The information in this version of the RN to BS Student Handbook is subject to change without notice. This handbook is not intended to nor does it contain all regulations that relate to students.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME FROM THE DEAN</td>
<td>1</td>
</tr>
<tr>
<td>College of Nursing Contact Information</td>
<td>2</td>
</tr>
<tr>
<td><strong>COLLEGE OF NURSING</strong></td>
<td>5</td>
</tr>
<tr>
<td>Mission</td>
<td>5</td>
</tr>
<tr>
<td>Vision</td>
<td>5</td>
</tr>
<tr>
<td>Core Values</td>
<td>5</td>
</tr>
<tr>
<td>Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>Beliefs about Learning/Nursing Education</td>
<td>7</td>
</tr>
<tr>
<td><strong>ACCREDITATION</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>COLLEGE OF NURSING COMMITTEES</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>END OF PROGRAM OBJECTIVES</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>UNDERGRADUATE NURSING PROGRAM ACADEMIC POLICIES</strong></td>
<td>11</td>
</tr>
<tr>
<td>Standards of Conduct</td>
<td>11</td>
</tr>
<tr>
<td>Academic Integrity Statement</td>
<td>11</td>
</tr>
<tr>
<td>Class and Clinical Attendance Policy</td>
<td>11</td>
</tr>
<tr>
<td>Definition of Grades</td>
<td>12</td>
</tr>
<tr>
<td>College of Nursing Grading Scale</td>
<td>12</td>
</tr>
<tr>
<td>Nursing Course Examination Rounding Policy</td>
<td>12</td>
</tr>
<tr>
<td>Student Academic Difficulty</td>
<td>13</td>
</tr>
<tr>
<td>Plan for Early Identification of Academic Difficulty and Follow Up</td>
<td>13</td>
</tr>
<tr>
<td>Academic Jeopardy Notification Letter</td>
<td>14</td>
</tr>
<tr>
<td>Report for Early Initiated Contact For Academic Difficulty</td>
<td>14</td>
</tr>
<tr>
<td>Academic Grievance Procedures</td>
<td>16</td>
</tr>
<tr>
<td>Grade Mediation and Adjudication</td>
<td>16</td>
</tr>
<tr>
<td>Functional Abilities Policy</td>
<td>16</td>
</tr>
<tr>
<td>Disability Statement</td>
<td>17</td>
</tr>
<tr>
<td>Diversity Statement</td>
<td>17</td>
</tr>
<tr>
<td>Policy for Requesting Student Records</td>
<td>17</td>
</tr>
<tr>
<td><strong>ADVISING, CURRICULUM AND SCHEDULING INFORMATION</strong></td>
<td>18</td>
</tr>
<tr>
<td>Academic Adviser</td>
<td>18</td>
</tr>
<tr>
<td>Multiple Campus Registration</td>
<td>18</td>
</tr>
<tr>
<td>Counseling and Psychological Services (CAPS)</td>
<td>19</td>
</tr>
<tr>
<td>Re-Enrollment</td>
<td>19</td>
</tr>
<tr>
<td>Credit by Portfolio Assessment for the Licensed Registered Nurse (RN)</td>
<td>20</td>
</tr>
<tr>
<td>Credit by Portfolio Form</td>
<td>20</td>
</tr>
<tr>
<td>Nursing Audit</td>
<td>21</td>
</tr>
<tr>
<td>Credit Evaluation</td>
<td>22</td>
</tr>
<tr>
<td>Recommended Academic Plan</td>
<td>23</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>24</td>
</tr>
<tr>
<td>Independent Studies in Nursing</td>
<td>30</td>
</tr>
<tr>
<td>Nursing 495: Nursing Study in Specialized Setting</td>
<td>30</td>
</tr>
<tr>
<td>Nursing 496: Independent Study</td>
<td>34</td>
</tr>
<tr>
<td><strong>CLINICAL POLICIES</strong></td>
<td>37</td>
</tr>
<tr>
<td>“Registration Not Complete” Status Policy</td>
<td>37</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS (Continued)

## CLINICAL POLICIES (Continued)

<table>
<thead>
<tr>
<th>Policy</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Care</td>
<td>37</td>
</tr>
<tr>
<td>Clinical Safety Policy</td>
<td>37</td>
</tr>
<tr>
<td>Impaired Student Nurse Policy</td>
<td>38</td>
</tr>
<tr>
<td>Infectious Disease Policy</td>
<td>44</td>
</tr>
<tr>
<td>Post-Surgical Return to Clinical</td>
<td>45</td>
</tr>
<tr>
<td>Student Pregnancy Policy</td>
<td>45</td>
</tr>
<tr>
<td>Transportation to and from Clinical Agencies Policy</td>
<td>45</td>
</tr>
<tr>
<td>Student Dress Code Policy</td>
<td>46</td>
</tr>
<tr>
<td>Social Media Policy</td>
<td>48</td>
</tr>
<tr>
<td>Use of Electronic Devices in Clinical Policy</td>
<td>50</td>
</tr>
<tr>
<td>Clinical Cancellation Guidelines</td>
<td>51</td>
</tr>
<tr>
<td>Clinical Failure Policy</td>
<td>51</td>
</tr>
<tr>
<td>Guidelines for Using the Clinical Evaluation Tool and Remediation Form</td>
<td>51</td>
</tr>
<tr>
<td>Remediation Plan and Outcome Form</td>
<td>52</td>
</tr>
</tbody>
</table>

## RN to BS CLINICAL COMPLIANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN to BS Program Clinical Compliance Requirements</td>
<td>53</td>
</tr>
<tr>
<td>Information Release</td>
<td>53</td>
</tr>
<tr>
<td>Student Notification of Program Requirements</td>
<td>54</td>
</tr>
<tr>
<td>RN to BS Policy for Required Clinical Experience</td>
<td>55</td>
</tr>
<tr>
<td>Criteria for Selection of a Preceptor</td>
<td>56</td>
</tr>
<tr>
<td>Evaluation of the Clinical Experience (Pass/Fail)</td>
<td>56</td>
</tr>
<tr>
<td>Clinical Evaluation Forms</td>
<td>57</td>
</tr>
<tr>
<td>Agency Letter of Agreement</td>
<td>61</td>
</tr>
<tr>
<td>Preceptor Approval Form</td>
<td>62</td>
</tr>
</tbody>
</table>

## CERTIFICATE PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Nursing Certificate Programs</td>
<td>63</td>
</tr>
<tr>
<td>Nursing Forensics</td>
<td>63</td>
</tr>
<tr>
<td>Nursing Informatics</td>
<td>63</td>
</tr>
<tr>
<td>Nursing Management</td>
<td>63</td>
</tr>
</tbody>
</table>

## SIGMA THETA TAU INTERNATIONAL

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beta Sigma Chapter Membership</td>
<td>65</td>
</tr>
<tr>
<td>Sigma Theta Tau Achievement Award</td>
<td>66</td>
</tr>
</tbody>
</table>

## SCHOLARSHIPS & AWARDS

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates Enrolling in Graduate Courses</td>
<td>68</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>68</td>
</tr>
<tr>
<td>Links to Other Important Information</td>
<td>68</td>
</tr>
</tbody>
</table>
WELCOME FROM THE DEAN

On behalf of the faculty and staff, I welcome you as you begin your studies at Penn State’s College of Nursing. We are pleased that you have chosen to major in nursing and believe it is an exciting time to enter the nursing profession. The nursing faculty and I are committed to preparing you in the best way possible for leadership roles alongside health care workers from other disciplines to improve both local and global health.

As a member of the nursing profession, you will have countless opportunities to affect the lives of the patients with whom you come in contact. Nurses, as the most trusted professional, have a responsibility to be knowledgeable and highly competent in the delivery of care. You also will be expected to provide leadership in the transformation of health care. You will develop clinical competence and leadership skills if you commit to investing time and effort in the academically rigorous curriculum we have prepared for you. You will also be expected to be caring, compassionate, and empathetic. Your investment in learning now will yield a lifetime of rewards as you grow as a professional nurse.

You will have leadership, management, community, and research opportunities. We hope that you choose to become involved in the faculty’s research related to critical health issues such as care of childbearing women with diabetes; end of life care; health care in prisons; care of elders; and care of cardiovascular patients in the context of their families. More than 80 highly qualified masters and doctorally prepared nursing faculty members stand ready to guide your learning experiences. I would encourage you to think of your classmates and the people you care for as rich resources, from whom you will gain invaluable knowledge and personal insights. Remember, there is much to learn outside of your coursework.

The College of Nursing and the University have assembled numerous resources to help you gain the most from your time here. We encourage you to use these resources to make this program work for you. Based on the experience of prior students, we have put together this handbook to help you access and use resources; however, please know that the faculty and staff of the College of Nursing are always available to provide additional assistance.

Wishing you a wonderful Penn State experience,

Paula Milone-Nuzzo, RN, PhD, FHHC, FAAN
Dean and Professor
College of Nursing
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MISSION

The mission of the College of Nursing is to improve the health care of all people in the Commonwealth of Pennsylvania, the nation and the world through the development of qualified nurse leaders at all levels of practice, the development of nursing science, and the provision of nursing care to individuals, families and communities. This is accomplished through the integrated programs of nursing, education, research, scholarship and outreach.

Revised: June 2014

VISION

Create a dynamic and engaged community of scholars who integrate excellence in academics, nursing research and clinical scholarship, and outreach to the community with a commitment to improving the quality of life for all people.

Revised: June 2014

CORE VALUES

ETHICS (Equity and Fairness) Integrity
Sustainability of Human/Natural Resources Citizenship-Health Policy
Advocacy Commitment
Goal Directed Change Agency Service
Civility/Conflict Resolution Excellence
Transparency/Open Communication Diversity/Cultural Sensitivity
ONE College of Nursing, Geographically Dispersed Scholarship

PHILOSOPHY

The College of Nursing is an integral part of the Pennsylvania State University (Penn State). The faculty at the College of Nursing believe that education for nursing is best achieved under the auspices of institutions of higher education and accept accountability for the academic functions of teaching, research, and service. Beliefs shared by the faculty emphasize and support the importance of diversity and human development throughout the life span. These beliefs serve as a basis to assist individuals, families, and communities to develop desirable health patterns.

Human Beings. Human beings are unique and unitary. They are constantly evolving in the direction of increasing complexity as the individual accumulates experiences, life not only involves a fuller potential, but also offers a greater variety of behavioral repertoire. Important dimensions of human beings include: growth and development across the life span; communications and relationships that develop between individuals and within families, groups,
and communities; and those characteristics identified with human consciousness such as values, creativity, feelings, choices, and will. The capacity for thought and emotion enables individuals to be introspective, purposeful, and self-directed. His/her learning behaviors are motivated in response to perceived needs.

**Environment.** Environment is viewed as the contextual systems in which the individual, the family, the group, and the community exist and interact. The environmental contexts include: the personal environment consisting of significant others and social support systems in the life of the individual; the group environment, consisting of characteristics which emerge and develop as he/she relates in a group situation; the supra-personal environment that represents the norm of the person’s proximal environment; the social environment consisting of those societal forces impacting on the individual; and the physical environment, that portion of the person’s environment that is reducible to matter. Human beings, as open systems, are in mutual, simultaneous process with the environment and continually change together during that process.

**Health.** Health, which fluctuates throughout the life span, is a gestalt of wellness and illness. Wellness and illness are coexisting and interacting phenomena. The unitary person interacts with the totality of the environment, and the unique quality of this interaction influences one’s health. Health is a synthesis of dynamic patterns of energy within the individual and between the person and environment. Health patterns maintain themselves and manifest multiple configurations of individual and environmental relations. Health is self-perceived and relative to each person’s or group’s beliefs and values. Common approaches to the understanding of the phenomenon of health stem from theories of human development, stress, disease, adaptation, crisis, life style, change, and consciousness. Because health patterns are dynamic, the recognition, identification, and facilitation require periodic assessment.

**Nursing.** Nursing is a humanistic profession which respects the human being’s dignity, integrity, and right to self-determination. The focus of nursing is the health of the person throughout the life span. Based on the assumption that the person has a responsibility for his/her own health, the goals of nursing are to utilize the nursing process in assisting clients in the recognition of health patterns and, when necessary, in the identification and facilitation of desirable alternatives. Nursing assumes a responsibility to society to develop and transmit knowledge and to provide service to individuals, families, groups, and communities as clients. Nursing educators, acting as an autonomous body, accept the responsibility for the development of professionals who are able to invest of self as therapeutic agents, who utilize critical thinking and decision-making skills to provide leadership in health care, and who have defined values and ethics relating to practice and research. The nature of nursing as a professional discipline includes its history, philosophy, science, and practice.
BELIEFS ABOUT LEARNING/NURSING EDUCATION

**Learning:** Learning is a continuous, life-long process of self discovery, knowledge development, evaluation, and growth. It is individualistic and proceeds in a simple to complex manner from the level of development, interests, and motivations of the learner. The teaching-learning process is reciprocal and interactive with faculty and students sharing the cooperative enterprise of learning, inquiry, teaching, and evaluation. The learner is an active participant who assumes responsibility for his/her own learning, and independent learning is fostered by encouragement and support of the learner’s self-directed inquiry. The role of the faculty is to facilitate the learning process and to provide and foster opportunities for life-long learning.

**Nursing Education:** Nursing is primarily an intellectual endeavor and requires that its practitioners develop critical habits, intellectual curiosity, and disciplined modes of inquiry that are used in the practice of nursing. Nurses and nursing students should develop an understanding of the humanities, learn the fundamentals of the natural and social sciences, and acquire skills and perspectives unique to the field of nursing. One of the faculty’s major responsibilities is to develop and implement a nursing curriculum that draws from other disciplines; that organizes content around the fundamental concepts of health, humankind, and environment; and develops full appreciation of nursing’s special obligation to teach. The faculty is equally aware of the responsibility to students and nurses to engage actively and continuously in opportunities that will enhance nursing competence and personal awareness. Furthermore, the faculty is sensitive to variations among students that may influence how rapidly and expertly they may be able to assume adequate nursing knowledge and related responsibilities. They encourage personal expressions of interest and preferences within the academic traditions of the University.

The faculty support the concept of educational mobility to provide opportunities for qualified students to enter new careers. The faculty recognizes that students learn in many ways and their competencies may be validated by a variety of internal and external evaluative measures. Continuing education is a part of nursing education and supportive to the concept of lifelong learning.

The focus of associate degree education in nursing is to prepare a competent individual to provide nursing care in a variety of health care settings to individuals with commonly occurring acute or chronic health problems. The graduate of the associate degree program is prepared to (1) be accountable for his/her practice, (2) utilize nursing process in providing care, (3) collaborate and consult with other health team members, and (4) practice in a variety of health care settings.

The Associate Degree Program in Nursing consists of a basic foundation in the scientific and humanistic disciplines inherent in basic education. Nursing courses provide the foundation to enter the nursing discipline at a beginning level of competency. In addition to courses in nursing, other studies complement the nursing component and provide a basic level of general education. The structure of the Associate Degree Program in Nursing follows the same pattern as that of other associate degree programs at the University.

The focus of baccalaureate education in nursing is to prepare an individual with general nursing skills, knowledge, and values, who can function as a nurse within the health care system to provide comprehensive service to individuals, families, groups, and communities. The graduate of the baccalaureate program is prepared to (1) be accountable for his/her own nursing practice, (2) accept responsibility for the provision of nursing care through others, (3) develop methods of
working collaboratively with other health professionals, and (4) practice in a variety of health care settings.

The Baccalaureate Program in Nursing is characterized by a foundation in scientific and humanistic disciplines inherent in learning upon which is built the major in nursing. In addition to nursing courses, upper division studies include courses that complement the nursing component and increase the depth of general education. The structure of the Baccalaureate Program in nursing follows the same pattern as that of other baccalaureate programs at the University.

Differences may be found in practice settings and in the level of autonomy. However, the complexity of decision-making within the nursing process is a major component in the differentiation of roles and levels of nursing practice between the associate degree nurse and the baccalaureate-prepared nurse.

The focus of master’s education in nursing is to prepare a nursing scholar as an advanced practice nurse with a specialty focus in clinical nursing. The master’s degree specialists include clinical nurse specialists and acute and primary care nurse practitioners who serve individuals, families, and aggregate groups within diverse populations and settings.

The focus of the practice doctoral degree in nursing is on the translation of research into practice, transformational leadership, and advanced nursing practice across health care settings.

The focus of research doctoral education in nursing is to develop nurse scientists who are expert research scholars who are able to provide leadership in nursing practice, policy, research, and education.

Graduate education in nursing is characterized by a philosophy of expanding ideas and emphasis on knowledge development in nursing and health care. The primary goal of graduate nursing education is the development, transmission, and organization of nursing knowledge and the translation of that knowledge into practice in order to promote the health of individuals, families, and communities throughout society. The graduate nursing programs are an integral part of the Graduate College and graduate education at Penn State.

Approved: 01/99
Revised: 3/09
Revised and Approved: 4/13/15
ACCREDITATION

The College of Nursing’s Bachelor of Science, Associate of Science, and Master of Science Programs are approved by the Pennsylvania State Board of Nursing and accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE
Suite 850
Atlanta, GA 30326
(404) 975-5000 – Phone
(404) 975-5020 – Fax
http://www.acenursing.org/

And the College of Nursing’s Bachelor of Science and Master of Science Programs are also accredited by the:

Commission on Collegiate Nursing Education (CCNE)
One DuPont Circle, NW
Suite 530
Washington, DC 20036
(202) 887-6791 - Phone
(202) 887-8476 – Fax
http://www.aacn.nche.edu

COLLEGE OF NURSING COMMITTEES

Students are represented on the following College of Nursing committees:

BS Council
RN to BS Council
AS Council
Diversity Enhancement Committee
Graduate Affairs Committee
Undergraduate Affairs Committee

Student representatives are appointed for each committee.
The nurse will:

- Evaluate principles, models, and theories from nursing and related disciplines for applicability in clinical practice.

- Apply the nursing process with individuals, families, and groups of diverse cultural, ethnic, and racial backgrounds in a variety of health care settings.

- Collaborate with colleagues from nursing, other disciplines, and consumers to facilitate desirable outcomes in clinical practice.

- Critically analyze research studies and apply to clinical practice.

- Demonstrate accountability in the delivery of professional nursing care.

- Participate in activities that advance nursing as a profession and the self as a professional.
UNDERGRADUATE NURSING PROGRAM
ACADEMIC POLICIES

STANDARDS OF CONDUCT

The University is a community that promotes learning; any behaviors that are inconsistent with that goal are unacceptable. Irresponsible behaviors, including alcohol or drug abuse and the use of violence against people or property, undermine the educational climate by threatening the physical and mental health of members of the community. Individual misconduct reflects upon the practices, values, integrity and reputation of the nursing profession.

A nursing student is expected to maintain a high standard of behavior by adhering to Penn State’s Code of Conduct (http://studentaffairs.psu.edu/conduct/codeofconduct/) and respecting the rights of others.

Violation of the Student Code of Conduct may result in suspension or immediate dismissal from the academic program.

ACADEMIC INTEGRITY STATEMENT

Academic integrity is the pursuit of scholarly activity free from fraud and deceptions and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examination, making copies in any manner of exams or papers, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. At the beginning of each course, it is the responsibility of the instructor to provide a statement clarifying the application of academic integrity criteria to that course. A student charged with academic dishonesty will be given oral or written notice of the charge by the instructor. If students believe they have been falsely accused, they should seek redress through normal discussion with the instructor, department head, dean, or campus executive officer. If the instructor believes that the infraction is sufficiently serious to warrant referral of the case to the Office of Student Conduct, or if the instructor will award a final grade of “F” in the course because of the infraction, the student and instructor will be afforded formal due process (review Academic Integrity information, policy and procedure on the College of Nursing website at http://www.nursing.psu.edu/undergraduate/academic-integrity).

CLASS AND CLINICAL ATTENDANCE POLICY

Attendance is essential. The student is expected to attend all classes and to willingly participate in class discussions. Attendance for each class will be taken and missing classes may be reflected in your grade. The lecture objectives for each week shall be reviewed and the assigned readings completed prior to the lecture for that material. Unexcused clinical absences will result in failure of the course. Examples of unexcused clinical absences would include vacation, medical and dental appointments and job interviews.
DEFINITION OF GRADES

For undergraduates, the grades of A, A-, B+, B, B-, C+, C, D, and F indicate a gradation in quality from excellence to failure and are assigned the following grade-point equivalents:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade-Point Equivalent</th>
<th>College of Nursing Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>75-76</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>68-74</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Below 68</td>
</tr>
</tbody>
</table>

NURSING COURSE EXAMINATION ROUNDING POLICY

Purpose: To provide a consistent method of calculating individual grades that utilizes standard rounding practices and is equitable and fair for all students in all courses in the CON.

SYLLABUS STATEMENT:

A student must achieve a minimal final course grade of [75% for UG and 83% for Grad] for successful completion of the course. Each individual examination score is reported to the hundredth place, e.g. 92.76 and not rounded up. Only the final course grade will be rounded up. A final course grade of X.50 will be rounded to the next highest whole number (example 72.50 = 73). A final course grade of X .49 would not round up (example 72.49 = 72).

Procedure:
- All individual course grades are recorded throughout the semester to the nearest 100th (2 decimal places with no rounding).
- Individual grades are then added and weighted for a final grade.
- Only the final course grade is rounded to the nearest whole number using standard mathematical rounding

Note: Standard mathematical rounding requires at least 0.50 to round up, so for example 74.49 would not round up to 75 it would round down to 74. Rounding 74.49 up to 75 is referred to as double rounding and is not mathematically correct.

Effective: Spring 2016
One of the responsibilities of the RN to BS Student Admissions and Standards Committee is to monitor the academic progression of students in the nursing curriculum. The committee believes that the student is ultimately responsible for seeking assistance when experiencing academic difficulty. However, the student may need to know that their progress is being monitored and that the faculty is committed to helping the student achieve success. This plan for early identification and follow-up of students experiencing academic difficulty is designed to insure that students are well informed about strategies for success, including university resources and assistance.

**Plan for Early Identification of Academic Difficulty and Follow-up**

1. All students must achieve a “C” or better (75% or greater) in all required nursing courses in the program.
2. The Chair of the RN to BS Student Admissions and Standards Committee will request that all nursing faculty identify at mid-semester (week 7–8) any student earning less than 75% in the theory portion of a course, or any student performing below satisfactory levels in clinical. Faculty who have a course following an alternative time frame (e.g., 7-week or front loading of clinical) are responsible for notification to the committee of students in academic jeopardy at mid-course.
3. The Chair of the RN to BS Student Admissions and Standards Committee will send a letter of concern to all students who have been identified in academic jeopardy.
4. A copy of the letter will be sent to the adviser, course coordinator, and placed in the student’s file.
5. Students are responsible for meeting with the course coordinator and/or adviser within one week and for returning the signed form (attached to the letter) to the Nursing Program Coordinator.
6. The Chair of the RN to BS Student Admissions and Standards Committee and the Associate Dean for Undergraduate Programs and Outreach will be informed of all students earning a “D” or “F” in a nursing course. With a course failure, a letter will be sent to the student from the Chair of the Committee reviewing suggestions for success in future nursing courses.
7. All RN to BS students should review the University Policy on Repeating Courses (University Senate Policy 47-80).

Revised: Summer 2012
Revised: Fall 2015
Academic Jeopardy Notification Letter

Date:

Student Name:
Student Address:

Dear Student same:

One of the charges of the Student Admissions and Standards Committee of the College of Nursing is the mid-semester identification of students experiencing academic difficulty. We are committed to helping you be successful in the nursing curriculum.

We have been notified at mid-semester that you are experiencing difficulty in (Course name and section). While the ultimate responsibility for success in a course is yours, we suggest the following steps to assist you in attaining that success:

- Contact the course coordinator and/or clinical instructor for specific suggestions related to success in the course.
- Contact your adviser to review progress and to get suggestions for seeking help from other university resources such as counseling services, testing assistance, study skills, or peer tutoring.
- Students are responsible for:
  - contacting or meeting with the course coordinator and /or adviser within one week
  - contacting the RN to BS course coordinator within two weeks regarding the plan to succeed in the course.
- If either one of the above actions is unsatisfactory to you, you may contact the Chair of the Student Admissions and Standards Committee for the assignment of an advocate from the committee.
- Please let me know if we can be of further assistance to you. We wish you success in the future.

Sincerely,

Sherry Goertz

Sherry Goertz, Ph.D., RN, CNS-PMH, BC, CNE
Chair, RN to BS Student Admissions and Standards Committee
College of Nursing, The Pennsylvania State University
sxb30@psu.edu; 717-749-6147

cc: Nursing Adviser
    Course Coordinator
    Student File
    RN to BS Coordinator

Mary Alyce Nelson, RN, MSN
Nursing Instructor
World Campus Coordinator, RN to BS Program

cc: Nursing Adviser
    Course Coordinator
    Student File
    RN to BS Coordinator
REPORT OF STUDENT INITIATED CONTACT FOR ACADEMIC DIFFICULTY

DATE: __________________________

STUDENT NAME: _________________________________________________________

COURSE: _________________________________________________________________

TYPE OF CONTACT: □ Phone □ Meeting □ E-Mail □ Other: ______________________

□ Student made no attempt at contact (skip to bottom of form and sign)

RECOMMENDATIONS MADE: _________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Continue on back of form if necessary.

SIGNATURE: ______________________________________________________________

□ Faculty Adviser □ Course Coordinator □ Clinical Instructor

Due By: __________________________

Return form to: Nursing Program Coordinator

Revised: Summer 2012
ACADEMIC GRIEVANCE PROCEDURES

The following assumptions are acknowledged:

- All members of the University community, students, faculty, and administration, have rights and responsibilities which support Penn State as an institution of higher learning.
- Students, faculty, and administration sometimes have differing perceptions of what these rights and responsibilities are.
- Students of the Nursing Program are subject to procedures for resolving grievances of an academic nature in accordance with The University Faculty Senate Policies and Rules for Undergraduate Students at www.psu.edu/ufs/policies/

GRADE MEDIATION AND ADJUDICATION

The College of Nursing follows Penn State’s policies stated in Senate Policies on Grades (Senate Policies 47-00; 48-00; 49-00), and Senate Resolution of Student Classroom Problems at www.psu.edu/ufs/policies/

FUNCTIONAL ABILITIES POLICY

Per the Pennsylvania State Board of Nursing, "in addition to character and academic qualifications, students desirous of becoming nurses must have the necessary behavioral, communication, sensory and physical requirements to be able to practice nursing as it is defined in the law." "He/she must have adequate cognitive, sensory and psychomotor functioning to effectively implement nursing care." Additionally, "a student must be able to tolerate physically taxing activities and exercise restraint during stressful situations in order to meet the demands of the profession." (Memo from the PA State Board of Nursing, Factors which Impact on Nursing Education Program Policies, February 28, 2001.)
**DISABILITY STATEMENT**

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Office for Disability Services (ODS) Web site provides contact information for every Penn State campus: http://equity.psu.edu/ods/dcl. For further information, please visit the Office for Disability Services Web site: http://equity.psu.edu/ods.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: http://equity.psu.edu/ods/guidelines. If the documentation supports your request for reasonable accommodations, your campus’s disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

University Policy  Confirmed by faculty 06/04

**DIVERSITY STATEMENT**

The faculty and staff of the College of Nursing value and are committed to fostering diversity in the classroom, the University, and the profession. By respecting differences in culture, age, gender, gender expression, race, ethnicity, national origin, differing abilities, sexual orientation, and religious affiliation, we enrich the learning environment; improve the practice and profession of Nursing; and enhance personal creativity and professional growth.

Approved by Faculty: 2/15/2010

**POLICY FOR REQUESTING STUDENT RECORDS**

Applies to all records retained by the College of Nursing

1. All students are to retain a copy of all compliance records prior to submission of originals to the records office.
2. All students have the right to review (but not copy) all records maintained by the College of Nursing.
3. The College of Nursing will provide a copy of records such as evaluations and remediation plans upon request by the student.

Approved Spring 2012
The advisers in the College of Nursing look forward to building a strong relationship with their students.

All students will be assigned an academic or faculty adviser who should be consulted with questions or concerns about courses, clinical experiences, and/or career options.

MULTIPLE CAMPUS REGISTRATION

- Each student is assigned a home campus at which the student must be registered.
- Permission is required for registration at any other campus. Permission is granted by the college dean or academic department offering the course and processed by the campus Registrar. At least one half of the student’s total semester credits must be from courses offered by the home campus.
- Students identified as adult learners may schedule courses via the World Campus without needing special permission
COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

As specialists in working with undergraduate and graduate students, staff at CAPS can help you address your concerns in a caring and supportive environment. CAPS can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some of the more common concerns include anxiety, depression, difficulties in relationships (friends, roommates, or family); sexual identity; lack of motivation or difficulty relaxing, concentrating or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs.

The CAPS staff work with thousands of Penn State students per year in group therapy, individual counseling, crisis intervention, and psychiatric services as well as providing prevention, outreach, and consultation services for the University community. Services at CAPS are designed to enhance students' ability to fully benefit from the University environment and academic experience.

Visit [http://studentaffairs.psu.edu/counseling/services/group.shtml](http://studentaffairs.psu.edu/counseling/services/group.shtml) for more information. Or for immediate crisis information, see the following information:
- Emergencies – Call 911
- CAPS Main Phone Number – 814-863-0395
- Centre County CAN HELP – 1-800-643-5432
- CAPS Location – Student Health Center – 5th Floor

RE-ENROLLMENT

- If your course of study has been interrupted, you will need to be re-enrolled into the program.

- Fill out the re-enrollment form, attach a copy of your RN license and mail to your home campus. [http://www.registrar.psu.edu/student_forms/Reenroll_form.cfm](http://www.registrar.psu.edu/student_forms/Reenroll_form.cfm)
CREDIT BY PORTFOLIO ASSESSMENT FOR THE LICENSED REGISTERED NURSE (RN)

THE PENNSYLVANIA STATE UNIVERSITY
COLLEGE OF NURSING

CREDIT BY PORTFOLIO ASSESSMENT FOR THE LICENSED REGISTERED NURSE (RN)

The College of Nursing of the Pennsylvania State University awards up to 33 credits by portfolio assessment for non-PSU fundamental nursing courses. Number of credits awarded depends upon the number of nursing credits transferred from another program/university. To receive the portfolio award, students must possess a current and valid RN license. A fee will be applied to the student’s tuition bill and is payable at the time of the portfolio credits award. All students must earn at least 36 of their last 60 credits at Penn State in order to receive a degree from Penn State.

Student Name: _______________________________ PSU ID Number: _____________

Date: ______________________

Current License: State________ License Number________ Expiration Date________

Diploma graduates receive 33 portfolio credits.

Diploma Program? _____ Yes _____ No

Associate’s degree (AS) graduates receive credits as needed to meet 33 portfolio credits.

Portfolio Credits Awarded (up to 33 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 225</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 250</td>
<td>2 credits</td>
</tr>
<tr>
<td>NURS 305</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 310</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 405B</td>
<td>4 credits</td>
</tr>
<tr>
<td>NURS 230</td>
<td>4 credits</td>
</tr>
<tr>
<td>NURS 301</td>
<td>4 credits</td>
</tr>
<tr>
<td>NURS 306</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 320</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 420</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

AS NURS Credits _____ + Portfolio Credits______ = 33 credits

Adviser or Nursing Program Coordinator:__________________________________________

Date:_______________________________

Revised: Fall 2012
Revised: Fall 2015
The degree audit is how the College of Nursing tracks progress toward graduation. Your degree audit can also be accessed on the Internet: http://www.psu.edu, then click on “Current Students” under eLion and click on “Degree Audit.”

The degree audit shows your progress toward completing your degree. The top shows your name, your cumulative GPA, your grades for each course during the last semester, your courses scheduled or in progress for the current semester, and the GPA for your major. Below the GPA for the major, you will find the requirements for the major. As you complete each requirement, the “-” next to the requirement will be changed to a “+” sign.

Next, the audit shows your progress towards completing the General Education requirements, listing the number of credits needed in Writing and Speaking (GWS), Quantification (GQ), Natural Sciences (GN), Arts (GA), Humanities (GH), Social and Behavioral Sciences (GS), and General Health Activities (GHA).

Below the General Education requirement section is the area where your General Electives will be listed, as well as sections for other graduation requirements, including the Writing Across the Curriculum (W) requirement, the United States and International Cultures (US and IL) requirement, and a few others. Just below this is the legend that explains the symbols used on the audit.
CREDIT EVALUATION

1. Once the University has accepted your advanced standing credits and you have officially been admitted to the RN to BS degree program, your credits will be evaluated.

2. Six nursing transfer credits can be granted with adviser recommendation and approval from the RN to BS Student Admission and Standards Subcommittee, if obtained within the past 5 years.
   a) One transfer nursing course for a core theory course.
   b) One transfer clinical nursing course for a core clinical course.

3. Transfer nursing course credits will not be accepted for Nursing 475; which is the recognized RN to BS capstone course.

4. One transfer course can be petitioned as a Nursing support Elective course with adviser recommendation.

5. It is suggested that you make an appointment with your adviser to review credit evaluations and plan toward completion of the program.

6. Course accepted by Penn State from other accredited colleges and universities as general electives will need to be petitioned to substitute for specific Penn State courses.

7. A policy of the Undergraduate Admissions Office is to articulate transfer credits to a Penn State Student’s record upon receipt of an official transcript from an institution that holds regional accreditation. Please submit all course substitutions requests or transfer credits by the 1st day of the month proceeding the month of graduation. Taking course work at another institution during the semester you intend to graduate could interfere with graduation if the credits are not transferred to their record by the deadline date. It is the student’s responsibility to ensure that official transcripts with grades are received in the Undergraduate Admissions Office for posting to the student’s Penn State transcript. Once the office document arrives, it will go through the expedited process for graduating seniors.

Students simply need to have official transcript sent to the Undergraduate admissions office. This can be done one of three ways:

- The institution at which the student took the transfer credits can mail an official transcript to the Undergraduate Admissions office at 201 Shields Building, University Park, PA 16802.

- The institution can send a fax of the official transcript. Faxes can be sent to 814-863-7590. The fax MUST be sent from the institution, NOT the student.

- The institution can send the official transcript through Parchment or eScrip-Safe to admissions@psu.edu or DASE@psu.edu. Please do not send the transcript to a specific person in the Undergraduate Admissions Office.

NOTE: Current PSU students are assessed a $10 fee (per institution) by the Admissions Office for administrative evaluation, processing and adding to the Penn State transcript.
**Recommended Academic Plan for Nursing RN to BS Degree Program (NURN at Penn State Abington, Altoona, Erie, Fayette, Harrisburg, Mont Alto, New Kensington, Schuylkill, Shenango, University Park, World Campus, Worthington Scranton)**

**Effective Spring 2011**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
<th>Semester 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Biol 141</strong> (GN) Introductory Physiology</td>
<td>3</td>
<td><strong>Biol 129</strong> (GN) Mammalian Anatomy</td>
<td>4</td>
</tr>
<tr>
<td><strong>Biol 142</strong> Physiology Lab</td>
<td>1</td>
<td><strong>HD FS 129</strong> (GS) Human Dev. &amp; Family Stud.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Psych 100</strong> (GS) Introductory Psychology</td>
<td>3</td>
<td><strong>Nutr 251</strong> (GHA) Principles of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Engl 015</strong> (GWS) or 030 (GWS) Rhetoric &amp; Composition/Honors Rhetoric &amp; Composition</td>
<td>3</td>
<td><strong>Quantification</strong> (GQ)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities (GH)</td>
<td>3</td>
<td><strong>Cas 100 A, B or C</strong> (GWS) Effective Speech</td>
<td>3</td>
</tr>
<tr>
<td>Arts (GA)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>16</td>
<td><strong>Total Credits:</strong></td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
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<th>Semester 4</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chem 101</strong> (GN) or Chem 110 (GN) &amp; 111 (GN) Intro. to Chemistry or Chemistry Principles I &amp; Lab</td>
<td>3-4</td>
<td><strong>Soc 001</strong> (GS) or Soc 005 (GS) Intro. to Sociology or Social Problems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Micrb 106</strong> (GN) &amp; 107 (GN) Microbiology &amp; Lab</td>
<td>4</td>
<td><strong>Stat 200</strong> (GQ) or Stat 250 (GQ) Elementary Statistics or Intro. to Biostatistics</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Nurs 390</strong> (US) Transition to Professional Nursing</td>
<td>3</td>
<td><strong>Nurs 251</strong> Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td><strong>Nurs 357</strong> Introduction to Nursing Informatics</td>
<td>3</td>
<td><strong>Nurs</strong> Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>2-3</td>
<td><strong>Humanities</strong> (GH)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>15-17</td>
<td><strong>Total Credits:</strong></td>
<td>15-16</td>
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<table>
<thead>
<tr>
<th>Semester 5</th>
<th>Credits</th>
<th>Semester 6</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nurs 417</strong> (US;IL) Family &amp; Community Health Concepts</td>
<td>4</td>
<td><strong>Nurs 200W</strong> Understanding &amp; Applying Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>Arts (GA)</td>
<td>3</td>
<td><strong>Nurs 465</strong> Health Concepts for Adults with Complex Health Care Needs</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td><strong>Engl 202A, B, C or D</strong> (GWS) Effective Writing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>10</td>
<td><strong>Total Credits:</strong></td>
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<table>
<thead>
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<tbody>
<tr>
<td><strong>Nurs 475</strong> Integrated Concepts in Nursing Practice</td>
<td>3</td>
<td><strong>Portfolio Credits for RN License</strong></td>
<td>33</td>
</tr>
<tr>
<td><strong>Nurs 400-level Elective</strong></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>6</td>
<td><strong>Total Credits:</strong></td>
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<tr>
<td><strong>Overall Total Credits</strong></td>
<td></td>
<td></td>
<td>120-123</td>
</tr>
</tbody>
</table>

- **Bold** type indicates courses requiring a quality grade of C or better.
- **Italic** type indicates courses that satisfy both major and General Education requirements.
- **Italic Bold** type indicates courses requiring grade of C or better that satisfy major and General Education requirements.
- GWS, GHA, GQ, GN, GA, GH, and GS are codes used to identify General Education requirements.
- US, IL, and US;IL are codes designating courses that satisfy PSU United States/International Cultures requirements.
- W is the code used to designate courses that satisfy University Writing Across the Curriculum requirement.
- Y is the code used to designate courses that satisfy University W and US;IL requirements.

**Program Notes:** Typically, students entering NURN have General Education major requirements completed and will receive transfer credits; Speak with an adviser to have transfer transcripts evaluated; At University Park, NURS courses are only available online through World Campus.

**Academic Advising Notes:** MATH 021 is prerequisite for CHEM 101, STAT 200 or STAT 250. MATH 022 is prerequisite for CHEM 110. STAT 200 or STAT 250 is a prerequisite for NURS 200W; NURS 390 should be taken in the first semester and NURS 475 should be taken in the final semester of RN BS program.

23
COURSE DESCRIPTIONS

Key to Semester Hour Designation

4 SH (2,2) = 4 Semester Hours (2 semester hours in lecture, 2 semester hours in lab/clinical)

Each semester hour in lecture = 50 minutes contact

Each semester hour in lab/clinical = 3 hours (or 180 minutes) contact

Therefore, this 4 credit course would meet for two (2) 50-minute lecture periods and six hours of clinical (2 x 3 hours) per week over a semester.

REQUIRED NURSING COURSES (All prerequisite courses must be successfully completed with a “C” or higher.)

NURS 200W Understanding and Applying Nursing Research – 3 SH (3,0) Introduction to methods and philosophy of empirical inquiry as applied to research in nursing and application to practice.
Prerequisite: STAT 200 or STAT 250, NURS 225; or STAT 250 and NURS 390 for NURN major

* NURS 225 Pathophysiology – 3 SH (3,0) Designed to explore the illness component of health with emphasis on the pathophysiological and psychosocial aspects.
Prerequisite: NURS 250, NURS 251, BIOL 129, BIOL 141

* NURS 230 Introduction to the Fundamentals of Nursing – 4 SH (2,2) Introduction to the nursing process, clinical competencies and psychosocial skills.
Prerequisite: NURS 250, NURS 251

* NURS 250 (US) Professional Role Dev I: Intro to Professional Issues in Nursing Practice and Nursing Informatics – 2 SH (2,0) Introduction to professional nursing practice and health-related issues emphasizing application of nursing informatics.
Prerequisite: BIOL 129, BIOL 141

NURS 251 Health Assessment – 3 SH (2,1) Designed to broaden the student's knowledge and skills in health assessment and physical examination across the lifespan.
Prerequisite: BIOL 129, BIOL 141; or NURS 111S and NURS 112 for Associate Degree Majors; or eligibility for NURN major for RNs.

* NURS 301 Nursing Care of the Adult Client Requiring Medical-Surgical Intervention – 4 SH (2,2) Therapeutic nursing care of the adult client in a variety of primarily medical-surgical settings.
Prerequisite: NURS 225, NURS 230
**NURS 305** *Introduction to Pharmacological Concepts* – 3 SH (3,0) Study of basic concepts of pharmacology and relevant nursing implications.  
Prerequisite: NURS 225, NURS 230; or approval of program  
Concurrent: NURS 301, NURS 310

**NURS 306** *Nursing Care of Children and Adolescents* – 3 SH (2,1) Common health problems and nursing intervention for children and adolescents.  
Prerequisite: NURS 225, NURS 230

**NURS 310** *Therapeutic Nursing Care of the Older Adult Client in a Variety of Settings* – 3 SH (2,1) Nursing concerns and intervention in promoting the health of the older adult.  
Prerequisite: NURS 225

**NURS 320** *Nursing Care of the Childbearing Family and Gynecological Client* – 3 SH (2,1) Therapeutic nursing care of the childbearing family and gynecological client.  
Prerequisite: NURS 225

**NURS 357** *Introduction to Nursing Informatics* – 3 SH (2,1) An introduction to nursing informatics focusing on technology applications to the nursing profession.  
Prerequisite: NURS 301, NURS 306, NURS 310, NURS 320; or eligibility for NURN major

**NURS 390** *(US)* *Transition and the Professional Nursing Role* (3) Transition to baccalaureate education and professional nursing practice, emphasizing leadership, management, and issues influencing nursing education and practice.  
Prerequisite: eligibility for NURN major

**NURS 405B** *Nursing Care of the Adult Client with Complex Health Problems: Part B* – 4 SH (2,2) In-depth study of care of patients with acute and complex health problems, utilizing evidence based practice.  
Prerequisite: all 300-level required NURS courses must be completed

**NURS 417** *(US;IL)* *Family and Community Health Concepts* – 4 SH (3,1) Study of the concepts of family and community based nursing care emphasizing multicultural influences on health practices.  
Prerequisite: NURS 390 and current and valid RN license; Prerequisite or concurrent: NURS 357

**NURS 420** *Mental Health Nursing* – 4 SH (2,2) Emphasizes clinical application of mental health theory in nursing care of patients with acute and chronic mental health problems.  
Prerequisite: all 300-level required NURS courses must be completed

**NURS 465** *Health Concepts for Adults with Complex Health Care Needs* – 3 SH (2,1) In-depth study and application of the theoretical principles and roles of adult clients and families with complex healthcare needs.  
Prerequisite: NURS 390 and current and valid RN license; Prerequisite or concurrent: NURS 357

**NURS 475** *Integrated Concepts in Nursing Practice* – 3 SH (1,2) Project-based capstone course for application of nursing concepts to health promotion/disease prevention in populations.  
Prerequisite: NURS 417; and current and valid RN license

25
**NURSING ELECTIVES** (Please check course schedules for offerings.) Electives are not offered every semester at each campus location and some electives are offered through Continuing Education (CE and/or WD).

**NURS 115** Medications and the Elderly Client – 1 SH (1,0) Nursing implications of medication therapy with the elderly client.

**NURS 203** (GHA) First Aid and CPR – 3 SH (3,0) An introductory first aid course designed to provide the basic knowledge and skills to provide assistance to someone injured/ill.

**NURS 245** (GS) Violence and the Impact on Society – 3 SH (3,0) Interdisciplinary discussion of violence, its perpetrators, victims and its impact on society as well as possible solutions for violence reduction.

**NURS 303** Clinical Application of Laboratory Tests – 1 SH (1,0) A study of the background, meaning, and nursing implications of laboratory test results.
Prerequisite: NURS 250, NURS 225, NURS 230, NURS 251

**NURS 401** (IL) Concepts of Health – 3 SH (3,0) Exploration of current and ancient concepts of health and their respective modes of intervention.
Prerequisite: PSYCH 100 or SOC 001

**NURS 402** (US;IL) Holistic Health – 3 SH (3,0) Examination of emerging conceptualizations of health and therapy based on a holistic view of human beings.
Prerequisite: NURS 401

**NURS 403** School Health and Emergency Care of Children and Adolescents – 3 SH (3,0) Techniques for higher-level care for school health and emergency situations and application-based education.
Prerequisite: BIOL 129, BIOL 141, HD FS 129

**NURS 404** Cardiac Dysrhythmias: Interpretation, Treatment, and Nursing Management – 1 SH (1,0) An introductory course with a focus on dysrhythmia recognition and interpretation of abnormal 12-lead electrocardiograms (EKG, ECG).
Prerequisite: BIOL 141, BIOL 129 or equivalent or approval of program

**NURS 407** Drugs of Abuse and Mental Health Issues – 3 SH (3,0) Examines the health care needs across the lifespan of clients who have an alcohol or other drug disorder.
Prerequisite: BB H 143 or PSYCH 100 or approval of program

**NURS 408** Clinical Application of Pharmacological Concepts – 1 SH (1,0) Study of the application of pharmacological concepts to the clinical setting.
Prerequisite: NURS 305, NURS 301, NURS 310, NURS 320

**NURS 409** Introduction to Forensic Nursing – 3 SH (3,0) Provides an introduction to the forensic health sciences, forensic nursing, and the nursing role in the scientific investigation of violence.
Prerequisite: NURS 250, NURS 225, NURS 230
**NURS 410** Forensic Evidence Collection and Preservation – 3 SH (3,0) Examines forensic nurse’s role recognizing injuries/patterns of injury. Evidence collection procedures are examined from collection to courtroom presentation.
Prerequisite or concurrent: NURS 245 and NURS 409

**NURS 430** Organization and Administration for the Nurse Manager – 3 SH (3,0) Introduction to organizational theory and principles of practice in the administration of nursing services and patient care.
Prerequisite: RN license or eligible for NURN major

**NURS 431** Data Management for Nurse Managers – 3 SH (2,1) Analysis of information systems to manage nursing service organizations; includes financial management, the budgeting processes, and productivity measurement.
Prerequisite: Prerequisite or concurrent: NURS 430 and permission of the program

**NURS 432** Nursing Management of Human Resources – 3 SH (3,0) Human resource management and related factors in nursing service organizations.
Prerequisite: Prerequisite or concurrent: NURS 430 and permission of the program

**NURS 433** Seminar for Nurse Managers – 3 SH (3,0) Course focuses on the application of management principles in the role of the nurse manager.
Prerequisite: Prerequisite or concurrent: NURS 430 and permission of the program

**NURS 440** Trauma/Critical Care Nursing – 3 SH (3,0) Focuses on the impact of and the nursing care of persons experiencing acute trauma and/or critical illness.
Prerequisite: NURS 301, NURS 310, NURS 320 or approval of nursing program

**NURS 452** (US) (BB H 452, WMNST 452) Women's Health Issues – 3 SH (3,0) Exploration of major health issues concerning women today, with an emphasis on social, cultural, and medical influences.
Prerequisite: BIOL 141 or PSYCH 100

**NURS 458** Ethical Challenges in Healthcare Informatics – 3 SH (3,0) A case based collaboratory designed for the exploration and analysis of the ethical dilemmas facing healthcare informatics practitioners.

**NURS 459** Legal and Professional Issues in School Nursing – 3 SH (3,0) Legal and professional issues of school nurses and delivery impact of health care in school environment.
Prerequisite: PSYCH 100 or SOC 001 or HD FS 129

**NURS 460** Advanced Concepts in Clinical Nursing Informatics – 3 SH (3,0) An exploration of clinical informatics tools to support informatics practice.
Prerequisite: NURS 357 and NURS 458 Concurrent: NURS 458

**NURS 461** Perioperative Nursing – 4 SH (2,2) Comprehensive introduction regarding fundamental principles and practices of the Operating Room Nurse when managing the care of the surgical patient.
Prerequisite: RN license required
NURS 462 Psychotropic Drugs and Children/Adolescents - 1 SH (1,0) Study of psychotropic medications used to treat children and adolescents, including indications, actions, adverse reactions and implications for school nurses.
Prerequisite: RN license or permission of program

NURS 463 Compassionate Counseling for Children/Adolescents Dealing with Dying, Death, Other Life Crises – 3 SH (3,0) Compassionate Counseling for Children and Adolescents Dealing with Dying, Death, and Other Life Crises.
Prerequisite: PSYCH 100 or SOC 001 or HD FS 129

NURS 464 (US;IL) Dying and Death – 3 SH (3,0) Explores attitudes toward death and dying; concept of grief; responsibilities to the dying person and the family.
Prerequisite: PSYCH 100 or SOC 001

NURS 467 Medication Update and Health Teaching Interventions for School Nurses – 1 SH (1,0) Study of current pharmacologic concepts, including health teaching, prescribed for acute and chronic conditions commonly encountered in school nursing.
Prerequisite: RN license or permission of program

NURS 468 Client Education Strategies for Nurses and Other Health Care Providers – 3 SH (3,0) Explores current and emerging roles of client education in the knowledge era.
Prerequisite: PSYCH 100 or SOC 001 or HD FS 129 300-level standing or approval of the program

NURS 470 Autism Spectrum Disorders: Care Overview 1 SH (1,0) Overview of autism spectrum disorders including resources related to children with autism spectrum disorders.
Prerequisite: PSYCH 100 or SOC 001 or HD FS 129 or program approval

NURS 471 Issues in Bullying for Health Professionals – 1 SH (1,0) Explores the impact of bullying on individuals, schools, teachers, families, of the target and the bully.
Prerequisite: PSYCH 100 or SOC 001 or HD FS 129 or approval of program

NURS 492 Emergency Care and Safety - 3 SH (3,0) A comprehensive first aid course designed to provide knowledge of pre-hospital emergency care at the First Responder level.
Prerequisite: BIOL 141, BIOL 129 or equivalent or approval of program

NURS 495 Nursing study in Specialized Setting (1-12) Designed to provide student with in-depth study and practice in clinical specialty area of choice.
Prerequisite: seventh-semester standing

NURS 496 Independent Studies (1-18) Creative projects, including research and design, which are supervised on an individual basis and which fall outside the scope of formal courses.

*Indicates course credits awarded by portfolio assessment
**VARIABLE CREDIT INDEPENDENT STUDY OR SPECIAL TOPICS OFFERINGS**
(Consult with your adviser regarding these courses.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SH</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 197</td>
<td>Special Topics</td>
<td>1-9</td>
</tr>
<tr>
<td>NURS 296</td>
<td>Independent Studies.</td>
<td>1-18</td>
</tr>
<tr>
<td>NURS 297</td>
<td>Special Topics</td>
<td>1-9</td>
</tr>
<tr>
<td>NURS 298</td>
<td>Special Topics</td>
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<tr>
<td>NURS 397</td>
<td>Special Topics</td>
<td>1-9</td>
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<tr>
<td>NURS 398</td>
<td>Special Topics</td>
<td>1-9</td>
</tr>
<tr>
<td>NURS 495</td>
<td>Independent Studies. (Clinical)</td>
<td>1-12</td>
</tr>
<tr>
<td>NURS 496</td>
<td>Independent Studies. (Theory)</td>
<td>1-18</td>
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<tr>
<td>NURS 497</td>
<td>Special Topics</td>
<td>1-9</td>
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<td>1-9</td>
</tr>
<tr>
<td>NURS 499</td>
<td>Foreign Study</td>
<td>1-9 IL</td>
</tr>
</tbody>
</table>
INDEPENDENT STUDIES IN NURSING

Nursing 495: Nursing Study in Specialized Setting (Effective Fall Semester 1992)

Policies

The student has the responsibility of initiating a Request for Assignment to NURS 495 in writing no later than the end of the seventh week of the semester immediately preceding the one for which the NURS 495 is requested. Students will have completed all 300-level courses prior to enrollment in NURS 495. Additional requirements for enrollment in NURS 495 include:

- Students are limited to one NURS 495 enrollment in their academic career at Penn State with the following exception: the student has faculty permission to enroll in a second NURS 495 and all other first-time NURS 495 requests have been granted.

- Students who are graduating the semester in which they have requested a NURS 495 will be given enrollment priority.

- Enrollment in NURS 495 must be approved by the sponsoring faculty member prior to student enrollment.

- If clinical sites and/or clinical supervisors are unavailable or are inappropriate, it may not be possible to place students in the agencies of their choice.

Students should request the specific number of semester credits using the following credit/and clinical hour equivalencies:

- 1 credit = 45 hours
- 2 credit = 90 hours
- 3 credit = 135 hours
- 4 credit = 180 hours
- 5 credits = 225 hours
- 6 credits = 270 hours
- 7 credits = 315 hours
- 8 credits = 360 hours
- 9 credits = 405 hours
- 10 credits = 450 hours
- 11 credits = 495 hours
- 12 credits = 540 hours

In order to meet course objectives and agency requirements, students are encouraged to enroll in a maximum of 2 credits for a NURS 495. Faculty and student must be confident that this can be completed.

Procedures

1. Obtain a Request for Assignment to NURS 495 application from the College of Nursing’s website http://www.nursing.psu.edu/media/nursing/files/N495Form.pdf.
2. Student will confer with a faculty member on the specifics of the NURS 495 including credits, placement, objectives, and evaluation.
3. The sponsoring faculty member signs the request and the form is submitted to the College of Nursing’s Associate Dean for Undergraduate Programs and Outreach.
Responsibilities

Faculty Preceptor
1. In consultation with the Nursing Program Coordinator and the Associate Dean for Undergraduate Programs and Outreach, initiate contact with the clinical preceptor and obtain curriculum vitae.
2. Inform clinical preceptor of student’s educational level.
3. Provide and discuss with clinical preceptor and student the course objectives, desired learning experiences, and criteria for evaluation.
4. Attend semester meetings with clinical preceptor and student as appropriate.
5. Submit evaluations to the CON and enter final grades on e-Lion within 48 hours after last day of classes.

Student
1. Once approval is received, develop with the assigned faculty preceptor specific clinical objectives and desired learning experiences related to course objectives
2. Maintain weekly contact with faculty preceptor.
3. Assume responsibility for seeking learning experiences in conjunction with clinical preceptor and faculty preceptor.
4. Participate in his/her evaluation with clinical preceptor and faculty preceptor.
5. Participate in evaluation of faculty preceptor and clinical agency.
6. Abide by agency policies.
7. Notify clinical preceptor in advance of absence or tardiness.

Clinical Preceptor
1. Participate in the orientation of student(s) to the clinical environment.
2. In conjunction with student, select learning experiences to meet the objectives of the course.
3. Engage in continuous on-site teaching of student.
4. Allow students to work in a collaborative relationship.
5. Provide the majority of the clinical guidance and/or supervision as dictated by the learning experience.
6. Maintain open dialogue with faculty preceptor and student.
7. Evaluate student progress continuously and provide feedback.

Criteria for Selection of a Clinical Preceptor
1. Currently licensed as a registered nurse.
2. Preferably a minimum of a baccalaureate degree in nursing.
3. Tangible evidence of commitment to further education and/or competency (workshops, conferences, certification, or enrollment in courses).
4. Experience as a nurse for at least one year in the area of supervision.
5. Employment time in the setting sufficient to be thoroughly familiar with the institution. (The actual time can be determined jointly by the clinical preceptor, agency, and faculty preceptor.)
6. Voluntary acceptance of preceptor role.
Request for Assignment to NURS 495

Last Name: __________________ First Name: __________________ Middle Initial: ______

PSU ID #: __________________ Date: __________________

Student Local Address: __________________

Include Apt. #, Street address, zip code

Tel #: __________________ Current Semester Standing: __________________

First Choice

Agency: __________________

Geographic Location: __________________

Clinical Specialty Area: __________________

Instructor: __________________

Second Choice

Brief Justification for Request:

Number of Credits (see instructions): ___________ Semester: ___________ Year: ___________

Previous NURS 495? □ No □ Yes If yes, when & # of credits: __________________

For College Use Only

Faculty: __________________ □ Approved □ Denied

Date: ___________ Comments: __________________

Associate Dean or Campus Coordinator: __________________ □ Approved □ Denied

Date: ___________ Comments: __________________

Processed: __________________

Return completed form to: College of Nursing’s Academic Affairs Office at University Park (210 Nursing Sciences Building), Hershey Medical Center (1300 ASB/A110), or the CON Commonwealth Campus Nursing office.

Revised 8/26/2015 - Imh
The Pennsylvania State University
COLLEGE OF NURSING

NURS 495 - Evaluation

Last Name: ___________________________ First Name: ___________________________ Middle Initial: ______

FSU ID #: __________________________

Clinical Preceptor Name: ___________________________

Title: ___________________________

Agency: ___________________________

Unit: ___________________________

Vita: [ ] Yes [ ] No

1. Clinical evaluation by clinical preceptor (telephone, in-person, written):
   A. Student Strengths:

   ___________________________

   B. Student Areas Needing Improvement:

   ___________________________

   C. Overall Narrative Summary:

   ___________________________

2. Recommended clinical evaluation (satisfactory/unsatisfactory): ___________________________

3. How well were the program and/or student objectives achieved/not achieved?

   ___________________________

Final Grade: ___________________________

Clinical Preceptor Signature: ___________________________ Date: __________

Faculty Preceptor Signature: ___________________________ Date: __________

Student Signature: ___________________________ Date: __________

Return completed form to: College of Nursing’s Academic Affairs Office at University Park (210 Nursing Sciences Building), Hershey Medical Center (1300 ASB/A110), or the CON Commonwealth Campus Nursing office.

Revised 8/26/2015 - Imh
Nursing 496: Independent Study

Policies

The Nursing 496 Independent Study (NURS 496) involves independent theory course work (i.e., no clinical component). The student has the responsibility of initiating a Request for Assignment to NURS 496 in writing before the beginning of the semester for which NURS 496 is requested. Students will have completed all 300-level courses prior to enrollment in NURS 496. Exceptions to this policy must be cleared through the Associate Dean for Undergraduate Programs and Outreach or the CON Commonwealth Campus Nursing Program Coordinator. The student should request the specific number of semester credits to be assigned.

Procedures

1. Obtain a NURS 496 application from the College of Nursing’s website at http://www.nursing.psu.edu/media/nursing/files/N496Form.pdf.
2. Make an appointment with the instructor. The student and faculty member must complete the Request for Assignment to NURS 496 and Section I of the Record of Independent Study, and submit both forms to the Nursing Program Coordinator.
3. The student is responsible for following campus guidelines for registering for the course via e-Lion.
4. A signed copy of the Request for Assignment to NURS 496 and a copy of the Record of Independent Study will be returned to the student and instructor.
5. The completed Record of Independent Study form will be returned to the instructor at the end of the semester; Section II is then completed.
6. Evaluations (Record of Independent Study) are due in the College of Nursing’s Academic Affairs Office for UP/HMC or CON Commonwealth Campus Nursing office within 48 hours after the last day of classes in the semester.
7. Final grades must be posted to eLion within 48 hours after the last day of classes in the semester.
The Pennsylvania State University
COLLEGE OF NURSING

Request for Assignment to NURS 496

Last Name: ___________________________ First Name: ___________________________ Middle Initial: ______

PSU ID #: ___________________________ Date: ___________________________

Student Local Address: ___________________________

Include Apt. #, street address, zip code

Tel #: ___________________________ Area of Study: ___________________________

Brief Justification for Request:

________________________________________________________________________
________________________________________________________________________

Number of Credits (see instructions): ________ Semester: ________ Year: ________

Previous NURS 496? □ No □ Yes If yes, when & # of credits: ___________________________

For College Use Only

Faculty: ___________________________ □ Approved □ Denied

Date: ___________________________ Comments: ___________________________

Associate Dean/Campus Coordinator: ___________________________ □ Approved □ Denied

Date: ___________________________ Comments: ___________________________

Processed: ___________________________

Return completed form to: College of Nursing’s Academic Affairs Office at University Park (210 Nursing Sciences Building), or Hershey Medical Center (1300 ASB/A110), or CON Commonwealth Campus Nursing office.

Revised 8/25/2015 - lmh
The Pennsylvania State University  
COLLEGE OF NURSING  

NURS 496 - Record of Independent Study

This Record of Independent Study must be used for all independent or individually arranged student learning experiences. It is to be completed by the student and faculty and submitted to the Associate Dean for Undergraduate Programs and Outreach for those at UP/HMC or the CON Commonwealth Campus Nursing Program Coordinator before the beginning of the semester.

Section I:
1. Title or descriptive statement of the Independent Study.

2. Purpose of the Independent Study.

3. Program and/or student objectives and experiences for the Independent Study.

4. Method used to evaluate the objectives (e.g., oral/written examination, paper, report, observation, etc.).

Section II: (To be completed at the end of the semester)
1. How well were the program and/or student objectives achieved/not achieved?

Number of credits: __________ Grade: __________

Faculty Signature: ___________________________ Date: _________
Student Signature: ___________________________ Date: _________
Student PSU ID #: ___________________________ 

Revised 8/26/2015 - Lmh

36
CLINICAL POLICIES

All students in the BS Program will be required to complete clinical learning experiences to fulfill the requirements of the baccalaureate degree in nursing. Please be advised that the following policies are applicable to all students, and failure to meet any clinical requirements will impact your progression and timely completion of the program. The policies may be requirements of the clinical facilities, the College of Nursing and/or the University.

“REGISTRATION NOT COMPLETE” STATUS POLICY

All students in “Registration Not Complete” status must resolve issues before the first day of clinical or the 10th day after classes begin, whichever comes first. Students who do not complete registration will not be able to remain in nursing clinical courses. University policy on completing registration can be found at http://www.registrar.psu.edu/registration/completing_registration.cfm

PATIENT CARE

The student nurse will not discriminate, while providing nursing services, on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability. This is in accordance with Pennsylvania Code Title 49. Professional and Vocational Standards 21.18.

CLINICAL SAFETY POLICY

When health issues (physical or psychological) are involved, both student and client safety will be considered.

- Student is advised to consult with the nursing faculty member or adviser regarding health related issues that may put either student or client in danger.
- All requirements of the clinical institution will be followed and may require the student to provide evidence from his/her health care provider that the student may fully participate in all clinical activities without restrictions and that the student’s health concerns will not negatively affect students and clients.
- The student may need to withdraw from nursing courses in order to allow time to receive treatment and improve his/her health condition and to maintain the safety of clients. Refer to University Leave of Absence (http://handbook.psu.edu/content/leave-of-absence) and Withdrawal (http://handbook.psu.edu/content/withdrawal) policies.
- Specific policies related to health follow.

Approved: Fall 2011
IMPAIRED STUDENT NURSE POLICY

I. POLICY
The intent of this Policy is to offer assistance to those who are in need, while sending a clear message that all students enrolled in the College of Nursing (“CON”) at The Pennsylvania State University (“The University”) are strictly prohibited from possessing or being under the influence of alcohol or illegal drugs while engaged in any Clinical Activities.

II. STATEMENT OF PURPOSE AND INTENTI
A. Students enrolled in the CON at the undergraduate and graduate level engage in clinical rotations and training on the campus of The University and at various types of health care facilities, including, but not limited to, University skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools and community agencies.
B. Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to the student, patients and others.
C. The University and the CON require all nursing students engaged in Clinical Activities be free from the influence of illegal drugs and alcohol.
D. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing, and also with the standards set forth in Pennsylvania’s Professional Nursing Law (63 P.S. § 224, et. seq.).

III. DEFINITIONS
A. “Alcohol” means beer, wine and all forms of distilled liquor containing ethyl alcohol.
B. “Clinical Activities” shall refer to those duties or activities required of CON students, whether on the campus of The Pennsylvania State University or at an outside Host Facility, which involve direct patient care or interaction with a patient or research subject for purposes of medical care, treatment, or testing, and/or as part of a Clinical Program.
C. “Clinical Program” shall refer to the assignment of CON students to health care facilities, University skills or simulation laboratories, etc., for the purpose of gaining practical experience and/or engaging in patient care, in fulfillment of degree or course requirements.
D. “Drug” means any substance that has known mind or function-altering effects on a human subject (i.e. psychoactive substances), including, but not limited to, substances controlled by State or Federal laws.
E. “Drug Paraphernalia” means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling or otherwise introducing a drug into the human body. This includes, but is not limited to, all equipment, products and materials prohibited or controlled by State or Federal laws.
F. “Host Facility” shall mean any place other than a campus of The Pennsylvania State University where a student is engaged in Clinical Activities in fulfillment of degree or course requirements, including but not limited to health care facilities, hospitals, physician offices, long-term care facilities, clinics, schools and community agencies.
G. “Student” is an undergraduate or graduate student enrolled in the CON
H. “Supervisor” is the person assigned to oversee a student while engaged in performance of a Clinical Program and/or while engaged in Clinical Activities. This person may be a professor instructor in the CON, or an employee of the facility at which a Clinical Program takes place.

Note: Defined terms are capitalized herein.

IV. DRUG AND ALCOHOL POSSESSION AND USE
A. Prohibitions. Except as provided in paragraph C below:
   1. No Student engaged in Clinical Activities shall use, consume, transport, promote or sell Alcohol, Drugs or Drug Paraphernalia while on the site of a Clinical Program, or while engaged in Clinical Activities.
   2. No Student may report to the premises of a Clinical Program or remain on duty, or engage in any Clinical Activities, while under the influence of or impaired by Alcohol or Drugs, to any degree. This is a zero tolerance policy.
   3. This policy is not directly applicable to Students who are in traditional classroom/lecture situation; however, all Students of The University are prohibited from being under the influence of Alcohol or Drugs while taking part in on-campus activities and violations of this nature may be subject to sanctions under the Student Code of Conduct and/or other University or CON rules and regulations.
B. Exceptions. The following circumstances may constitute exceptions to this Policy:
   1. Prescribed and over-the-counter drugs. The use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this Policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the Student’s Clinical Activities.
   2. Legitimate distribution of medications. The prohibitions set forth in this Policy do not apply to legitimate distribution of medication as may be an assigned duty in a clinical program.

C. Students who participate in Clinical Programs at outside facilities are subject to the rules and regulations of the Host Facility. This may include drug and/or alcohol testing. Testing for illegal drugs or alcohol may be required by the Host Facility prior to commencement of a clinical program, on a random basis, following an accident, or upon observation of conduct which may be indicative of drug or alcohol use. Neither The University nor the CON has control over the manner in which testing is carried out by a Host Facility. If a test indicates the presence of illegal drugs or alcohol, and if the test results are provided to the CON, this information will be utilized in the manner set forth herein.

V. PROCEDURES
A. Failure to cooperate with the procedures set forth herein may result in termination of a Student’s clinical program, which will carry with it serious consequences for the Student’s ability to complete his or her course of study in the CON.
B. In order to assure compliance with this Policy and as a condition of continuing to participate in Clinical Activities and/or a Clinical Program, Students are required
to cooperate with the procedures outlined herein, including Drug and Alcohol testing. Such tests may be administered upon a finding of reasonable suspicion that a Student has used Drugs or Alcohol while engaged in Clinical Activities. Reasonable suspicion shall be determined by the Supervisor, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication, such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements or erratic behavior. In making a determination of reasonable suspicion, the Supervisor may take into account observations of lay persons, other staff or faculty of the CON and/or health care professionals.

C. When finding of reasonable suspicion is made, the following steps will be implemented by the CON.

1. The Supervisor shall instruct the Student to leave the clinical area and will address the Student in private to discuss the behavior(s) observed. The Supervisor will specifically inquire about whether the Student has used Drugs or Alcohol and if so, the details of such use. The Supervisor shall consult with the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, as practicable, and shall make a determination as to whether to refer the Student for Drug and Alcohol testing.

2. If the Supervisor and/or Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, decides to send the Student for testing, the Student shall be notified that he or she will be tested for the presence of Drugs and/or Alcohol. The CON will incur costs associated with the initial testing only. A Student who refuses to undergo testing shall be presumed to have violated this policy. Transportation to and from the location for testing (see Urine Drug Screen Clinic Sites) will be arranged and paid for by the CON. The Student will be accompanied by a CON representative at all times to the testing site. Tests shall be accomplished via urine sample, or other reliable method. The testing process will be carried out pursuant to the testing protocols of the clinical agency or the University’s Office of Occupational Medicine. Samples shall be collected by the clinical agency or the designated screening clinic of the University’s Office of Occupational Medicine. A split sample shall be collected. Test results will be interpreted by the University’s Medical Review Officer, who shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of Drugs or Alcohol. A negative result on a test will not necessitate further testing and no further action shall be taken. In the case of a positive test, the Student shall be contacted by the Medical Review Officer, who shall determine whether there is any legitimate explanation for the positive test. If no legitimate explanation can be verified by the Medical Review Officer, the Student shall be given the option of having the second sample tested, at the expense of the Student. If testing of the second sample yields a negative result, no further action shall be taken. The Medical Review Officer shall advise the appropriate Associate Dean of the CON of testing results.

NOTE: If testing is necessary during a time that the screening clinic is closed, testing will be done at Clinical agency, and results will be obtained by the University’s Office of Occupational Medicine.
3. After testing is complete, the student will be counseled against driving and if if unable or unwilling to call a family member or friend to transport them home, transportation will be arranged and paid for by the CON.
4. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to Student Drug and Alcohol testing.
5. The Supervisor will prepare a written report documenting the observed Student behaviors and submit same to the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, and the appropriate Associate Dean of the CON.

D. A Student who has been sent for a Drug and Alcohol test shall be suspended from participation in Clinical Activities until the results are returned. Test results shall be provided by the Medical Review Officer to the appropriate Associate Dean of the CON. If the results are negative, the Student shall be permitted to resume his or her regular Clinical Activities immediately. If the test results are positive for the presence of Drugs or Alcohol, or if the Student refused to submit to testing, the following steps shall be followed.

1. A meeting will be held, within a reasonable period of time, with the Student, the Supervisor involved and the Campus Nursing Program Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students to discuss the incident, allow all parties to provide any relevant information, and to discuss sanctions and/or academic consequences related to the alleged violation. Sanctions may include suspension from all Clinical Programs, a failing grade for a given course, or for repeat offenders, dismissal from the CON.

2. The Student will execute a written agreement to seek an initial drug and alcohol consultation at Counseling and Psychological Services (CAPS) and/or a drug and alcohol evaluation with a certified or licensed professional capable of providing this service. The Student must sign an informed consent form to allow release of the evaluation results to be provided to the appropriate Associate Dean of the CON. The Student shall be required to follow any treatment plan which may be recommended as a result of the substance abuse evaluation. Refusal to undergo substance abuse evaluation or failure to comply with any recommended treatment may result in the Student’s dismissal from the CON. Following successful completion of any such treatment plan and/or upon certification by an appropriate substance abuse counselor that the Student is fit to return to Clinical Activities, the Student shall be permitted to resume full participation in the CON curriculum.

3. The fact of a positive test result shall be conveyed by the CON to the Office of Student Conduct for evaluation of whether the behavior has violated the Student Code of Conduct. The Office of Student Conduct will investigate and process the matter in accordance with standard University procedures and the Student Code of Conduct. The Designee or staff from the Office of Student Conduct will investigate the allegation and when it appears that a violation may have occurred, the Student will be subject to the University’s disciplinary process. The CON will be notified of the outcome of this process.

4. Any student who has a positive drug screen confirmed must contact the Pennsylvania Nurse Peer Assistance Program (PNAP) as part of the evaluation process. If the student is diagnosed with abuse or dependence of a substance, the student must enroll with PNAP monitoring.
VI. APPEALS
A. A Student may appeal any aspect of the application of this policy by sending a written statement of the basis for the appeal to the appropriate Associate Dean of the CON, within ten (10) days after the action which is being appealed. The Student’s written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.
B. Within a reasonable period of time after the filing of an appeal, the appropriate Associate Dean of the CON shall convene a meeting with the Student in an attempt to amicably resolve the matter. If no resolution can be reached, the appropriate Associate Dean of the CON shall convene a hearing committee, consisting of three (3) faculty members from the CON, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:
1. The purpose of the hearing is one of fact finding.
2. The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.
3. Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.
4. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.
5. The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.
6. Participants shall include the Student and the Supervisor who observed or was involved in the incident in question. Others with knowledge of the circumstances in question may be permitted to participate, with the permission of the chair of the committee.
7. The Supervisor will address the committee first, followed by the Student. The committee may ask questions of the Supervisor and the Student. The Supervisor or faculty member and the Student may also ask questions of each other, in a polite and respectful manner.
8. Requests for additional information may be made by the committee to the faculty member and the Student.
9. At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the hearing, with each member having one vote. The chair of the committee will inform the Student of committee’s decision within one business day after the hearing.
10. The decision of the committee shall be final.

VII. REINSTATEMENT TO CLINICAL PROGRAM/ACTIVITIES
A. As a condition for being considered for reinstatement to a Clinical Program and/or participation in Clinical Activities, Students must consent to release to the CON the findings, reports and/or recommendations of any drug and alcohol counselors, physicians, psychiatrists, psychologist, etc. as well as the outcome of any actions undertaken by the Office of Student Conduct.
B. A Student who has been removed from a Clinical Program for a violation of this Policy shall be permitted to return to the Clinical Program upon fulfillment of the following conditions:
1. Expiration of any academic suspension or disciplinary suspension.
2. Written documentation of successful completion of all drug and alcohol services recommended or any recommendations by the Office of Student Conduct.
3. Agreement to voluntarily participate in random Drug or Alcohol screening, the cost of which must be paid by the Student.

C. A Student’s return to any Clinical Program at a non-Penn State Host Facility will be contingent upon re-acceptance by the Host Facility.

VIII. ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS
Students with drug or alcohol problems, whether or not engaged in Clinical Activities, are encouraged to voluntarily seek assistance through University’s Center for Counseling & Psychological Services. Professors, instructors and advisers in the CON will assist Students with referrals, as requested.

NOTE: Any situation that may arise that does not fall within the policy guidelines will be addressed on a case by case basis, in consultation with the College of Nursing, University Occupational Medicine and University Risk Management.

Approved Fall 2005
Revised Fall 2009
Revised Spring, 2013
Revised Fall, 2013
INFECTIOUS DISEASE POLICY

Clinical Agencies

A. Clinical agencies utilized by the College for clinical practice experiences are to have written infection control plans designed to minimize or eliminate exposure to infectious disease.

B. The clinical agency’s infection control plan shall include:
   1. A schedule and method of implementing the infection control plan.
   2. A schedule for reviewing and updating the plan to reflect significant changes in tasks, policies, and procedures.

C. Clinical agencies are required to make the infection control plan available to the College’s administration for examination and copying.

Standard Precautions and Isolation Practices

All students will follow standard precautions and second tier isolation practices as defined by the CDC and the agency policy and procedures to minimize exposure to infectious disease.

Accidental Exposure, Post Exposure, and Follow-up

A. Clinical agencies utilized by the College for clinical practice experiences are to have written post-exposure plans including follow-up of the exposed faculty or student including antibody or antigen testing, testing of the source patient, counseling, illness reporting, and safe and effective post-exposure prophylaxis according to standard CDC recommendations and Pennsylvania State Law.

B. In the event of significant exposure to blood or body fluid, defined by the CDC as: “a percutaneous injury (e.g., needle stick or cut with a sharp object) or contact of mucous membrane or no intact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids that are potentially infectious”

The nursing student will:
1. Immediately and thoroughly wash or rinse (if mucous membrane) the exposed area
2. Report the incident to the clinical instructor

The clinical instructor will:
1. Report the incident immediately to the appropriate representative at the clinical facility
2. Facilitate completion of the steps for follow up as outlined by the policies and procedures at the clinical facility.

Note: All testing and/or treatment after exposure will be at the student’s expense.

Revised: 11/06
**POST-SURGICAL RETURN TO CLINICAL**

Students enrolled in clinical courses who require surgery must provide verification from a physician that return to clinical activities without restrictions will not impact their recovery. In addition, any student who has a cast or must use crutches, etc., will be required to follow the clinical institution’s policy.

Approved: 10/2009

**STUDENT PREGNANCY POLICY**

For the safety of the pregnant student, she should be aware of potential risks related to some learning experiences such as, but not limited to, communicable disease[s], strenuous activity, toxic substances including radiation, and the potential for bodily harm. The student should consult with her faculty member prior to the clinical experience to be made aware of any clinical agency policies related to pregnant individuals such as not entering where radiation therapy is being administered. Neither The Pennsylvania State University nor its affiliating clinical agencies assume responsibility for any harm that might occur to a fetus or a pregnant student.

Approved: 11/04

**TRANSPORTATION TO AND FROM CLINICAL AGENCIES POLICY**

All nursing majors have clinical experiences in a variety of settings at Hershey Medical Center and University Park that involve travel to a clinical site. The College of Nursing requires that students assume responsibility for providing their own transportation to and from the clinical site. The use of a car and/or carpooling is a necessity.
STUDENT DRESS CODE POLICY

Students enrolled in the RN to BS nursing program at Penn State represent the University and the College of Nursing and are expected to dress in a professional manner at all times while in the clinical setting.

The following dress code guidelines for students in the clinical setting have been adopted by the College of Nursing:

1. A name pin and photo ID (if required by the facility) should be worn and visible at all times while in any clinical setting. The student’s given first name and last name with the student's credentials should appear on the first line and “Penn State University” should appear on the second line. If a facility requires students to wear identification supplied by the facility, it is the student's responsibility to comply with the policy and pay any subsequent costs. Name pins may be purchased from any vendor as long as they follow the guidelines noted above.

2. Attire must comply with the dress policy of the facility and the following guidelines of the College of Nursing.
   • Various combinations of shirts, pants and skirts may be worn. Shirts should be of a length long enough to be tucked into pants or, if untucked, must completely cover the midriff with no skin showing at any time. No skin should be exposed along midriff area.
   • Lab coats must be clean and pressed with the name pin visible at all times.
   • Shoes should be clean and in good condition. Students are advised not to wear clogs/crocs, because some institutions prohibit them. However, a white leather athletic shoe may be worn. High top athletic shoes may NOT be worn. The shoe of choice may not have any openings, including open toed shoes.
   • Hosiery without patterns may be worn by females when wearing skirts. White socks without patterns or decorations may be worn with slacks. Sweaters may be worn and must be cardigans.
   • Students involved in some clinical courses such as family, community, mental health, etc. may wear appropriate street attire in accordance with the policy of the facility. Blue jeans, faded clothing, sweatshirts, sweet-pants, tank tops, t-shirts, halter-tops, shorts, and tight or revealing clothing may NOT be worn.

3. In the clinical area, the following is NOT acceptable:
   • strong perfume or aftershave colognes
   • acrylic nails, tips, or nail glue-on decorations, dark colored nail polish
   • dangling earrings, bracelets, necklaces, and rings (other than wedding bands)
   • visible tattoos - ALL tattooing on the body needs to be concealed
   • obvious body piercings except ears (limited to one pair of earrings)
   • heavy makeup
   • long and/or dirty fingernails - ALL nails must be clean and short (not beyond the end of the finger)
   • long and/or unkempt hair. Hair must be neatly worn off the collar. Large ornamental hair attachments are not considered to be proper in the clinical setting
   • Chewing gum

4. Male students should be clean-shaven or have neatly trimmed beards or mustaches.
Note: Additional requirements related to attire or behavior in the hospital, or other clinical areas, may be made by any faculty member responsible for class or clinical instruction (e.g. some religions do not allow women to wear pants). Violations of the dress code may result in the student being asked to leave the clinical area. Also, dress code violations will be reflected in the student’s clinical evaluation.

Revised: Fall 2012
SOCIAL MEDIA POLICY

The Social Media policy provides Penn State College of Nursing (CON) students with rules to participate in social media, including Penn State College of Nursing social media and in non-Penn State CON social media.

Definition: Social Media is a conventional term of electronic communication through which users create online communities to share information, ideas, personal messages, email, or video hosting sites.

First and foremost, all nursing students must recognize their ethical and legal obligation to maintain patient privacy and confidentiality at all times. As a nursing student it is important to represent Penn State College of Nursing in a fair, accurate and legal manner while protecting the College’s reputation.

1. Students may be held personally liable for proprietary, defamatory or libelous material posted on any form of social media.
2. Students will face sanctions for posting of materials that is defamatory, profane, threatening, harassing, hateful or humiliating to patient, students, hospital staff, preceptors, nurses, Penn State faculty and staff, employers and co-workers included. Sanction will be determined by the University Office of Student Conduct, the CON Academic Integrity Committee, or the appropriate CON Academic Administrator.
3. Improper use of social media may result in being sued for defamation, invasion of privacy or harassment.
4. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.
5. The use of pseudonymous email addresses or online identities can be investigated and traced, so their use does not protect the student from responsibility and any liabilities related to posting online materials and or social media.
6. Students must promptly report any identifiable breach of confidentiality of privacy in regard to self, other nurses and /or other nursing students.
7. Students must be knowledgeable of hospital and health care institution policies, relevant state and federal laws and professional standards regarding patient privacy and confidentiality and their application to social and electronic media.
8. The CON may take action to dismiss any student from the Nursing program who violates the social media statement.
9. Students may not transmit any electronic media of any patient-related information or image that violates patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient and/or families.
10. Students must not share, post or otherwise disseminate any information (including images) about a patient or information gained in the nurse-patient relationship with anyone, unless there is care-related need to disclose the information or other legal obligation to do so.
11. Students must not use social media during clinical hours or at any time on the clinical agency’s equipment or property.

48
References:
Carlow University School of Nursing, Social Media Policy (with permission)

Approved by Administration: June 2013
Approved by Undergraduate Affairs: Fall 2013
Approved by Graduate Affairs: June 2013
USE OF ELECTRONIC DEVICES IN CLINICAL POLICY

This policy is to establish guidelines for appropriate and professional use of electronic devices (e.g. cell phones, smart phones, tablets, computers) during clinical by nursing students. “Clinical” is defined as the various settings utilized in any clinical nursing course (for example, skills laboratory, acute care facilities, sub-acute care and rehabilitation facilities, long-term care facilities, clinics and physician offices, and community settings). Students must first adhere to the policies of the clinical facility, as well as this CON policy, regarding the use of electronic devices in clinical settings.

If electronic devices are approved for use according to clinical facility policy, the following restrictions apply:

- Electronic devices may only be used for clinically-related reasons as approved by each clinical instructor and/or course coordinator.
- All devices must be kept on “silent” or “vibrate” mode in the clinical setting.
- Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited.
- Taking any voice recordings, photographs or videos during clinical is strictly prohibited.
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information. Students may not download or store any confidential client data on a personal electronic device.

Violations of this CON policy and/or the policy of the clinical facility may result in clinical remediation or failure.

Approved: Spring 2008
Revised: Fall 2015
(Formerly Clinical Cell Phone Policy)
CLINICAL CANCELLATION GUIDELINES  
(Includes: Inclement weather, other disasters)

1. Penn State’s decision to delay or cancel classes is almost always because of hazardous travel conditions. Decisions are campus specific (e.g. cancellation of classes at Behrend Campus but not University Park).
2. If your campus cancels classes the day/night before clinical, then clinical should be cancelled.
3. If faculty and students are at the clinical facility when the campus classes are cancelled, then the instructor should decide, based on weather/travel condition, whether clinical should be cancelled. If weather conditions are deteriorating, then travel safety should dictate your decision.
4. If the Campus has not cancelled classes, clinical may be cancelled if hazardous travel conditions exist.  
   Note: Faculty should be evaluating the weather and travel situation related to their specific clinical facility/location and have a student notification process in place.
5. Faculty should inform students to use their own best judgment in traveling when clinical is not cancelled. Faculty cannot know all weather/travel conditions if the student is traveling from outside the immediate area.
6. Faculty may consult with their Campus Coordinator, the Associate Dean, or the Dean in making the decision for clinical cancellation.
7. Bottom line—Safety First!

CLINICAL FAILURE POLICY

At the completion of the semester, a student who receives an unsatisfactory clinical performance in the final clinical evaluation is deemed unsafe or inadequate in the application of knowledge that is expected at the course level. This unsatisfactory rating will then denote clinical failure and subsequent course failure for the student.

GUIDELINES FOR CLINICAL EVALUATION AND REMEDIATION PLAN

- Student performances in clinical courses, N417, N465, N475, NURS 495 (elective) should be evaluated by the instructor based upon clinically related assignments which are graded P/F or letter graded and/or by a Clinical preceptor evaluation.
- A remediation plan may be used at any time to help the student to meet course objectives. The remediation plan will be jointly prepared by the faculty member and the student. The faculty member and student must both sign the plan, a copy is given to the student and the original is included in the student’s file.

Approved: Spring 2012
COURSE: __________________________

AREAS OF CONCERN (involving following clinical objective(s))
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

PLAN
The skills, knowledge, and COMPETENCIES that must be demonstrated to meet course objective(s):
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Suggested resources and activities:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

OUTCOME (if Plan/Objectives are not met)
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Instructor’s Signature: __________________________ Date: ______________

Student’s Signature: __________________________ Date: ______________

Date of Follow-up Conference: ______________________________

OUTCOME

Follow-up conference (Please check one of the following):

☐ Has overcome deficiencies and now meets objective(s)

☐ Has not overcome deficiencies and does not meet objective(s)

Comments:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Instructor’s Signature: __________________________ Date: ______________

Student’s Signature: __________________________ Date: ______________
RN to BS CLINICAL COMPLIANCE REQUIREMENTS

All students must contact the clinical site at least one month prior to beginning the required clinical course.

NOTE: A current U.S. RN license is required in the state where the clinical site is to be scheduled. All institution’s (clinical site) requirements are the responsibility of the student. The student is responsible for obtaining necessary compliances and providing necessary proof of compliances to the institution/clinical site.

Possible compliances that may be requested by the clinical site include (but are not limited to):

1. Health Examination
2. Health Insurance
3. Malpractice Insurance
4. CPR
5. Child Abuse History
6. Criminal Record Check
7. Fingerprinting
8. Influenza Vaccination Verification

RN TO BS PROGRAM CLINICAL COMPLIANCE REQUIREMENTS (CR)

The following documents are required by the College of Nursing as part of your compliance requirements. The two forms listed below must be completed and returned to your Campus Coordinator.

Information Release

A federal law (The Family Educational Rights and Privacy Act of 1974) prohibits The Pennsylvania State University from releasing information from your education record without your written permission. This includes your Social Security number and/or grade point average, and compliance checks for clinical facilities, educational institutions, honor societies, and potential employers. Your signature is required on the Information Release Form for release this information.

Some clinical sites require copies of various clearance forms as well as the student’s entire Social Security number, which will be provided directly to the clinical institution by the student.
The Pennsylvania State University
College of Nursing

STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS

Directions: Please read and complete this form.

1. **HANDBOOK:** The student is accountable for all policies and information contained within the Student Handbook. The student handbook can be found online at the following website:

2. **INFORMATION RELEASE:** Information from the student’s education record/file (e.g. grades, cumulative GPA, courses completed, compliances for clinical **may be** released to clinical facilities, educational institutions, honor societies, and potential employers for purposes of membership application, compliance and/or reference checks, letters of recommendation, etc. Some clinical sites require copies of various clearance forms as well as the student’s entire Social Security number, which will be provided directly to the clinical institution by the student.

   ______ Information from my education record as stated above **may be** released.

   ______ Information from my education record as stated above **may not be** released.*

*Please note, if this option is selected, then a Request for a Letter of Recommendation is required to process reference requests. Please see the following website:
http://www.registrar.psu.edu/student_forms/request_for_recommendation_form.cfm

3. **CONFIDENTIALITY:** All students must keep strictly confidential, and shall not divulge to anyone, the identity of any patient, their medical condition, or their treatment. All students are required to be familiar with all Standards of Nursing Conduct regarding confidentiality (Pennsylvania Code, Title 49 Professional and Vocational Standards, 21.18).

   Students who violate patient confidentiality in any format (verbally, email, text, social media, pictures, etc.) will fail the course. Also, the clinical facility reserves the right to terminate any student’s clinical experience if the facility’s confidentiality (HIPPA) policies are violated. This would result in course failure because course objectives cannot be met without clinical experience.

Your signature on this form signifies that you have read and understand these requirements. Failure to complete and submit this form will result in noncompliance which will impact progression in the nursing program. This form is in effect until the student’s graduation.

PRINT NAME__________________________________________PSU ID # __________________________

SIGNATURE___________________________________________DATE____________________________
RN TO BS POLICY FOR REQUIRED CLINICAL EXPERIENCE

The RN to BS program of study includes several clinical experiences as well as a clinical capstone experience designed by the Registered Nurse (RN) student to meet their individual professional goals. The RN, under the guidance of the course coordinator, selects either a health related project or to be in an agency in a clinical site. A local preceptor specific to the requirements of the clinical course is needed.

The clinical components of NURS 465, NURS 417, NURS 475 and NURS 495 (an elective) are arranged by the student in consultation with course coordinator. The following guidelines should be referenced when designing the clinical experience, whether doing a project or a clinical/community practicum:

- The experiences should meet the course objectives outlined in the syllabus.

- Clinical experiences offer a broad range of opportunities to meet the course objectives and student developed behavioral objectives. For a focused growth experience a variety of opportunities exist, please discuss options with your instructor.

- Clinical experiences require the RN student to work directly or indirectly under the preceptor’s supervision. A clinical preceptor (see Criteria for Selection of Preceptor) may be the course coordinator. Required clinical hours include working collaboratively with health care team members.

- Clinical preparation hours, research, and clinical conferences may not constitute more than 25% of total required clinical time.

- Professional conferences or seminars may not count for more than 10% of the total required clinical time associated with a course and requires prior approval of the course coordinator.

- Clinical experiences fulfill academic requirements and may not be part of the RN student’s paid employment. Ideally, the student’s experiences should be outside of her/his usual place of employment. However the student’s employment location may offer other educationally appropriate experiences. Such opportunities should be selected in consultation with the course coordinator, and still must occur outside of the student’s paid employment.

- Clinical hours may not be used to satisfy requirements for more than one course. Using the same clinical hours to satisfy requirements for more than one course is a violation of academic integrity.

Revised Fall, 2015
Criteria for Selection of a Preceptor

1. Currently licensed as a registered nurse in the United States; RNs outside the U.S. will be evaluated individually.

2. Minimal education at the baccalaureate degree in nursing.

3. Tangible evidence of commitment to further education and/or competency (workshops, conferences, certification, or enrollment in courses as documented on the Curriculum Vitae).

4. Experience as a registered nurse for at least one year in the clinical area of the present preceptorship.

5. Employment time in the setting should be sufficient for the clinical preceptor to be thoroughly familiar with the institution (the actual time can be determined jointly by the course coordinator, clinical preceptor and the agency).

6. Voluntary acceptance of preceptor role.

Evaluation of the Clinical Experience (Pass/Fail):

The clinical performance is evaluated by reviewing data from clinical logs and communication with mentor(s). (See Guidelines for Clinical Evaluation in the RN to BS Handbook) Clinical log requirements are established by the course coordinator.

Approved: Spring, 2008

Revision: Fall 2015
Clinical Evaluation Forms:

The Pennsylvania State University
College of Nursing
RN to BS Student
NURS 417 Clinical Evaluation Form

TO BE COMPLETED BY STUDENT, MENTOR AND FACULTY

Name: ____________________________________________________________________

Course: _______________ Section: _______________ Semester & Year: ______________

Instructor: _________________________________________________________________

Mentor Name: ________________________________ Email: ________________________

Title: _________________________________________________________________

Agency: _____________________________________ Unit: _________________________

Agency Address: ____________________________________________________________

1. Clinical Evaluation:

   A. Student Strengths:

   B. Students Areas Needing Improvement:

   C. Overall Narrative Summary:

2. Recommended Clinical Evaluation(Satisfactory/Unsatisfactory):____________________

3. How well were the program and/or student objectives achieved / not achieved?

   Preceptor Signature: ___________________________ Date: __________________

   Student Signature: ______________________________ Date: ________________

57
The Pennsylvania State University  
College of Nursing  
RN to BS Student  
NURS 465 Clinical Evaluation Form

TO BE COMPLETED BY STUDENT, MENTOR AND FACULTY

Name: _____________________________________________________________________

Course: ___________   Section: ___________   Semester & Year: ________________

Instructor: ________________________________________________________________

Mentor Name: ___________________________   Email: _________________________

Title: _____________________________________________________________________

Agency: _______________________________   Unit: _____________________________

Agency Address: ___________________________________________________________

__________________________________________________________________________

1. Clinical Evaluation:

   A. Student Strengths:

   B. Students Areas Needing Improvement:

   C. Overall Narrative Summary:

2. Recommended Clinical Evaluation (Satisfactory/Unsatisfactory): _________________

3. How well were the program and/or student objectives achieved / not achieved?

   Preceptor Signature: ___________________________   Date: ________________

   Student Signature: ______________________________   Date: ________________
The Pennsylvania State University  
College of Nursing  
RN to BS Student  
NURS 475 Clinical Evaluation Form  

TO BE COMPLETED BY STUDENT, MENTOR AND FACULTY  

Name: _____________________________________________________________________  
Course: ___________  Section: ___________  Semester & Year: ___________  
Instructor: __________________________________________________________________  
Mentor Name: ___________________________________________________________________  Email: _____________________  
Title: ___________________________________________________________________  
Agency: ______________________________________  Unit: ___________  
Agency Address: ____________________________________________________________  

1. How well were the program and/or student objectives achieved / not achieved?  

<table>
<thead>
<tr>
<th>COURSE OBJECTIVE</th>
<th>SATISFACTORY (S)</th>
<th>UNSATISFACTORY (U)</th>
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<tbody>
<tr>
<td>Synthesize knowledge from nursing and related sciences for application to evidence based nursing practice</td>
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<tr>
<td>Interpret legislative and regulatory processes relevant to the capstone project.</td>
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<tr>
<td>Collaborate with members of the health team to provide continuity of care through appropriate communication, consultation, and referral.</td>
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<tr>
<td>Communicate effectively using written, verbal, nonverbal and emerging technology methods</td>
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<tr>
<td>Apply biostatistical, epidemiological, and research findings to enhance the delivery of evidence based nursing care</td>
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</table>

59
<table>
<thead>
<tr>
<th>Provide evidence based nursing care that contributes to safe and high quality patient outcomes within healthcare microsystems</th>
<th>(S)</th>
<th>(U)</th>
</tr>
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<tbody>
<tr>
<td>Participate in the development and implementation of theory-based and a population-focused health promotion project</td>
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<tr>
<td>Facilitate change in the healthcare microsystems affecting the provision of nursing care to diverse populations throughout the lifespan</td>
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<td>Demonstrate accountability in the delivery of professional nursing care.</td>
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<tr>
<td>Integrate the concept of life-long learning into professional nursing practice.</td>
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2. Mentor and faculty comments:

A. Student Strengths:

B. Student Areas Needing Improvement

C. Overall Narrative Summary:

3. Recommended Clinical Evaluation (Satisfactory/Unsatisfactory): ___________________

Mentor Signature: ___________________________ Date: ________________

Student Signature: ___________________________ Date: ________________

Faculty Signature: ___________________________ Date: ________________

Revised 2015 (BMH)
AGENCY LETTER OF AGREEMENT

The Pennsylvania State University College of Nursing offers a BS completion program for registered nurses (RN to BS program). The program of study includes several clinical experiences as well as a clinical capstone experience designed by the RN student to meet personal professional goals. The RN, under the guidance of the course professor, selects a clinical site and a preceptor for the course related clinical experiences and the capstone experience.

___________________________ RN, in NURS_____ section ___ Instructor______________

is requesting approval to complete a clinical experience or observation experience or internship in the __________________________ area of your clinical facility under the clinical supervision of____________________ (preceptor) during the________________ semester.

The student and preceptor will mutually determine the specific dates and times of this experience.

All clinical institution’s requirements (e.g. clearances, liability insurance, CPR, HIPAA, etc.) are the responsibility of the student. The student is responsible for obtaining necessary compliances and providing necessary proof to the clinical agency.

I request that the _______________________Agency approve the clinical experience. I understand that I am responsible for meeting the clinical institution’s requirements (e.g. professional liability insurance, clearances, and CPR, etc.) and providing proof of compliances, if requested.

Student ___________________________________________ Date ___________________

Please complete the following: We agree to permit above named student to complete a clinical experience in our facility. We understand that we may terminate this agreement at any time for poor performance or unprofessional conduct by the student.

Director or Administrator _____________________________ Date __________________

Title ______________________________________________________________________

Preceptor _____________________________ Date __________________

Title _____________________________________________

Course Instructor _____________________________ Date __________________

Revised: March, 2012
Preceptor Approval Form

Student Name

PSU ID Number

Mailing Address

Home Phone

Work Phone

PSU Email

Course Name and Number

Semester

Specialty Area

Preceptor Name

Preceptor Phone

Preceptor Email

Academic Degrees

Certification (if applicable)

RN License Number

Employment history related to preceptorship

Agency Name

Accreditation Status

Area to be used for the experience

Student: I, ____________________________, request the College of Nursing’s approval for clinical experience with the above named preceptor.

Signature: ____________________________

Preceptor: I, ____________________________, agree to provide the experience as described above in my agency. The preceptor is responsible for verifying that the RN student meets all the clinical institution’s requirements (e.g. Liability, clearances and CPR).

Signature: ____________________________

Instructor: I, ____________________________, approve the experience as described above.

Signature: ____________________________

Please Note: A copy of the preceptor’s CV may be requested by the course instructor.

Revised: Student collects information from the preceptor and initiates approval form. The text boxes should be filled in electronically, then printed for signatures and mailed. Students are not permitted to begin a precepted experience until the instructor has granted approval.

Revised 10/14/15 - Imh
Undergraduate Nursing Certificate Programs

You can enhance your professional credentials by earning one of our specialized certificates as you move from an RN to a B.S. Choose from the certificate in **Nursing Forensics**, **Nursing Informatics**, or **Nursing Management** to help set yourself apart from others on the career ladder. Some of the credits you earn in one of the certificate programs can be applied toward the requirements for your B.S. degree.

All Students who enroll in certificate programs must be defined as Penn State students. Students can complete the certificates as a degree-seeking student in addition to their major or as a non-degree student. International RN license is accepted for non-clinical courses.

**Nursing Forensics**

Learn to bridge the gap between medicine and law with this 12-credit undergraduate certificate program. Professionals in forensic nursing are often the first line of defense for victims of violence, abuse, or neglect when they enter the health care system. Their role goes far beyond medical care to include knowledge of the legal system and injury identification, evaluation, and documentation.

**Courses**
NURS 245 Violence and the Impact on Society
NURS 409 Introduction to Forensic Nursing
NURS 410 Forensic Evidence Collection and Preservation
NURS 411 Seminar in Forensic Nursing

**Nursing Informatics**

Nurses can give their careers a boost with the Nursing Informatics online certificate program, a 9-credit course series designed to prepare nurses with the knowledge to use informatics tools in technology-rich health care environments. The curriculum includes key informatics topics such as electronic health records, clinical decision support tools, and data mining to promote safe and efficient care. Registered nurses who are working toward a B.S. in Nursing at Penn State can apply all 9 credits toward the bachelor's degree. Nurses may also take the courses as a stand-alone series for the purpose of enhancing their career prospects.

**Courses**
NURS 357 Introduction to Nursing Informatics
NURS 458 Ethical Challenges in Healthcare Informatics
NURS 460 Advanced Concepts in Clinical Nurse Informatics

**Nursing Management**

Set yourself apart from other registered nurses on the career ladder by gaining the tools needed for nurse manager positions. Enrich your knowledge of basic health care organizations and administration. Receive your certificate in Nursing Management from the Penn State College of Nursing here at Penn State.
Courses
NURS 430 Organizations and Administration for the Nurse Manager
NURS 431 Data Management for Nurse Managers
NURS 432 Nursing Management of Human Resources
NURS 433 Seminar for Nurse Managers

Student Action:

1. Apply to the certificate by going to http://www.nursing.psu.edu/nursing-certificates. Go to Undergraduate Certificates and fill out the intent form.
2. Student successfully complete all required courses specific to the certificate program will earn a certificate.
3. Once you have completed the certificate, go to the above web site and fill out the completion form.
BETA SIGMA CHAPTER MEMBERSHIP

Philosophy of Membership Eligibility

Sigma Theta Tau International’s philosophy of membership eligibility is based upon the purposes of the society. Membership is a reward for achievements of the membership criteria of Sigma Theta Tau International. Awarding membership encourages, fosters, and actively supports further professional development, thus promoting nursing scholarship, leadership, creativity, and commitment to nursing, fulfilling the purposes of the honor society.

Sigma Theta Tau International endeavors to seek out and reward all students in baccalaureate or higher degree nursing programs who have demonstrated ability in nursing as evidenced by superior academic achievement. Personal achievement of the purposes of Sigma Theta Tau International is a developmental process; therefore, individuals who do not meet the eligibility requirements as undergraduate students may emerge to meet the requirements later in their graduate program or professional careers as community nurse leaders. The growth of the society and its continued support of the purposes are reflected through the membership selection process. Chapters, which are the mechanisms for inducting eligible candidates, take an imperative position to seek and recognize all qualified candidates in their geographic area.

Purpose of Sigma Theta Tau International

Recognize superior achievement and scholarship
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession

Membership Invitation

Candidates for membership from all baccalaureate programs are reviewed annually in late August. Invitations are extended to all BS nursing students who meet the Sigma Theta Tau International’s membership criteria, which include portion of the nursing curriculum completed, cumulative GPA and rank in class. Eligible RN to BS students who have graduated within the prior academic year (fall, spring, summer) will be part of the annual candidate review. An induction ceremony is held in November of that year for all new members.
The Sigma Theta Tau Achievement Award was created by donations from the Beta Sigma Chapter of the Sigma Theta Tau International Honor Society of Nursing to offer recognition to graduating undergraduate nursing students within Penn State’s College of Nursing. Three awards will be conferred—one to an outstanding graduating general BS student, one to an outstanding graduating second degree BS student, and one to an outstanding graduating RN to BS student. Consideration for this award shall be given to all graduating undergraduate nursing students who have been or will be inducted into Sigma Theta Tau by the end of their senior year. Within these parameters it will be awarded to students who have achieved superior academic records.

Recipients of this award shall be selected by the Beta Sigma Chapter of the Sigma Theta Tau Scholarship Committee. The criteria for this award will be decided as follows: (1) academic record as determined by Fall Semester cumulative GPA; (2) leadership; and (3) service. Membership Intent Forms from the Sigma Theta Tau Eligibility Committee will be utilized to elicit information for Leadership and Service criteria when necessary. The recipients will be recognized at the College of Nursing Convocation in the spring semester.

Two awards will be given each year, and the amount of the awards shall be determined by the Beta Sigma Chapter of Sigma Theta Tau. The awards shall be conferred annually from available resources.
Penn State awards a number of scholarships to undergraduate students each year. In addition, grants, loans, and the College Work-Study program are available for those who qualify. For more information on undergraduate financial aid, contact the Office of Student Aid, 314 Shields Building, University Park, PA 16802-6508, phone: (814) 865-6301, or visit the Web site at: http://www.psu.edu/studentaid/

Listed below are some possible sources of scholarships and financial assistance:

**ROTC Scholarships.** All branches of the military are located in Wagner Building at the University Park campus and can be contacted for additional information. Air Force: (814) 865-5454; Army: (814) 863-0368; Marines: (814) 865-6289; and Navy: (814) 865-6289.

**The American Association of Colleges of Nursing** often has information on scholarship programs for nursing students. They are located at One Dupont Circle, NW, Suite 530, Washington, DC 20036, phone: (202) 463-6930, or visit the World Wide Web home page at: http://www.aacn.nche.edu/Education/financialaid.htm

**The National League for Nursing** has information on financial aid: 61 Broadway, 33rd Floor, New York, NY 10016, phone: (800) 669-1656 or (212) 363-5555, or visit the World Wide Web home page at: http://www.nln.org/

**The Hospital Council of Western Pennsylvania** has scholarship information. They are located at 500 Commonwealth Drive, Warrendale, PA 15086-7513, phone: (800) 704-8434, or visit the World Wide Web home page at: http://www.hcwp.org

**The Nightingale Awards of Pennsylvania** has scholarship information. They are located at 2090 Linglestown Road, Suite 107, Harrisburg, PA 17110, phone: (717) 909-0350. Web page at: http://www.nightingaleawards.org/

**The College of Nursing** has scholarship information. Visit the web Scholarships and Financial Aid page at: http://www.nursing.psu.edu/undergrad/finaid.html

Many hospitals and other health care institutions offer their own scholarship programs. For example, a hospital offers a tuition stipend with the understanding that a student will commit two or three years of continuous employment following graduation.
UNDERGRADUATES ENROLLING IN GRADUATE COURSES

Any senior with a 3.50 or higher cumulative grade-point average may be admitted to 500-level courses with the consent of the instructor (i.e. form does NOT need to be returned to Graduate Enrollment Services).

Any senior with a 3.00 to 3.49 cumulative grade-point average may be admitted to 500-level courses by completing the form “Undergraduate Students to Take 500-Level Courses”, obtaining all required signatures, and returning it to the Graduate Enrollment Services, 114 Kern Building.

ALUMNI ASSOCIATION

Students who graduate from Penn State are eligible for membership in the Penn State Alumni Association. Membership in this organization automatically provides membership in the College of Health and Human Development Alumni Association, which includes the College of Nursing.

LINKS TO OTHER INFORMATION

Tuition Information
http://tuition.psu.edu/

Academic Calendar
http://registrar.psu.edu/academic_calendar/calendar_index.cfm

College of Nursing Website
http://www.nursing.psu.edu/

Registrar
http://www.registrar.psu.edu/

Advising
http://www.psu.edu/advising/

Angel
https://cms.psu.edu/default.asp

Link UP
https://orientation.psu.edu/linkup