interventions, and evaluate the care provided and the patient’s responses to care. Specific observation, communication, motor, cognitive, psychosocial, and behavioral requirements provide candidates with the ability to carry out the responsibilities of a student nurse providing direct or indirect patient care. A student must, with or without reasonable accommodation, possess these performance component skills upon admission to the nursing program and maintain these essential components throughout the program. The activities/attributes listed below are not all inclusive.

MANUAL DEXTERITY – (Activities/Attributes)
- Use sterile techniques; insert catheters (Foley, NG, IV)
- Perform venipunctures
- Prepare medications and administer (PO, IM, IV)
- Manipulate small objects (lancet, stopcock)
- Open and close medication containers

MOBILITY – (Activities/Attributes)
- Remain at patient’s side for a prolonged period of time for purposes of monitoring and frequent assessments
- Perform CPR
- Assist in lifting and moving patients and patient care materials (bed, chair)
- Move independently to and from patient care areas

PROCESSING PATIENT INFORMATION – (Activities/Attributes)
- Respond to communication from patients with or without direct view of patient’s face
- Respond to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner
- Accurately assess blood pressures, heart, lung, vascular, and abdominal sounds
- Accurately read a thermometer; identify cyanosis, absence of respirations, and movements of patients rapidly and accurately
- Accurately process printed and computerized information on medication containers, physicians’ orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, and other medical records

MATH COMPETENCY – (Activities/Attributes)
- Tell time
- Use measuring tools (tape measure, scale)
- Add, subtract, multiply, and divide
• Record numbers
• Calculate medication dosages (PO, Sub-q, IM, IV) and intravenous solution rates

EMOTIONAL STABILITY – (Activities/Attributes)
• Provide emotional support to patients
• Adapt rapidly to environmental changes and multiple task demands (new admission, patient going to therapy or surgery)
• Maintain adequate concentration and attention in patient care settings
• Maintain behavioral decorum in stressful situations (avoid inappropriate laughter, jokes, comments)

COGNITIVE PROCESSING – (Activities/Attributes)
• Transfer knowledge from one situation to another (classroom to patient care)
• Assess patient needs based on understanding and synthesis of patient information (know co-morbidities, complex problems)
• Develop effective care plans based on assessments; prioritize tasks to ensure patient safety and standards of care (administer medications & treatments on time)
• Organize and retain information in basic knowledge and skills areas (frequently administers medications & treatments)

CRITICAL THINKING – (Activities/Attributes)
• Identify cause and effect relationships (religious, ethnic, cultural, and socioeconomic)
• Sequence information in a manner that is logical and understood by others
• Make sound clinical judgments and decisions based on standards of nursing care; seek assistance when clinical situation requires a higher level of expertise/experience

INTERPERSONAL/COMMUNICATION SKILLS – (Activities/Attributes)
• Respect differences in patients; establish and maintain effective working relations with patients, co-workers, faculty, and student colleagues
• Teach and provide information in an accurate and effective manner
• Report critical patient information to other caregivers
• Convey information to others through graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner

B. Policy Regarding Students with Disabilities or Chronic Health Problems

Resources and services to assist students with disabilities or chronic health problems are available at NIU. Students who would benefit from such services are encouraged to contact the Disability Resource Center (DRC) at the University Health Service as soon as they arrive on the campus or when a need for such services arises.

The nursing faculty is willing to make reasonable accommodations in nursing courses for students with documented disabilities or chronic health problems when the faculty is informed of the student's needs.

C. Mandatory Medication Dosage Calculation Quizzes

1. Students enrolled in clinical courses are required to complete a medication dosage calculation quiz. An answer that is incorrect for any reason will be marked
incorrect. Failure to earn a score of 100% requires that another medication quiz be given.

2. The student will be allowed 3 attempts to pass this mandatory clinical component.

3. The 1st-4th track students must completed all 3 attempts (if needed) by the end of the 3rd clinical week. The 5th track students must complete all 3 attempts (if needed) by the end of the 3rd clinical day.

4. Students will not be allowed to take 2 quizzes on the same day.

5. If the student is unable to pass on the third attempt the student will earn an Unsatisfactory (or an F in NURS 303) for the course.

The method of remediation will be the responsibility of the student (e.g., Student Success workshop, self-study, use of tutor, etc.)

Students will not be allowed to administer medications in the clinical setting until they have passed a dosage calculation quiz at 100% for that clinical course.

1. The medication dosage calculation quizzes are standardized and pre-approved.
2. There is a 30 minute time frame with face-to-face administration only.
3. The use of calculators is recommended; however no other resources (e.g., cell phones, textbooks, etc.) may be used. Use of scientific calculators is prohibited.

D. Portfolios

Each nursing student is required to maintain an e-portfolio, consisting of a cover letter (Portfolio Reflection) and examples of his or her best written work, which must be submitted at the end of the final semester of the nursing program for pre-licensure students and at the end of NURS 463: Practicum for RN-BS degree completion students. Pre-licensure students must submit their Evidence-Based Practice paper from Nursing Research (NURS 312) and their SBAR assignment from Transition to Professional Nursing (NURS 431) for review. After submission, e-portfolios are assessed by the nursing faculty to evaluate the effectiveness of the nursing curriculum in preparing students to achieve the program’s student learning outcomes. Each student is required to save copies of written assignments that are representative of his or her best work. In addition, the rubrics or instructions must be submitted for each assignment. Examples of assignments that can be included are care plans (with or without concept maps), case studies, literature reviews, process recordings, and other course papers or projects. Copies of assignments without grades or faculty comments must be submitted; however, students are encouraged to use the feedback provided by the faculty member to make the suggested revisions prior to submission in the portfolio. Assignments submitted as part of the student’s portfolio are identified only by the Z-ID, not the student’s name. The faculty encourage students to use assignments/projects submitted for this academic portfolio as part of their professional portfolio.

E. NURS 350: Independent Study in Nursing

The purpose of an independent study is to provide students with opportunity to explore an area of interest in nursing in further depth than the normal curriculum would take them. Admitted nursing students who have a cumulative GPA of at least 3.0, and have completed 20 semester hours of nursing classes are eligible to enroll in NURS 350: Independent Study in the School of Nursing.

Students take the initiative in structuring an independent study. It is up to the student to develop an idea and to seek out a faculty member with whom to work. The faculty member helps the
student to develop his or her idea into a proposal and supervises the implementation of the proposal.

It takes some time to develop a proposal for an independent study so students should plan accordingly. The following action guidelines may help a student who is interested:

1. Obtain a "Proposal for NURS 350 Independent Study" packet in Room 190.
2. Make arrangements with a nursing faculty member to supervise the study.
3. Working with your faculty member, complete the packet.
4. Submit the proposal for signatures of approval - to faculty member and then to the Undergraduate Nursing Program Director.

Once all the signatures are obtained, the reference number is released to the student for registration purposes. This process must be completed by the end of the fourth week of the fall or spring semester. For the Summer Internship, the process must be completed by the end of the first week.

F. Summer Internship Program

The purpose of the summer internship program for nursing students is to provide clinical experience through on-the-job training.

The Interns
Up to eight interns per clinical site are selected through a competitive application process. During the application process, interns complete and application form and participate in an interview with nursing staff/faculty.

During the selection process, the following are considered:

1. Level in the curriculum: Those closest to graduation are given priority for participation. Students must have completed their first full adult health clinical prior to the internship to apply for the program.
2. Applicant goals: Applicants are asked to submit goals for the internship experience. This allows faculty to be certain that students are seeking an internship for the right reasons and that students have realistic expectations for the experience.
4. Interpersonal skills: Well developed interpersonal skills which allow the student to quickly develop positive working relationships with hospital staff, patients and so forth cannot be over emphasized. This quality is assessed through the personal interview with each applicant.
5. GPA: While there is not a specific GPA required for application purposes, the nursing program requires a minimum GPA of 2.75 (4 point scale) to progress through the program. GPA is one of many criteria for selection and those with higher GPAs will receive a higher score for that component.
6. Extra-curriculars: Another component of selection is the student’s involvement in activities outside of class, to include volunteer activities, part-time work in the health-care field and university club involvement.

Revised 4/16/18

G. Guidelines for Students Completing Honors’ Capstone Projects

1. Students interested in completing Capstone Projects must identify and contact a faculty mentor at least 1 semester in advance of implementation, as most faculty are able to advise a limited number of students each semester. Only
tenured/tenure-track faculty (professor, associate professor, assistant professor) can mentor Capstone Projects. Nursing students who are interested in working with a nursing faculty member who is not tenured/tenure-track can approach that faculty member to see if collaboration with a tenured/tenure-track faculty member is possible.

2. Students completing Capstone Projects enroll in NURS 499 (*Senior Project in Nursing*). This course can be taken for 1 to 3 credit hours per semester to a maximum of 6. If desired, the credit hours may be divided across two semesters to permit a focus on proposal development and project preparation during one semester, followed by completion of the project and writing the summary of the project in the following semester.

3. Preparation for Capstone Projects that involve data collection or other research methodologies *must* be started no later than midterm of the semester before the project is to be undertaken. It is required that students whose proposed Capstone Projects involve data collection be mentored by a nursing faculty member who is currently doing related research or using related research methodologies. Students may visit the Faculty Research Areas page on the College of Health and Human Sciences’ website ([http://www.chhs.niu.edu/about/research/index.shtml](http://www.chhs.niu.edu/about/research/index.shtml)) to identify a potential faculty mentor.

4. All nursing students completing Capstone Projects that involve human subjects data collection (this includes using available data collected from human subjects and primary data collection from human subjects) are required to complete and submit the *Institutional Review Board (IRB) Screening Form* (found on the Research Compliance website) to determine whether IRB approval is required.

5. Students will not be permitted to recruit other students as participants in Capstone Project studies.

6. Students completing Capstone Projects must be familiar with the University Honors Program deadlines for the submission of Capstone proposals and final reports. The faculty mentor will establish and document a clear timeline including expectations, deadlines, and the consequences for missing deadlines with the student to ensure successful completion of the project. The student is responsible for meeting all agreed upon deadlines.

Approved by GFC 12/15, Revised 4/16/18

**H. HESI Examinations: Promoting Academic Achievement**

1. Health Education Systems, Inc. (HESI) is a testing company specializing in producing standardized and custom tests for nursing schools. This company has a proven record of quality products, which assist students in their readiness for success on the National Council of Licensing Examination for the Registered Nurse (NCLEX-RN), the professional licensing exam for registered nurses.

2. Nursing students at NIU are required to take HESI exams in designated courses throughout the curriculum. The exams are course requirements.
3. Any student who receives a HESI score below 700 will be required to enroll the following semester in NURS 380, a special topics course, to promote academic achievement and career success. Any exceptions will be noted in the course syllabi.

4. The HESI Examination in NURS 318: Adult Health II is a mid-curricular check point. Students who earn less than the designated composite score on the HESI examination will not pass NURS 318 and will need to repeat the class. In addition, these students will be required to enroll in NURS 380: a special topics course, to promote academic achievement and career success, the following semester.

5. Students enrolled in NURS 431: Transition to Professional Nursing will be required to take HESI Exit Examinations and the Computer Adaptive Testing (CAT) Exam. HESI exit exams count for 50% of the NURS 431 course grade.

6. Failure to complete the HESI exam will result in an ‘F’ for the final course grade for failure to complete all course requirements.

I. Policy for Referral to the Standards Committee for Progression or Retention

Criteria:

1. Clinical performance or behavior in the classroom that does not meet professional standards*, or that constitutes unsafe practice**.
2. Failure to meet course objectives.
3. Absence in clinical course.
4. Falsification of clinical hours.
5. Violation of university policies on academic integrity as stated in the undergraduate catalogue.
6. Students with confirmed positive drug tests and/or no sufficiently creditable explanation of relevant lawful conduct.
7. The Standards Committee does not participate in or have jurisdiction in grade appeals.

* Unprofessional conduct is defined as any nursing action inconsistent with the ANA Code of Ethics or the policies of the School of Nursing.

** Unsafe practice is defined as any nursing action inconsistent with the Illinois Nurse Practice Act or the ANA Standards of Clinical Practice or the policies of the School of Nursing.

J. Policy for Standardized Grading Scale

1. The NIU Nursing Program will not use the plus/minus grading scale for undergraduate courses. The standardized grading scale for the undergraduate Nursing Program is as follows:
   
   93 - 100 = A  
   85 - < 93 = B  
   77 - < 85 = C  
   68 - < 77 = D  
   < 68 = F

2. All undergraduate clinical courses are graded Satisfactory or Unsatisfactory except NURS 303: Foundations of Nursing Clinical and NURS 463: Practicum in Leadership and Population-Focused Nursing.
3. A minimum average of 77% must be earned on exams to pass courses associated with clinical practice (NURS 305: Foundations of Nursing; NURS 314: Mental Health Nursing; NURS 315: Adult Health I & NURS 318: Adult Health II; NURS 319: Nursing Care of the Childbearing Family; NURS 422: Child Health Nursing; NURS 419: Population-Focused Nursing; and NURS 432: Processes for Nursing Leadership) and selected other courses (NURS 308: Alterations in Biological Systems; NURS 336: Pharmacology).

Credit for additional assignments will only count toward final course grade if earned average of 77% or higher on exams has been achieved.

4. Final grades will not be rounded to the next whole number.

K. Policy for Grading Undergraduate Clinical Courses

1. Satisfactory
   a. Attends all clinical activities unless excused by instructor.
   b. Adheres to professional guidelines and policies for clinical practice as detailed in Student Handbook and syllabus.
   c. Achieves a Satisfactory grade on each clinical objective.
   d. Achieves a Satisfactory grade for each required assignment, project, or presentation.
   e. Adheres to safe nursing practice standards.
   f. Demonstrates professional nursing practice and conduct.
   g. Meets all criteria satisfactorily.
   h. Submits documentation of all clinical requirements prior to first clinical day. Remains in compliance with clinical requirements both prior to and during clinical rotation.

2. Unsatisfactory
   a. Fails to notify or gain approval of absence from clinical instructor.
   b. Fails to adhere to professional guidelines and policies for clinical practice as detailed in Student Handbook and syllabus.
   c. Does not achieve a Satisfactory rating in one or more of clinical objectives.
   d. Does not achieve satisfactory ratings for a required assignment, project, or presentation.
   e. Fails to adhere to safe nursing practice standards.
   f. Demonstrates unprofessional nursing practice and conduct.
   g. Fails to meet all criteria satisfactorily.
   h. Fails to submit documentation of all clinical requirements prior to the first clinical day.

Any student who is absent for any reason (excused/unexcused) for 25% or more clinical days in a clinical course, will earn an Unsatisfactory for that course.

For any missed clinical day due to NIU cancellation or faculty cancellation, there will be a clinical make-up assignment similar in scope and quality to the planned learning activities in that clinical setting on that particular (i.e. Missed) clinical session.
L. **Policy Regarding D, F, and Unsatisfactory Grades in Nursing Courses**

Students must repeat, at NIU, any nursing course in which they receive a grade of D, F, or Unsatisfactory and receive a grade of C/Satisfactory or higher to progress in the nursing curriculum. Refer to the NIU Undergraduate Catalog for policies and procedures for repeating courses.

In addition, students who receive a grade of D or F in a core nursing course* will be required to enroll the following semester in NURS 380: a special topics course to promote academic achievement and career success.


**Revised 5/19/03, 4/2010, updated 9/14;15**

M. **Policy for Prerequisite Course Grades**

Nursing students/candidates must achieve a minimum grade of C or better in all nursing prerequisites.

Approved 2/1/99, Reviewed 4/2010

N. **Policy on Falsification of Clinical Hours**

Falsification of clinical hours is considered academic misconduct.


O. **Policy for Dismissal from the Nursing Major**

Admission into the professional nursing curriculum does not guarantee continuation in the nursing program. Evaluation of undergraduate students' performance is an ongoing process.

**Criteria for Dismissal**

A student may be dismissed from the nursing program for any one or more of the following:

a. Undergraduate students who fail to meet the standard of a continuous cumulative GPA of **2.75** or better, based upon the completion of at least three courses (9 semester hours) of course work taken at Northern Illinois University, are subject to dismissal from the Nursing Program.

   - A student who is dismissed from the program for GPA less than **2.75** may be eligible to re-apply for admission to the Nursing major if/when all admission criteria is met. The student would be reviewed in the pool with all other current NIU student applicants for admission into the Nursing Program and are not guaranteed readmission.

Exceptions to this policy are students who are admitted to NIU as freshmen nursing majors who will have the opportunity to achieve a GPA of **2.75** during the first two semesters of their first year. If freshman students do not achieve a 2.75 or better by the end of the second semester of their first year, they will be dismissed from the Nursing Program. (Approved Spring, 2005).

There is no appeal or review for academic dismissal except in circumstances of catastrophic life event (see page 31: Dismissal and Appeal Policy).

b. A student who receives two grades of “D”, “F”, or Unsatisfactory in any combination of required nursing courses.
c. The two D/F policy applies to NURS 380: Promoting Academic Achievement in Nursing as it does to all other nursing courses.

d. A student with confirmed positive drug tests who fails to provide appropriate documentation from a healthcare provider. There is no appeal.

e. A student’s classroom or clinical performance fails to meet professional standards or whose clinical performance constitutes unsafe practice.

**Procedure for Dismissal Review for Failure of Classroom or Clinical Performance to meet Professional Standards or Whose Clinical Performance Constitutes Unsafe Practice.**

**Step 1:**
The instructor will notify the student of unprofessional conduct or unsafe practice. If a problem occurs in the clinical area, the student will not be allowed to continue in clinical practice until the review process is completed.

**Step 2:**
The instructor will refer the concern to the Standards Committee for review after conferring with the Chair of the School of Nursing (SON).

**Step 3:**
The Chair of the Standards Committee will make every reasonable effort to schedule a date for the Standards Committee to review the dismissal charge within two weeks of student notification of dismissal due to unprofessional conduct or unsafe practice. Every attempt shall be made to have the dismissal review face-to-face. In the event this is not possible, the dismissal review may be held via telephone conference call.

**Step 4:**
Documentation from SON administration, the instructor and the student shall be distributed to Standards Committee members prior to the dismissal review using methods to ensure confidentiality of information.

**Step 5:**
The student and instructor shall be invited to address the Committee and present their accounts of situations leading to the dismissal charge.

**Step 6:**
Voting members of the Standards Committee shall decide on the dismissal charge based on a majority vote by secret ballot. The Committee may recommend progression, conditional probation, or dismissal of the student. All proceedings shall be kept confidential.

**Step 7:**
The Standards Committee will make recommendations to the Chair of the SON based on the vote.

**Step 8:**
The Chair of the SON will make a decision on the dismissal charge, taking into account the recommendations of the Nursing Standards Committee. The Chair may accept or reject the recommendations of the Standards Committee.

**Step 9:**
In cases where the decision by the Chair of the SON is made to dismiss the student, the dismissal review documentation will be forwarded to the College of the Health and Human Sciences Academic Dismissal Review and Reinstatement Committee, which will make the final decision regarding dismissal. The student may appeal the final dismissal decision to the Dean of the College of Health and Human Sciences.

*Revised and approved 1/12/07, revised 4/2010, 3/2013, 5/2014*
**Dismissal and Appeal Policy**

**Dismissal from the Nursing Program for Academic Reasons:** If the student is dismissed from the program, any petition for re-entry will not be considered unless the student has experienced a catastrophic life event that (a) clearly impacted the student’s ability to be successful in the program and (b) is documented by a third party deemed credible by the SON Chair.

**Appeal for Re-entry into the Nursing Program after Dismissal:** Re-entry to the nursing program after dismissal is highly selective. Only those students who demonstrate a clear potential for future academic success and a consistent record of professionalism, ethical practice, and leadership are eligible for re-entry after dismissal.

To be considered for re-entry into the nursing program after dismissal, the student must deliver a written petition requesting re-entry to the NUHS Chair the semester before the student desires re-entry to the program. The petition will be forwarded to the Nursing Standards Committee for consideration. Re-entry to the program is not guaranteed.

Readmission decisions are based upon (a) the student’s clear potential for future academic success in his/her course work, including the Evolve “HESI” exams; (b) a consistent record of professionalism, ethical practice, and leadership in the classroom, in the clinical setting, and in interactions with faculty, staff, and peers; (c) the individual student’s ability to meet the professional standards for behavior and the academic standards outlined in the Undergraduate Nursing Handbook; and (d) space availability.

Re-entry may be made contingent on remedial study and verification that remediation has been successful.

Approved 4/28/2014

**P. Academic Integrity**

Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Students are considered to have cheated if they copy the work of another during an examination or turn in a paper or an assignment written, in whole or in part, by someone else. Students are guilty of plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students guilty of, or assisting others in, either cheating or plagiarism on an assignment, quiz, or examination may receive a grade of F for the course involved and may be suspended or dismissed from the university.

A faculty member has original jurisdiction over any instances of academic misconduct that occur in a course which the faculty member is teaching. The student shall be given the opportunity to resolve the matter in meetings with the faculty member and the department chair. If the facts of the incident are not disputed by the student, the faculty member may elect to resolve the matter at that level by levying a sanction no greater than an F for that course. The faculty member shall notify the student in writing whenever such action is taken, and the Office of Community Standards and Student Conduct shall receive a copy of the Academic Misconduct Incident Report indicating final disposition of the case, which will be placed in the student’s judicial file. In all matters where the charge of academic misconduct is disputed by the student or if the faculty member feels a sanction greater than an F in the course is appropriate (such as repeated offenses or flagrant violations), the faculty member shall refer the matter to the Office of Community Standards and Student Conduct making use of the Academic Misconduct Incident Report. Additional sanctions greater than an F in a course can be levied only through the University Judicial System. With regards to finding the student either responsible or not responsible for his or her action, the ruling of the Judicial Hearing Board shall be binding.
In cases where there is either a finding of responsibility or an admission of responsibility by the student, any recommendations by the hearing board regarding the course grade are non-binding on the instructor, who remains solely responsible for assigning a course grade, consistent with the policies set forth in the course syllabus.


SECTION XI

POLICY STATEMENT REGARDING STANDARD PRECAUTIONS AND EXPOSURES

A. Policy for Standard Precautions

To eliminate or minimize occupational exposure to all blood-borne pathogens, the most significant being Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV), all nursing students are required to follow Universal Precautions by Federal Law: Occupational Safety and Health Administration (OSHA) Part 1910:1030 - Occupational exposure to blood borne pathogens. These precautions are outlined in the nursing program’s Universal Precautions Procedures. Completion of a standard precautions educational program on a yearly basis is required of all students enrolled in clinical courses.

Approved 8/23/88, Revised 3/6/92, 3/5/93, 11/7/94, Reviewed 2/6/95

The training and quiz can be found in Blackboard by clicking on the Community tab and then clicking on Clinical Requirements – Nursing tab under the School of Nursing section.

For students who are RNs, standard precautions training may be completed in the following ways:

1. Completion of the Nursing educational program, as outlined above; or
2. Submission of written documentation of training from a clinical agency that includes the following information on agency letterhead: the date of the training, the type of training completed (standard precautions training required), and the signature of the instructor/educational coordinator; or
3. Written documentation that the RN student has taught standard precautions content. This documentation must be on agency letterhead, signed by the educational coordinator or another appropriate individual, and indicate the date of the last course taught by the RN. The date of the last course/program presented will serve as the date for documentation.

Approved 11/7/94, Reviewed 2/6/95, 4/2010

STANDARD PRECAUTIONS (SELF-PROTECTION) PROCEDURES

To aid you in self-protection in the clinical area consult the recommendations set by the Center for Disease Control and Prevention (CDC) For the most recent CDC guidelines, please see the CDC website at http://www.cdc.gov/ncidod/dhqp/bp_universal_precautions.html.

Revised and Approved 3/5/93, Reviewed 2/6/95, Revised 7/07, 4/2010

B. Policy for Follow-up of Significant Exposure to Blood/Body Fluids

If a student experiences significant exposure to blood/body fluids during the clinical experience the following actions are to be implemented:

1. The student will immediately report the significant exposure to the instructor and will follow the clinical agency’s protocol for exposure/injury.
2. It is recommended that the student immediately receive a screening test for HBV, HCV, and HIV at the agency where the exposure occurred, if possible, or within 24 hours at the NIU Health Service or a county health department.
3. It is recommended that the student receive physician evaluation and counseling which provides the student information on the Center for Disease Control and Prevention (CDC) recommendations.
4. If the student refuses any part of the diagnostic testing and/or treatment, the student will be required to sign the "Informed Refusal for Post Exposure Medical Evaluation."
5. The student will complete the School of Nursing "Significant Exposure Report." This report will be placed in a separate confidential file maintained by the Office Supervisor of the School of Nursing. A copy of the report will be forwarded to the NIU University Health Service.
6. As with all healthcare expenses, payment for treatment is the responsibility of the student.


C. Policy for Follow-up of Significant Exposure to M. Tuberculosis

If a student experiences significant exposure to a TB patient during the clinical experience, and appropriate precautions were not observed at the time of exposure, the following actions are to be implemented:

1. The student will immediately report the significant exposure to the instructor and will follow the clinical agency's protocol for exposure/injury.
2. It is recommended that the student receive PPD testing 3 months following exposure.
3. Students who have TB at sites other than the lung or larynx usually do not need to be excluded from clinical settings.
4. Students receiving treatment for latent TB should not be restricted from clinical settings.
5. It is recommended that the student receive a healthcare professional's evaluation and counseling that provides the student with information on the Center for Disease Control recommendations.
6. If the student refuses any part of the diagnostic testing and/or treatment, the student will be required to sign the "Informed Refusal for Post-Exposure Medical Evaluation form."
7. The student will complete the School of Nursing "Significant Exposure Report." This report will be placed in a separate confidential file in the School of Nursing and a copy will be forwarded to the NIU University Student Health Service.
8. As with all healthcare expenses, payment for treatment is the responsibility of the student.

Source: CDC 1994 Guidelines for preventing the transmission of M. tuberculosis in health care facilities
Approved by Standards Committee 2/12/96
Approved by General Faculty 3/18/96
NORTHERN ILLINOIS UNIVERSITY  
School of Nursing

Date of Report:__________________________

Student's Name:________________________ SS#:________________________

Local Address and Telephone: Permanent Address and Telephone:
________________________________________________________________________
________________________________________________________________________
( ) ____________________________ ( ) ____________________________

Date of Incident:________________________

Time of Incident:________________________

Date and Time of Report of Incident to Instructor:________________________

Agency/Facility and Department/Floor/Unit Where Incident Occurred:__________

Type and brand of device involved in incident:_____________________________

Description of Exposure:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The above-named student has been advised of the current policies and procedures for significant exposures consistent with current laws and regulations.

Instructor's Signature __________________ Date __________

Student's Signature __________________ Date __________
NORTHERN ILLINOIS UNIVERSITY
School of Nursing

STATEMENT OF INFORMED CONSENT

Northern Illinois University School of Nursing provides an academic program of study for students. Such study includes on-campus laboratory experiences with models and simulators. Technical skills are demonstrated, practiced, and evaluated. Upon the development of beginning competency, these skills are applied in other settings, such as hospitals, nursing homes, clinics, and community health centers. All study in these settings is conducted under the supervision of university nursing faculty and/or licensed health care professionals at the facilities. Please review and sign this Statement of Informed Consent to indicate your acceptance of the learning opportunities, risks, and safeguards provided by Northern Illinois University School of Nursing.

I understand that the School of Nursing will give instruction in Standard Precautions according to recommendations from the Occupational Safety and Health Administration (OSHA). I hereby agree to follow Standard Precautions while I am a student in the School of Nursing. I understand that these Standard Precautions protect myself, my patients, my family members, and other health care workers from infections and/or communicable diseases.

I understand that nursing involves the study and care of people throughout the life span and that these people may be well or ill. By participating in care giving activities, I may be exposed to infectious diseases, such as Hepatitis B, Human Immunodeficiency Virus (HIV), and other infectious and/or communicable diseases. It is understood that payment for testing, diagnosis, and treatment of any infectious and/or communicable disease, including those contracted while acting as a caregiver in my clinical experiences with the university, will be my responsibility.

Furthermore, I understand that I am responsible for all personal health care expenses including expenses resulting from accident, injury, or illness while I am engaged in a clinical experience. Neither the University, the College of Health & Human Sciences, nor the clinical agencies are responsible for these expenses. I realize that as a student I am required to maintain health care insurance that is satisfactory to the University.

The School of Nursing requires that I get a Hepatitis B series of vaccinations prior to beginning my clinical experience as a nursing student. I understand that the Hepatitis B vaccine is available to me at cost from University Health Services. I understand it is my responsibility while I am a student in the School of Nursing to keep immunizations and other required testing current. I agree to inform clinical instructor(s) or the school chair of any health problem that could possibly affect my performance or the welfare of my patients in the clinical area.

I understand that the clinical agency may request copies of the tests I am required to have before commencement of clinical experiences (Tuberculosis; Titers for Rubella, Mumps, Varicella, and Hepatitis B; tetanus booster, Influenza Vaccination, standard precautions, CPR, drug screening, and criminal background check). If an agency specifically requests copies of my tests, I authorize NIU to release those copies to that agency. I may revoke this authorization at any time (except to the extent that action has already been taken) by submitting a written revocation to the Nursing Program Coordinator, NIU School of Nursing. This authorization will be considered valid from the date of signature until such time that I provide written revocation of my authorization, or I graduate from the School of Nursing at Northern Illinois University. I absolve and agree to hold harmless the Board of Trustees of Northern Illinois University, Northern Illinois University, and the School of Nursing, together with their officers and employees, from any legal liability, claims or damages which may arise from disclosure of this information.

I understand the dismissal from the program or a delay in graduation will occur if I do not have current requirements on file.
In the event that I should be involved with a needle stick or other significant exposure, I have been informed of the most current post-exposure protocol recommended by OSHA and I understand that the School of Nursing recommends following this protocol.

I have been informed that pregnancy or contraction of a communicable and/or infectious disease may increase my health risk in relation to care giving activities for patients with bacterial and viral diseases. I have also been informed that some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions.

I agree to follow the policies, standards, and practices of clinical agencies while I am at the clinical agency, including Health Insurance Portability and Accountability Act. I agree that I will not, without the express prior written consent of the agency, divulge confidential information for any purpose other than the performance of the duties of my clinical experience.

I have read the above information and have full understanding of the learning opportunities, risks, and safeguards provided by Northern Illinois University School of Nursing. I have been given an opportunity to ask questions. I acknowledge that I have read this document in its entirety. To enter/continue in the nursing program, I consent to following policies and procedures as explained herein.

______________________________________________  ______________________
Student Signature                                      Date
______________________________________________  ______________________
Print Name                                            Z ID
SECTION XII

STUDENT SAFETY POLICY

Students in community-based clinical experiences involving home health care shall be accompanied by the NIU faculty or agency preceptor who delivers care to the student's assigned client during the initial visit and any other visit, if the environment is judged problematic by either the agency, the NIU faculty, or if issues of safety have been raised by the student. Students will visit the client's home only during prearranged agreed-upon clinical hours as defined in the course syllabus and will not provide clients and/or family members with personal transportation nor will they return to the client's home once the clinical experience is completed. Students who have any questions related to safety must contact their instructor or preceptor immediately.

SECTION XIII

POLICY STATEMENT FOR THE RN ARTICULATION PLAN

Nurses (RNs) who begin NIU nursing classes within five years of graduating from a two-to-three-year, state-approved program will be granted the appropriate number of escrow credits. Any baccalaureate nursing courses completed five years prior to admission/readmission must be repeated.

Nurses (RNs) who graduated over five years ago from a nursing program will be automatically granted the appropriate number of escrow credits provided they have practiced as a registered nurse within the last five (5) years. Registered nurses who graduated more than five years ago who have not practiced as a registered nurse within the last five years, will need to demonstrate competency through successful completion of an approved refresher course.

Credits will be held in escrow until the Registered Nurse has student successfully completed 12 credit hours of NIU coursework.

Posting of Proficiency Credit on Transcript:

Proficiency credit will be awarded only after the student has been admitted to the School of Nursing. All proficiency credit awarded at NIU will be entered on the student's academic record. However, proficiency credit awarded by NIU will only be entered on transcripts (i.e., a copy of the academic record) of students who have successfully completed 12 credit hours of NIU coursework including the bridge course, NURS 347.

Extra-departmental Requirements:

Registered nurses enrolled in NIU’s RN/BS degree completion program may begin taking nursing courses prior to completing extra-departmental requirements. RNs are encouraged to discuss this option with the Nursing Undergraduate Academic Advisor.

Approved 1/8/79
Revised and Approved 11/21/88
Reviewed 3/5/90,
Revised and Approved 2/21/91, 3/6/92, 3/5/93
Reviewed 2/6/95
Revised and Approved 5/3/99 Revised 5/24/99
Revised 5/19/03, Reviewed 7/2007
Revised 4/22/2010, 4/16/18
SECTION XIV

POLICY STATEMENT FOR STUDENT FEES

There are extra fees charged to students taking nursing courses. These Course-Related Fees are charged the semester that the student is enrolled in a course. These fees help to cover extra costs involved in producing certain courses (i.e., professional liability insurance, lab materials, supplies, models and technology).

These fees may be billed on the student's original bill for the semester or in a separate billing, depending on how the student registered for courses.

3/5/90
Reviewed 3/6/92, 3/5/93, 2/6/95
Revised 5/19/03, Revised 6/2007, 5/2013
Reviewed 4/2010

SECTION XV

ORGANIZATIONS

The School of Nursing offers students the opportunity to take part in a variety of organizations and committees. Students are encouraged to become active and involved both on campus and within the School of Nursing. Such involvement offers students an additional learning experience in leadership and professionalism, enables faculty to write more informed reference letters, and captures the attention of prospective employers.

A. Student Organizations

All students who have been admitted to the nursing major are encouraged to participate in a nursing student organization such as the Student Nurses Organization (SNO) and/or American Assembly for Men in Nursing (AAMN). The SNO/AAMN office is located off the student lounge in the School of Nursing. Meeting dates are posted in the School of Nursing. Further information is available from the Student Nurses Organization at http://www.chhs.niu.edu/nursing/so/index.shtml.

B. Sigma Theta Tau International, Beta Omega Chapter

Sigma Theta Tau International is the Honor Society of Nursing. Membership in the organization is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduates of baccalaureate programs who demonstrate excellence in leadership positions are also eligible for membership consideration.

Membership is available by invitation and assumes acceptance of the purposes of the society and the responsibility to participate in achieving its goals.

The purposes of Sigma Theta Tau International include:

- Recognition of superior achievement
- Recognition of the development of leadership qualities
- Fostering of high professional standards
- Encouragement of creative work
- Strengthening of commitment to the ideals and purposes of the profession
C. Nursing Student Advisory Committee

Nursing Student Advisory Committee Bylaws

This committee works with the Area Coordinator for Nursing in an advisory capacity. Its bylaws are as follows:

Functions of the committee:

1. Advise Nursing administration and faculty on matters of direct concern to students.
2. Advise Nursing student representatives to the College of Health and Human Sciences Student Advisory Committee.
3. Student volunteers will be solicited for the Nursing and College of Health and Human Sciences Student Advisory Committee.
4. Conduct elections and prepare forms for the Excellence in Undergraduate Teaching Award and the Excellence in Undergraduate Instruction award.
5. Appoint four members for Grade Review Panel.

Membership:

The Committee will be composed of eight student members elected from the total Nursing student body. There will be an elected student representative from each of the five undergraduate pre-licensure nursing tracks, one undergraduate RN-BS completion student, one graduate advanced practice student and one graduate education student.

The elected student position will be for the duration of the student’s enrollment in the program. If a student is unable to serve the entire duration of their term, the student will be replaced by another elected student representative.

a. The Area Coordinator is an ex-officio member.

b. Chair and Secretary of the Committee will be elected from among the student members of the Committee.

Voting:

1. A quorum shall consist of 50% of committee members.
2. Minutes of the meetings will be posted electronically in the School of Nursing.
3. Official copies of the minutes will be placed on file in the office of the School of Nursing.

Approved 8/18/15

RESEARCH COMMITTEE

This committee includes two to four students - one to two undergraduates and one to two graduates. The committee promotes SON research activities of the faculty and students. This committee meets as needed.

D. Nursing Faculty Committees with Student Representation

GENERAL FACULTY: This group includes all faculty members in the nursing program as well as six student members, three undergraduates and three graduates. This group makes final decisions on policy for the nursing program. It meets on Monday mornings three or four times each semester.
CURRICULUM AND EVALUATION COMMITTEE: This committee includes two student members - one undergraduate and one graduate student. The committee coordinates the implementation of the nursing curriculum and all evaluations of the program. This group reviews courses and ideas for courses, changes in the curriculum, etc. They also ensure that the planned evaluations of the program are conducted, review the results, and make recommendations to the faculty. This group typically meets on Mondays once or twice each month.

PORTFOLIO SUBCOMMITTEE: This committee oversees the process of evaluating the undergraduate nursing program outcomes through the assessment of portfolios. Student involvement (undergraduate and graduate) is welcomed. This subcommittee is involved in all aspects of the portfolio assessment process; informing students about portfolio collection and assessment, serving as a resource for students and faculty, and analyzing and reporting the results.

STANDARDS COMMITTEE: This committee includes two student members - one undergraduate and one graduate student. The committee develops and evaluates policies and criteria for admission to nursing and for retention in the program. This committee also oversees scholarship awards and develops the standards-related sections of the student handbook. Meetings typically occur on Mondays approximately once each month.

SECTION XVI

GENERAL INFORMATION

There are a variety of undergraduate student services available to you that are oriented to the unique needs of the undergraduate student. You will find more detail in the *NIU Undergraduate Catalog*.

**Bookstore**

Two bookstores serve the NIU community. The University Bookstore is located in the lower level of the Holmes Student Center. The Village Commons Bookstore is located on Lucinda Avenue at Annie Glidden Road. Required and recommended course materials are available at these locations each semester. These stores have extended operating hours during the first week of classes to facilitate students' purchases. Additionally, required books and course materials may be ordered online or via phone and the items will be mailed to the student. There is a fee for this service.

**Blackboard**

Blackboard™ is a course management system used campus-wide at NIU. The system allows faculty to post materials, deliver tests and surveys, hold online discussion and many other course-related functions. All currently-enrolled students and teaching faculty have access to the Blackboard system. Students are held responsible for learning how to access and use Blackboard.

**Bulletin Boards**

A variety of information concerning upcoming events, job postings, and announcements can be found on the bulletin boards and digital boards at various locations in the School of Nursing. Items are also posted on the School of Nursing Student Web Page under Announcements.
Computers
Each semester all nursing students are charged a computer fee. All students are expected to have at least a beginning level of skill working with computers. Many courses use web-based media and group discussions as a means of enhancing teaching-learning strategies. Electronic literature searches and downloading of available abstracts and full-text articles are available through the NIU Founders Memorial Library.

All students at NIU are required to use their NIU z e-mail account for correspondence. This is a method of official communication. It is the student’s responsibility to check their NIU z e-mail account.
Networked personal computers are available in the Nursing computer lab.

Software in Student Computer Lab:
The computer lab contains the latest versions of Windows, Office and other commonly used programs.

Copy Machines
There is a copy machine in the Nursing building for student use. Copy machines on campus require Huskie Bucks through a One Card ID and do not take cash.
www.niu.edu/onecard/huskiebucks/copy-machines.shtml

Health Care
The University Health Service provides primary health care to all registered students, full or part time, who have paid on-campus tuition and fees. Students are required to show their current valid NIU Photo ID before service is provided. Health Services is available to all students, full or part-time, who are registered and have been assessed on-campus tuition and fees. Students may use Health Services whether or not they are enrolled in the NIU Student Medical Insurance Plan. The UHS offers hours to meet the scheduling needs of most students.

Students may utilize the UHS to fulfill clinical requirements for TB screening and required immunizations and titters.

ID Cards
All students must obtain an NIU student Photo ID card. Photo ID cards (also called One-Cards) are required to check books out of the library and to access a variety of NIU services. ID cards are to be obtained from the Holmes Student Center lower level across from the bookstore.

Library
Founders Memorial Library is the main NIU library. The University Libraries contain over 2 million volumes as well as periodicals, government publications, microforms, maps, recordings, audiovisual materials, and electronic databases. NIU Libraries are participants in the I-Share Online Catalog System, a network involving 71 academic institutions throughout Illinois. NIU Libraries provide a variety of guides to collections and services. These materials are available at the information desk and at service sites throughout Founders Memorial Library.
Online library resources and interlibrary loan service are available to students, faculty, and staff at the NIU Outreach Centers in Hoffman Estates, Naperville, and Rockford. Please see the library page http://library.niu.edu/ulib for more information.

Lounge
A lounge is available for use by all nursing students. The lounge has comfortable chairs and sofas to relax between classes. Vending machines are also available for snacks, pop, and water at the entrance of the building outside of the student lounge. There is a microwave and refrigerator for student use.
Parking at NIU
Nursing students are required to have a university permit to park in the Nursing building parking lots. The University parking sticker may be purchased at the Parking Division of the University Security Department. These permits are color-coded to correspond to the lots in which they may be used. Maps outlining the color-coded lots are available at the parking office. If you do not have a parking permit that is appropriate for the School of Nursing parking lots, you will need to park on the street or risk receiving a ticket. The School of Nursing parking lot requires a parking permit at all times including evenings and weekends. Please DO NOT park in front of mailboxes in the residential area.
Revised 4/16/18

Smoking Policy
NIU is a smoke-free facility and smoking is not permitted near entrance doors.

Writing Center
Free tutoring is available through the Writing Center for all nursing students. This center provides an opportunity for students to work one-on-one with an experienced writer, specially trained to improve writing skills. Students can either “walk in” or be referred by an instructor. Appointments are encouraged. For further information, call (815) 753-6636. Additionally, these services are available online at www.uwc.niu.edu.

Web Page
The Nursing webpage can be accessed at http://www.chhs.niu.edu/nurs/. The website is a valuable tool for you to access recent changes and information regarding the nursing program, scholarship/grant opportunities, special events and speakers, updated job opportunities, etc.

Additional Services
In addition to the above services, there are a number of other offices that may be of interest. You may find more information about these and other services through the NIU Undergraduate Catalog or by contacting these departments individually.
SECTION XVII

HELPFUL HINTS FOR NURSING STUDENTS
FROM NURSING STUDENTS AND FACULTY

- Become active in the Student Nurses’ Organization and the Northern Prairie Alliance.
- Save your books, they are needed in other classes.
- Work as a nurse’s aide in the summer, be a summer-study extern, or participate in a summer internship program.
- Learn to use the library during your first semester at Northern.
- Learn to use the nursing computer lab during your first semester of nursing classes.
- Check all courses for pre-requisites and/or co-requisites.
- Keep your program of study current; for changes contact the Undergraduate Advisor.
- Check to ensure that you have been given credit for all transfer courses.
- Keep the documentation of your clinical requirements up-to-date.
- Become an active member of the School by serving on committees.
- Check bulletin boards for current notices each semester regularly.
- Check Blackboard and your NIU e-mail account regularly to avoid missing important information.
- Take advantage of the opportunities to practice in the school’s laboratories throughout your enrollment in the nursing program.
- Learn how to use all of the University Resources to your greatest advantage.
- Initiate your professional portfolio immediately and keep it up to date.