

RN to BS in Nursing Program

at Eastern Illinois University

www.eiu.edu/~nursing



RN to BS in Nursing Program Eastern Illinois University Student Handbook

2009-2010

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Welcome!

It is my pleasure to welcome you to the RN to BS in Nursing Program at Eastern Illinois University. Our program is designed specifically for registered nurses who want to earn a baccalaureate degree in nursing to improve clinical practice, broaden career opportunities, move into leadership positions, and/or prepare for graduate school. The curriculum builds on the RNs' existing knowledge base and experience, avoiding needless repetition. Our goal is to provide a high quality, accessible, affordable and flexible educational experience in a supportive, student-focusing learning environment.

The development of this program is a major new initiative of Eastern Illinois University. The faculty and administrators at EIU are dedicated to meeting the learning needs of nurses and health care needs of residents. Unanimously, regional hospitals and health care agencies have pledged support for the program.

I look forward to working with you to help meet your professional goals.

Introduction

This handbook is written specifically for students in the RN to BS in Nursing Program at Eastern Illinois University. It provides information about the major policies and procedures of the Program. Each RN to BS student must adhere to the policies and procedures contained in this handbook. In addition, the student should read and abide by the policies and procedures outlined in the Eastern Illinois University Undergraduate Catalog. Any questions about the information in this handbook can be answered by the program director. Please monitor our website at <http://www.eiu.edu/~nursing> for further information about the program and updates on the policies contained in this handbook.

Mission Statement

(Revised 4-9-08)

The Nursing Program at Eastern Illinois University is committed to offering superior, flexible, and accessible undergraduate education for registered nurses pursuing a bachelor's of science degree with a major in nursing. Guided by a faculty committed to excellence in teaching, research, and service, students build upon existing knowledge and experience to expand their use of nursing knowledge, values, theory, and research to form excellent evidence-based, safe, and holistic nursing practice. Through active, applied learning experiences, students integrate knowledge gained from general and liberal studies, the sciences, and nursing to think critically and make ethical and reasoned clinical decisions. The program prepares students to provide care to meet the complex health care needs of individuals, groups, families, communities, and populations across the lifespan and in a variety of healthcare environments. A student-centered academic environment encourages the development of accountability and responsibility for life-long learning and professional development. Nursing students communicate clearly to enhance professional interactions, collaboration, coordination and management of care, and development of leadership roles in an evolving health care system.

Philosophy Statement

(Approved 8-8-07)

The faculty of the Nursing Program believes in the continued education, career mobility, and professional development of nurses. Consistent with this belief and the mission of Eastern Illinois University, the Nursing Program offers superior, flexible, and accessible undergraduate nursing education for registered nurses pursuing a baccalaureate degree with a major in nursing. The Nursing faculty defines the concepts of person, environment, and health to form the framework for nursing practice. Nursing education is conceptualized as a student-centered system that facilitates the professional growth and development of registered nurses.

A person is a unique individual with human needs. The uniqueness of a person is influenced by environmental and genetic factors. Human needs are requirements for well-being. When needs are unmet, the person's homeostasis is threatened. Health problems cause and result from altered homeostasis. Individuals are open systems, interacting with subsystems and the environment to maintain homeostasis. Because persons are open systems, they are able to adapt through change, growth, and development. Open systems interact dynamically with subsystems and the environment, or suprasystem.

The environment or suprasystem includes all of the conditions surrounding and affecting the person. As part of the environment, the family is a system that greatly impacts the well-being of the individual. Other systems that affect the individual include the social and health care systems, culture, community, and world. Because systems interact dynamically, a change in one system will impact the other systems. The health of the individual can be either promoted or impaired by the environment.

Health is a dynamic state of physical, mental, and social well-being. A holistic view of health allows the nurse to identify the health status of individuals as well as the influences of the subsystems and suprasystem on the health state.

Nursing is a system requiring advanced knowledge and skills. The focus of nursing care is the client system, which can be comprised of an individual, group, family, population, or community. Nurses meet diverse health care needs of client systems through health promotion, disease prevention, illness and disease management, restoration, and end-of-life interventions in a variety of health care settings. There are three primary nursing roles: provider of care, designer/manager/coordinator of care, and member of the nursing profession. As providers of care, nurses integrate theory, research and knowledge from the natural sciences, mathematics, humanities and nursing as a foundation for clinical decision-making, inquiry and evidence-based practice, and evaluative nursing practice. This foundational information is dynamic and constantly changing, requiring nurses to engage in life long inquiry and learning in order to provide excellent nursing care. High quality nursing interventions involve core competencies of thorough assessment, knowledge of major health problems and cultural implications, critical thinking, technical skill, and effective communication with client systems, colleagues, and other members of the health care team. In the role of designed/manager/coordinator of care, the nurse applies leadership skills to the provision of nursing care as collaborative member of an interdisciplinary health care team within a complex health care system. As a member of the profession, the nurse implements care based on professional standards and values, works to improve care through professional organizations, seeks to influence the health care system through health policy, and strives for professional development.

Baccalaureate nursing education prepares the student for professional nursing roles and is a dynamic process that promotes the synthesis of information from general and liberal studies, the sciences, and nursing. This process builds upon the students' existing foundation of knowledge and experiences using various learning resources and modalities to address the unique learning needs of adult students. Faculty members serve as facilitators of learning, helping students expand their knowledge and competencies, as well as further develop professional roles and values. A student-centered academic environment fosters collaborative learning, student-faculty scholarship, and lifelong learning. Applied, problem-based learning experiences assist adult students to become active, motivated, and self-directed learners with the ability to access and synthesize information and communicate clearly. To meet the needs of learners and the larger community, the faculty pursues excellence in teaching, research, and service.

RN to BS Curriculum Degree: Bachelor of Science Major: Nursing

(Revised 9-8-08)

Fall Semester – Year 1	Spring Semester – Year 1
NUR 3103 Theoretical Foundations of Professional Nursing Practice (3-0-3) NUR 3303 Advanced Nursing Health Assessment (2-2-3) MAT 2250G Elementary Statistics (4-0-4) Professional Elective (3-0-3) Elective or general education *	NUR 3604 Pathophysiology and Pharmacology in Professional Nursing Practice (4-0-4) NUR 3703 Nursing Research (3-0-3) BIO 1004G Practical Microbiology (2-2-3) Elective or general education*
Fall Semester – Year 2	Spring Semester – Year 2
NUR 4106 Leadership and Management in Nursing (3-3-6) NUR 4203 Nursing, Health Care, Policies, and Politics(3-0-3) Senior Seminar (3-0-3) Elective or general education*	NUR 4506 Nursing and the Community (3-3-6) NUR 4604 Professional Seminar (4-0-4) Elective or general education*

*as needed

Catalog Descriptions

NUR 3103 Professional Nursing Practice (3-0-3)

An overview of the development, structure, and function of professional nursing practice is provided. Role transition and professional socialization are enhanced through analysis of nursing conceptual foundations. Critical thinking, inquiry, information literacy and communication are emphasized. Prerequisite: Admission to the Nursing Program.

NUR 3303 Advanced Nursing Health Assessment (2-2-3)

Students build upon basic assessment skills to perform comprehensive nursing health assessment of individuals. History taking, including risk assessment, as well as physical and psychosocial assessment will be practiced. The development of sound clinical judgments based on accurate assessments will be applied. Prerequisite: Prior or concurrent enrollment in NUR 3103.

NUR 3604 Pathophysiology and Pharmacology in Professional Nursing Practice (4-0-4)

This course builds on basic knowledge of pathophysiology and pharmacology to enhance nursing management of illness and disease. Pathology, manifestations, diagnostics, treatments, and nursing interventions for selected disorders are addressed. Major classifications of drugs, their use in selected disorders, and nursing implications are discussed. Prerequisite: Prior or concurrent enrollment in NUR 3103.

NUR 3703 Research in Professional Nursing (3-0-3)

The role of research in nursing, the research process, design of nursing research, ethical principles, and research methodologies are examined. The use of critical thinking in evaluating and critiquing research studies and the application of research findings to evidence-based practice are

emphasized. Prerequisites: Prior or concurrent enrollment in NUR 3103. Prior completion of MATH 2250G or equivalent with a grade of 'C' or better.

NUR 4106 Leadership and Management in Nursing (3-3-6)

This course focuses on theories and concepts related to management and leadership in nursing practice. Strategies for managing quality of care and outcome issues, caseloads of patients, professional and support personnel, data analysis, finance and budgeting, and collaboration are addressed. Prerequisite: Prior or concurrent enrollment in NUR 3103.

NUR 4203 Nursing, Health Care, Policies, and Politics (3-0-3)

A systematic overview of the structure and function of the American health care system is offered. The historical development, emerging directions, issues, and major forces influencing the health care system are discussed. The role of professional nursing in health care organizations, planning, and policy formation is explored. Prerequisite: Prior or concurrent enrollment in NUR 3103.

NUR 4506 Nursing and the Community (3-3-6)

An overview of public and community health nursing practice within a context of systems theory is provided. Community assessment and principles of epidemiology are explored. Primary, secondary, and tertiary prevention interventions to individuals, families, groups, aggregates, and communities, are emphasized. Prerequisites: Prior or concurrent enrollment in NUR 3303, NUR 3604, NUR 3703, NUR 4106, and NUR 4203.

NUR 4604 Professional Seminar (4-0-4)

This course focuses on the professional development of nurses and issues affecting contemporary nursing practice. Professional development through participation in professional organizations, planning a career trajectory, and personal change are addressed. Students synthesize program outcomes through a capstone project. Prerequisites: Prior or concurrent enrollment in NUR 3303, NUR 3604, NUR 3703, NUR 4106, NUR 4203, and NUR 4506.

Program Goals and Intended Learning Outcomes

(Revised 2-13-08)

Program Goals

The goals of the RN to BSN Program are to:

1. Prepare professional nurses to provide care to individuals, families, groups, communities, and populations.
2. Use general and liberal education courses and nursing knowledge to support clinical decision-making, evidence-based practice and evaluative nursing practice.
3. Expand the skills of nurses to include participation as a collaborative member of the health care team, a manager, leader and coordinator of care, and one who participates in professional activities.
4. Foster accountability and responsibility for professional development and life-long learning.
5. Advance the development of an ethical value system for informed nursing practice.
6. Provide a framework by which nurses can serve clients in a variety of settings with diverse needs.
7. Support communication with clients, nursing colleagues, and other members of the health care team.

8. Foster the use of knowledge and research to form an inquiry-based practice.

Student Outcomes

The graduate will:

1. Provide care to individuals, families, groups, communities, and populations.
2. Integrate general and liberal education into nursing knowledge to support clinical decision-making, evidence-based practice and evaluative nursing practice.
3. Become a collaborative member of the health care team, a manager, leader and coordinator of care, participates in professional activities.
4. Be accountable and responsible for professional development and life-long learning.
5. Build an ethical value system for informed nursing practice.
6. Be prepared to serve clients in a variety of settings with diverse needs.
7. Communicate effectively with clients, colleagues, and other members of the health care team.
8. Use knowledge and research to form an inquiry-based practice.

Advisement and Registration

Academic Advising

Each student admitted to the RN to BS in Nursing Program is assigned to an academic advisor who is a faculty member in the Program. Students are provided with the name of their advisor upon admission to the Program. The advisor will counsel the student throughout the time she or he is enrolled in the Nursing Program unless there is a request for a change from either the student or the assigned advisor. Advisement consists of professional counseling as well as planning the academic program of the student. It is the student's responsibility to contact the advisor for an appointment before or during the registration period and to be aware of University and Program requirements. Prior to the appointment with the advisor, the student should review the requirements for the program, general education, and graduation so that the appointment is most productive.

Registration on PAWS

1. To register for courses, students must obtain a PIN number from their advisor. The PIN is obtained after a careful review of the requirements and the development of a plan of study.
2. Go to the PAWS website by opening the EIU homepage (www.eiu.edu) and clicking on "PAWS" in the menu on the left side of the screen.
3. Click "Search the Class Schedule" to find courses that meet your needs. To find nursing courses, click "Nursing" under the subject section and all of the nursing courses will be available for review.
4. Note the Course Number (including the section number) and the CRN (the 5 digit number following the course title. It is helpful to jot these down.

5. When you have listed all of your courses with the numbers, return to the PAWS homepage and click “Log in to PAWS”.
6. Click “Student” as needed and then “Registration.” Verify your address. If correct, click “Addresses are Correct”.
7. On the Registration page, select “Add or Drop Classes”. You will need your PIN number (obtained each semester from your advisor) to access this feature.
8. Select appropriate term.
9. Add the CRN numbers for the courses you selected.
10. If a course is waitlisted, it may say that there has been an error. Make sure that the “Action Box” says waitlisted. Keep watching the schedule to see if you have been rolled into any waitlisted courses.
11. Click “Submit Changes” at the bottom left of the screen.
12. To double check your status, go back to the option of “Registration” and click on “Student Detail Schedule”. Read and print all of the information.

Application for Graduation

Students should complete an application for graduation after earning 60 credit hours and well in advance of the semester in which graduation is planned. The application for graduation form is available on the PAWS system under the “Student” menu.

Governance

Student Participation in Program Governance

Students are selected each semester to serve as representatives of the student body on the Program Committees. The committees need students who are committed to the Program and are able to attend the committee meetings. Two student representatives and one alternate student representative are selected to serve on each of the committees for a term of one semester. The Nursing Council is the main Nursing committee that conducts the work of the Program. Standing committees of the Nursing Council with student representation include the Curriculum Committee, the Committee on Student Affairs, and the Quality Assurance and Improvement Committee. See the by-laws of the Nursing Council for information about student representation on the Program Committees.

Nursing Council Bylaws

(Revised 7-29-08)

Article 1 Name

The name of this governing body shall be the EIU Nursing Program Council, herein referred to as the Nursing Council.

Article 2 Purpose

The purpose of the Nursing Council shall be to provide governance for the EIU RN to BS in Nursing Program (hereafter referred to as the Program).

Article 3 Functions

The functions of the Nursing Council shall be to:

- 1) Establish Standing Committees, Ad Hoc Committees, and Task Forces of the Nursing Council.
- 2) Assign membership to Standing Committees, Ad Hoc Committees, and Task Forces of the Nursing Council.
- 3) Act upon recommendations of the Standing Committees, Ad Hoc Committees, and Task Forces of the Nursing Council.
- 4) Advise the Director concerning activities of the Program in matters that affect the common interests of the faculty and students, including recruitment, budget, resource allocation, fundraising, space, safety, strategic planning, and legislative regulations.
- 5) Develop and implement a strategic plan for the Program.
- 6) Review Bylaws at least annually and revise as needed.

Article 4 Membership and Voting Privileges

Section 1: Faculty

The EIU RN to BS in Nursing Program Faculty (hereafter referred to as faculty) is composed of the Program Director and all persons holding academic appointments in the Program.

Full membership and voting privileges shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at Nursing Council meetings.

Section 2: Student Representatives

Two students shall be selected to serve as Student Representatives to the Nursing Council. Appointment will be for one semester. A third student will be selected to serve as an alternate.

Within 30 days of the end of each semester, the Nursing Council shall request that students who are eligible and interested in serving as student representatives during the following semester provide the Nursing Council with e-mail or written notice of their interest in serving.

To be eligible, students must be in good academic standing and will be enrolled in a course from the core nursing curriculum. Priority in the selection process shall be given to those who have not already served, and the student who served as alternate during the current semester. One student with junior status and one with senior status will be selected if available.

The selected Student Representatives shall be notified of dates and times of Nursing Council meetings. Student Representatives will be responsible for notifying the alternate if unable to attend.

Student representatives may provide agenda items to be considered during the Student Affairs portion of any Nursing Council meeting. Agenda items and any related materials must be submitted to the Nursing Council Chair at least seven days before the scheduled meetings.

Student Representatives serve with voice but no vote at Nursing Council meetings.

Student Representatives may attend all Nursing Council meetings except for portions involving personnel and individual student decisions. The Agenda and Minutes for section of the meeting will be confidential.

Section 3: Recording Secretary

The Program Office Systems Specialist shall serve as the recording secretary for all Nursing Council meetings.

Article 5 Officers

Officers of the Nursing Council shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

Officers will be elected during the last regular Nursing Council meeting of the academic year to serve during the following academic year.

Article 6 Duties of Officers

Duties of the Chair:

- 1) Publish dates of all regularly scheduled Nursing Council meetings at the beginning of each semester.
- 2) Distribute agenda and minutes to Nursing Council members seven days prior to scheduled meeting date
- 3) Preside at Nursing Council meetings
- 4) Maintain records of meetings including minutes

Duties of the Vice Chair:

- 1) Assume duties of the Chair in the absence and at the request of the Chair.

Article 7 Nursing Council Meetings

Nursing Council meetings shall be held at least three times each semester.

A simple majority of voting members shall constitute a quorum.

A motion shall be passed by a simple majority.

The Chair, or a majority of members of the Nursing Council may call a meeting not previously scheduled. Nursing Council members and Student Representatives must be given notice at least seven days in advance of such meetings.

Except for individual faculty and student matters, all Nursing Council meetings are open meetings.

The order of business for Nursing Council meetings shall be:

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Additions to the Agenda
- V. Director's Report
- VI. Nursing Council Functions
- VI. Standing Committee Reports
 - A. Committee on Student Affairs
 - B. Curriculum Committee
 - C. Quality Assurance and Improvement Committee
 - D. Grants and Research Committee
 - E. Committee on Faculty Affairs
- VII. Ad Hoc Committee Reports
- VIII. Task Force Reports of the Nursing Council
- IX. Announcements
- X. Other
- X. Adjournment

Article 8 Committees of the Nursing Council

Section 1: Definitions

- 1) Standing Committees are permanent and can only be dissolved by a vote of the majority of the faculty with voting privileges. Standing committees of the Nursing Council include the Curriculum Committee, the Committee on Student Affairs, the Quality Assurance and Improvement Committee, the Committee on Faculty Affairs, and the Grants and Research Committee.
- 2) Ad Hoc Committees shall be established for deliberation of special or transient issues. The committee serves until a final report is presented to the faculty and accepted. The faculty can dissolve Ad Hoc Committees.

- 3) Task Forces shall be those established by the Nursing Council, a Standing Committee or an Ad Hoc Committee for resolution of specific issues pertinent to the respective committee. The committee will dissolve the task force when a final report of the task force is presented and accepted by the committee.
- 4) Advisory Committees shall be established by the Director for ongoing input from the community. The Director will report the activity of advisory committees to the Nursing Council as part of the Director's Report. The Nursing Council will assign the review of advisory committee reports and make recommendations to the appropriate standing committee(s) for quality program improvement as needed.

Chairs of standing committees, ad hoc committees, and Nursing Council task forces shall present formal reports to the Nursing Council.

Section 2: Standing Committees of the Nursing Council

1) Curriculum Committee (CC)

a. Composition

Full membership and voting privileges on the Curriculum Committee (CC) shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at the Committee on Student Affairs meetings.

Two students shall be selected to serve as Student Representatives to the Curriculum Committee using the same process outlined for the Nursing Council Student Representatives. The student representatives may be the same students who are representatives for the Nursing Council. Appointment will be for one semester. A third student will be selected to serve as an alternate. Student Representatives may attend all Curriculum Committee meetings. Student Representatives serve with voice but no vote at CC meetings.

Officers of the CC shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

The Chair shall be responsible for posting an agenda for full faculty at least one week prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file. The Chair will report to the Nursing Council during its' regular meetings.

Officers will be elected during the last regular Curriculum Committee meeting of the academic year to serve during the following academic year.

b. Functions

Meet at least once each semester of the academic year and more often as functions and responsibilities require.

Formulate, implement, and evaluate policies related to Nursing Program curriculum, courses, and activities that are academic in nature.

Ensure that the curriculum builds on the general education courses of the University, basic nursing preparation of students, and prerequisite courses.

Monitor the correlation between the curriculum and the Mission Statements of the Nursing Program and University, Student Learning Outcomes, and Nursing Program Philosophy Statement.

Review Program Mission statement, Philosophy, Goals, and Intended Learning Outcomes annually.

Assure that the Program curriculum meets the standards of accrediting bodies and is consistent with trends in health care.

Review new courses, changes to existing courses, and changes in prerequisites for consideration by the Nursing Council.

Initiate evaluation and revision of the curriculum, study specific curricular problems, and recommend solutions for improvement to the Nursing Council.

Evaluate input from the communities of interest (faculty, administration, students and the professional community) regarding curriculum.

Collaborate with Nursing Program committees and other University academic departments/units concerned with curriculum development.

Collaborate with library personnel regarding acquisitions.

Recommend purchase of learning materials for the Program.

Respond to relevant quality improvement issues as identified by the Quality Assurance and Improvement Committee.

Make recommendations to the Quality Assurance and Improvement Committee related to curriculum.

Complete an annual report for submission to the Nursing Council that includes the following components: a) Committee Chair, b) Committee members, c) stated goals for the committee and disposition of those goals, d) work completed, e) work in progress, f) work which supports the accomplishment of the expected outcomes of the program, and g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Maintain official minutes and distribute to all Program faculty and staff.

2) Committee on Student Affairs (CSA)

a. Composition

Full membership and voting privileges on the Committee on Student Affairs (CSA) shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at the Committee on Student Affairs meetings.

Two students shall be selected to serve as Student Representatives to the Committee on Student Affairs using the same process outlined for the Nursing Council Student Representatives. The student representatives may be the same students who are representatives for the Nursing Council. Appointment will be for one semester. A third student will be selected to serve as an alternate. Student Representatives may attend all Committee on Student Affairs meetings except for portions involving personnel and individual student decisions. Student Representatives serve with voice but no vote at CSA meetings.

Officers of the CSA shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

The Chair shall be responsible for posting an agenda for full faculty at least one week prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file. The Chair will report to the Nursing Council during its' regular meetings.

Officers will be elected during the last regular Committee on Student Affairs meeting of the academic year to serve during the following academic year.

b. Functions

Meet at least once each semester of the academic year and more often as functions and responsibilities require.

Review and recommend criteria for admission, progression, retention, and transfer of students in the RN to BS in Nursing Program.

Review applicants and select students for admission to the Nursing Program.

Formulate and evaluate policies and procedures pertaining to RN to BS in Nursing students.

Hear and respond to student appeals regarding acceptance, progression, retention, and transfer of students in the RN to BS in Nursing Program.

Select and manage students for nursing scholarships and awards, review appeals related to admission, readmission, retention, academic dismissal and leave of absence requests.

Make recommendations to the Nursing Council regarding student dismissals, suspensions, probation, or other such actions that impact student progression and retention in the RN to BS in Nursing Program.

Maintain and update as needed the *RN to BS in Nursing Student Handbook*, website, and orientation materials.

Respond to relevant quality improvement issues as identified by the Quality Assurance and Improvement Committee.

Complete an annual report for submission to the Nursing Council that includes the following components: a) Committee Chair, b) Committee members, c) stated goals for the committee and disposition of those goals, d) work completed, e) work in progress, f) work which supports the accomplishment of the expected outcomes of the program, and g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Maintain official minutes and distribute to all Program faculty and staff.

3) Quality Assurance and Improvement Committee (QAIC)

a. Composition

Full membership and voting privileges on the Quality Assurance and Improvement Committee (QAIC) shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at the QAIC meetings.

Two students shall be selected to serve as Student Representatives to the QAIC using the same process outlined for the Nursing Council Student Representatives. The student representatives may be the same students who are representatives for the Nursing Council. Appointment will be for one semester. A third student will be selected to serve as an alternate. Student Representatives may attend all QAIC meetings except for portions involving personnel and individual student matters. Student Representatives serve with voice but no vote at CSA meetings.

Officers of the QAIC shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

The Chair shall be responsible for posting an agenda for full faculty at least one week prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings. The Chair is responsible for providing a copy

of the committee minutes to Nursing Office staff for placement in the central file. The Chair will report to the Nursing Council during its' regular meetings.

Officers will be elected during the last regular QAIC meeting of the academic year to serve during the following academic year.

b. Functions

Meet at least once each semester of the academic year and more often as functions and responsibilities require.

Examine evaluation processes for congruence with the Program mission, philosophy, goals, and learning outcomes.

Establish a cyclical timeline for reviewing how well the Program is meeting the established accreditation standards on an ongoing basis.

Implement and coordinate accreditation procedures.

Conduct an ongoing, systematic evaluation of all components of the Program to determine if the mission, philosophy, goals, and outcomes are being achieved.

Analyze outcome and other measures for evidence of curricular strengths and needed areas of improvement.

Make recommendations to Nursing Council and standing committees as indicated for applying evaluation findings to the Program's development, maintenance, improvement, and revision.

Evaluate assessment data, synthesize results, and create assessment reports for the Program, University, and accreditation bodies.

Review all school of nursing processes referred to it by standing committees, Task Forces or Ad Hoc Committees for recommendations for quality improvement.

Monitor quality improvement initiatives for the purpose of evaluating the effectiveness of the implementation.

Complete an annual report for submission to the Nursing Council that includes the following components: a) Committee Chair, b) Committee members, c) stated goals for the committee and disposition of those goals, d) work completed, e) work in progress, f) work which supports the accomplishment of the expected outcomes of the program, and g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Maintain official minutes and distribute to all Program faculty and staff.

4) Committee on Faculty Affairs (CFA)

a. Composition

Full membership and voting privileges on the Committee on Faculty Affairs (CFA) shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at the CFA meetings.

Officers of the CFA shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

The Chair shall be responsible for posting an agenda for full faculty at least one week prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file. The Chair will report to the Nursing Council during its regular meetings.

Officers will be elected during the last regular CFA meeting of the academic year to serve during the following academic year.

b. Functions

Meet at least once each semester of the academic year and more often as functions and responsibilities require.

Establish the Nursing Program Departmental Personnel Committee (DPC). The purpose of the DPC is to make recommendations concerning faculty retention, promotion, and tenure. The DPC will function in accordance with the Nursing Program DPC Policy and Procedure, Eastern Illinois University (EIU) policy, and pertinent provision of the EIU / UPI Contract.

Review the Program's Departmental Application of Criteria (DAC) and make recommendations for change in accordance with EIU policy and the EIU/UIP contract.

Participate in faculty search committees

Formulate and evaluate policies and procedures pertaining to faculty

Maintain and update as needed the *Faculty Handbook*.

Respond to relevant quality improvement issues as identified by the Quality Assurance and Improvement Committee, Advisory Committees, and the Director.

Develop and implement a new faculty orientation process.

Establish priorities for faculty development during the spring semester of each academic year for the following year.

Promote faculty development and expertise in teaching, research, and service.

Establish and maintain a program of special recognition for outstanding faculty achievement in teaching, research, and service.

Advise the Nursing Council and Director on matters related to faculty welfare

Coordinate social functions of the faculty and staff.

Complete an annual report for submission to the Nursing Council that includes the following components: a) Committee Chair, b) Committee members, c) stated goals for the committee and disposition of those goals, d) work completed, e) work in progress, f) work which supports the accomplishment of the expected outcomes of the program, and g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Maintain official minutes and distribute to all Program faculty and staff.

5) Grants and Research Committee (GRC)

a. Composition

Full membership and voting privileges on the Grants and Research Committee (GRC) shall be held by the Director and all tenured / tenure-track faculty. Faculty not meeting the above criteria shall have voice but no vote at the GRC meetings.

Officers of the GRC shall consist of the Chair and the Vice Chair. The Director and tenured / tenure-track faculty are eligible to serve as officers.

The Chair shall be responsible for posting an agenda for full faculty at least one week prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at Nursing Council meetings. The Chair is responsible for providing a copy of the committee minutes to Nursing Office staff for placement in the central file. The Chair will report to the Nursing Council during its regular meetings.

Officers will be elected during the last regular GRC meeting of the academic year to serve during the following academic year.

b. Functions

Meet at least once each semester of the academic year and more often as functions and responsibilities require.

Review research / project proposals as requested by the investigator or Program Director.

Review proposals for internally and externally funded research prior to submission as requested by the investigator or Program Director.

Review all research requests which involve the use of faculty and/or students of the Nursing Program as study subjects.

Establish and manage an annual research day.

Coordinate student poster submissions and presentations.

Respond to relevant quality improvement issues as identified by the Quality Assurance and Improvement Committee, Advisory Committees, and the Director.

Facilitate development of research and extramural funding for the Program.

Foster collaborative research efforts among faculty.

Promote research utilization and evidence based practice.

Complete an annual report for submission to the Nursing Council that includes the following components: a) Committee Chair, b) Committee members, c) stated goals for the committee and disposition of those goals, d) work completed, e) work in progress, f) work which supports the accomplishment of the expected outcomes of the program, and g) suggestions for future work and recommendations for faculty action. This report will be included in the Nursing Council minutes.

Maintain official minutes and distribute to all Program faculty and staff.

Article 9 Review and Revisions

These Bylaws shall be reviewed at least once annually and shall be revised as needed.

Policies and Procedures

Admission, Progression, and Graduation Policy and Procedure

(Reviewed 11-28-07)

Admission to the Major

Enrollment in RN to BS nursing courses is limited to students who have been admitted to the nursing major. A complete Application for the RN to BS in Nursing Program Admission must be on file in the nursing office to be considered for admission to the major. Admission decisions are made by a nursing committee and are competitive.

Criteria for Admission to the Major:

1. Unconditional admission to the University
2. Complete Application for the RN to BS in Nursing Program
3. Achievement of a cumulative GPA of 2.5 or higher
4. RN license from state of residence
5. Current CPR certification for the professional provider
6. Documentation of health requirements
7. Two professional references
8. Professional statement
9. Completion of the following courses or their equivalents with a grade of 'C' or better:
 - a. BIO 2200 Human Anatomy. Credits: 4
 - b. BIO 2001G Human Physiology. Credits: 4
 - c. PSY 1879G Introductory Psychology. Credits: 3
 - d. SOC 2710G Introductory Sociology. Credits: 3
 - e. ENG 1001G Composition and Language. Credits: 3
 - f. ENG 1002G Composition and Literature. Credits: 3
 - g. FCS 1800 Life Span Human Development. Credits: 3
 - h. CHM 1040G The World of Chemistry. Credits: 4,
or
CHM 2040G Practical Chemistry. Credits: 3,
or
CHM 1310G General Chemistry I. Credits: 3 **and**
CHM 1315G General Chemistry Laboratory I. Credits: 1.

Registration for Upper Division Nursing Courses:

Only students admitted to the nursing major will be approved to register for upper division (3000 or higher) nursing courses.

Application Deadlines:

Applications for the RN to BS in Nursing Program are available in the Nursing Office or on the nursing program website. Applications and documentation of all admission requirements must be submitted to the Nursing Office on or before July 1st for admission to fall nursing courses and November 15th for admission to spring nursing courses.

Progression Requirements:

1. Students enrolled in the RN to BS in Nursing Program must earn a 'C' or better in all major requirement courses to progress in the program.
2. Students must achieve a satisfactory for the clinical component of each nursing course.
3. Students must maintain a cumulative grade point average of at least 2.00 throughout their enrollment in the RN to BS in Nursing Program+.
4. A nursing course in which a student failed to earn a grade of 'C' or better may be repeated by the student only one time. Failure to receive a grade of 'C' or better for a second time of any nursing course will result in dismissal from the program.
5. Failure to earn a 'C' or better in any two nursing courses within the RN to BS in Nursing curriculum will result in dismissal from the program.

Requirements for the BS in Nursing Degree:

In order to graduate from Eastern Illinois University with a Bachelor of Science in Nursing degree, the student must

1. Successfully complete all general education requirements.
2. Successfully complete all of the courses in the nursing curriculum with a 2.0 in each course.
3. Successfully complete a minimum of 12 semester hrs in residence in nursing.
4. Successfully complete a minimum of 40 hrs in upper division courses (3000-4000 level courses).
5. Earn a minimum of 42 hrs in residence and a minimum of 32 hrs in junior and senior years, 12 of which must be in residence in senior year.
6. Successfully complete 120 hrs with CGPA of 2.0 in all courses attempted
7. Successfully complete the electronic writing portfolio.
8. Earn 56 hrs in senior (4 year) institutions with at least 42 hours at EIU.
9. Successfully complete 2 courses in a single foreign language or equivalent.

Appeal Policy and Procedure for Admission, Progression, and Graduation Decisions (Approved 7-10-08)

The Admission, Progression, and Graduation Policy and Procedure is designed to assure that only well-prepared and knowledgeable nurses are admitted to the Nursing Program, progress through the Program, and graduate from Eastern Illinois University with a Bachelor of Science in Nursing. However, the faculty is willing to consider appeals of decisions related to this policy and procedure. The appeal process includes the following steps:

1. A student who wishes to appeal decisions made in relation to the Nursing Program Admission, Progression, and/or Graduation Policy and Procedure may do so by completing the Appeal of Admission, Progression, and Graduation Decisions Form which is available on the nursing website, in the *Student Handbook*, or from the Nursing Office.
2. The completed petition must be submitted to the Chair of the Committee on Student Affairs (CSA) within one semester of the admission, progression, or graduation decision in question.
3. The Chair of the CSA will schedule a hearing on the agenda of the next CSA meeting and notify the student of the date and time of the meeting.
4. The student may make a presentation in person to the CSA clarifying and expanding on the reasons for the petition and to answer questions.
5. The CSA may consult with relevant faculty members and consider factors such as student's academic record and progression to date, attendance, tutoring and other special assistance, extenuating individual circumstances, options for remediation, and resources available in making a determination.
6. The CSA will rule on the petition and notify the student and the Director of the Program of the decision within ten days of the meeting in which the decision is made. A copy of the completed and signed Appeal of Admission, Progression, and Graduation Decisions Form will be placed in the student's file.
7. If the student remains dissatisfied with the decision of the CSA and wishes to pursue the formal appeal process for Eastern Illinois University, he or she may consult the EIU Internal Governing Policy (IGP) most closely related to the nature of the appeal. For example, the student who is dismissed from the Program due to low grades, might, after pursuing the appeal with the CSA, review and follow the IGP on Grade Appeals. The University IGPs are located on the EIU website.

This Nursing Program policy and procedure is related to the decisions regarding Nursing Program Admission, Progression, and Graduation Policy and is designed to be congruent with EIU policies. Students are responsible for being knowledgeable of University policies and formal grievance procedures.

Appeal of Admission, Progression, and Graduation Decisions Form

Student Name: _____ Phone Number: _____

State the admission, progression, and/or graduation decision that is being appealed:

Specific request or accommodation desired:

Rationale for petition:

Plans for facilitating academic success:

Student's Signature Date

CSA hearing date: _____ CSA decision: _____
Student notified of decision (attach copy of letter): Yes No Date: _____
Copy placed in student file: Yes No

Chair of CSA Signature Date

Computer Competencies Required

(Reviewed 11-28-07)

Nurses must have informatics skills, including use of a computer, to safely practice in today's health care environment. Towards that end, Eastern Illinois University and the RN to BS in Nursing Program offer educational opportunities for students to expand informatics skills. However, to participate fully in the curriculum, students entering the Program must have basic equipment and computer competencies. Nursing students must have regular access to a computer, printer, the internet and e-mail. Minimum computer competencies on entry include basic familiarity with computers (e.g., keyboarding, mouse use, CD ROMs), use of the internet, e-mail, and word processing using Microsoft Word for communication and coursework. In addition, course assignments may require the use of components of the Microsoft Office Suite including spreadsheet, data management, publishing, or presentation software. Eastern provides regular workshops on these topics for students who do not have these basic skills.

Criminal Background Check Policy

(Reviewed 11-28-07)

Many states and health care agencies require criminal background checks for students serving in area health care agencies. In response to these requirements, the RN to BS in Nursing Program at Eastern Illinois University has established a policy requiring criminal background checks for all nursing students.

Pertinent information about the criminal background check includes the following:

- All nursing students must have criminal background checks.
- Each student must have a criminal background check completed prior to beginning a clinical nursing course (NUR 3303, 4106, and 4506)

- One criminal background check must be completed every two years
- Access to clinical facilities may be denied based on information from the criminal background check.
- The cost of the criminal background check will be paid by the student.
- Criminal background check information will be maintained with the students' file in a secure location within the Nursing Program office. This information is considered confidential and will not be released from the department. The student may review this information by requesting a review of the file. Photo identification will be required to obtain access to the file.

Ethics Policy and Procedure for Nursing Students

(Reviewed 11-28-07)

The Nursing Student Ethics Policy is supplementary and complementary to the EIU Student Conduct Code.

Nurses have long been respected for acting ethically in professional interactions. For the good of the profession and patient care, students in the RN to BS in Nursing Program at Eastern Illinois University are expected to maintain high ethical and legal standards of conduct. Professional expectations of students include:

- Modeling integrity, altruism, caring, and respect for human dignity.
- Promotion of social justice and patient autonomy.
- Maintenance of privacy and confidentiality of patient communications and records.
- Demonstration of professional demeanor, attire, and appearance.
- Reporting of errors in patient care.
- Adherence to the ANA Code of Ethics.
- Respectful behavior in all professional interactions.
- Demonstration of lifelong learning.
- Correctly citing the professional work of others in academic papers and presentations.
- Academic honesty.

Course instructors who identify violations of the Nursing Student Ethics Policy may institute sanctions including reduced grades on related assignments and exams. Course grades also may be reduced. Serious breaches of the Nursing Student Ethics Policy will be reviewed by the Nursing Council and may result in sanctions including dismissal from the RN to BS in Nursing Program.

Grading Policy and Procedure

(Reviewed 11-28-07)

Grading Scale

Theory component of courses

The grading scale for the theory component of nursing courses and for advance placement examinations is:

A = 92 – 100

B = 83 – 91

C = 75 – 82

D = 68 – 74

F = below 67

Clinical component of courses

The clinical instructor will utilize a clinical evaluation tool to evaluate each student in the clinical component of a nursing course. The clinical evaluation tool is designed for the specified course and reflects the learning objectives of the course. The instructor will assign an evaluation of ‘satisfactory’ or ‘unsatisfactory’ for the clinical portion of the course.

Health Policy for Nursing Students

(Reviewed 11-28-07)

The RN to BS in Nursing Program health policies are in accord with the health policies of the University and major clinical agencies utilized by the Nursing Program for clinical and laboratory learning experiences.

Health requirements for admission and progression in the nursing major include:

1. Proof of 2-step TB test with annual updates or QuantiFERON[®]-TB Gold Test. A student with a positive TB test result will be referred for follow up.
2. Diphtheria – basic series and booster within the last ten years.
3. Tetanus – basic series and booster within the last ten years.
4. Measles/Mumps/Rubella

Measles (Rubeola) – Must fulfill one of the following:

- Immunization with live measles vaccine (documentation of two dates of measles immunization). Both doses must be given after 1967 with the first dose after the first birthday; the two doses must be separated by at least 30 days.
- Documentation of physician-diagnosed measles disease or documentation of immunity titer that specifies date of titer.
- If born before January 1, 1957, no immunization is required.

Mumps – Must fulfill one of the following:

- Immunization with vaccine after first birthday.
- Documentation of physician-diagnosed mumps disease or documentation of immunity titer that specifies date of titer.
- If born before January 1, 1957, no immunization is required.

Rubella (German Measles) – Must fulfill one of the following:

- Immunization with vaccine after first birthday.
- Documentation of immunity titer that specifies date of titer; physician diagnosis of rubella is not acceptable.

5. Hepatitis B –
 - Basic series (first two doses 30 days apart and the third six months after the second dose) with initial dose obtained prior to admission to nursing major.
 - Documentation of immunity titer that specifies date of titer
- A student with an allergy to immunizations is referred to the Student Health Center for final determination of immunizations needed.
- Documents verifying current immunization status and TB testing must be submitted by **June 1st** to be considered for Fall admission to the nursing major and by **November 15th** to be considered for Spring admission.
- Continuing students will not be allowed to enter clinical nursing courses without documentation to verify that the above requirements have been satisfied.

While enrolled in the Nursing Program, students are expected to demonstrate appropriate health practices by regular health care and personal health behavior. Health insurance coverage is recommended. Students are responsible for all personal health-related expenses. Information about

the University's Student Health Insurance program can be obtained by contacting the Student Insurance Office located in the Office of Financial Aid.

In determining a student's ability to participate in the clinical setting after any significant acute illness and/or injury, the faculty member will consider the following:

- Physician, nurse practitioner, or physician's assistant statement of health status and recommendations, if any.
- Faculty member's evaluation of the student's ability to function in the clinical setting. (Even though the physician may state that the student may be in the class and/or the clinical laboratory setting, it is the faculty member's decision to determine if the student is safe to provide patient care.)
- Student's ability to complete the requirements of the course's learning experiences.

Students who are experiencing longer-term or chronic health states that put them, their offspring, or their patients at increased risk from exposure to the clinical setting (including but not limited to pregnancy, immunodeficiency or immune suppression, musculoskeletal disorders, cancer, diabetes, autoimmune disorders, impaired skin integrity, or chronic infection) must present a statement from a physician, nurse practitioner, or physician's assistant indicating that the student can safely take part in clinical experiences.

When feasible or possible, every effort will be made to accommodate students with health issues or special needs to meet Program requirements. Usually there are alternative learning experiences that can be utilized when special circumstances arise so that the learning objectives and program outcomes can be met by the student. However, the faculty cannot assist students unless the situation is brought to the attention of the program faculty members or administrator. Therefore, students must immediately notify the course instructor or program director of any health care states that put the student, their offspring, or their patients at risk from participation in the Program learning experiences, including clinical. The Program and faculty will keep the student situation in strict confidence, unless the situation legally requires disclosure.

All enrolled students must sign a Statement of Responsibility/Waiver of Liability.

Nursing Course Challenge Policy and Procedure

(Approved 6-26-08)

The purpose of the Nursing Course Challenge process is to provide experienced registered nurses with an opportunity to demonstrate achievement of course learning outcomes for selected nursing courses in the EIU RN to BS in Nursing Program. The Nursing Course Challenge process is available to all students who are admitted to the RN to BS in Nursing Program and have registered for the course which is to be challenged. In order to receive credit for the course, the student must enroll in and pay for the course.

A maximum of 9 credit hours can be earned through the Nursing Course Challenge process. Two nursing courses, NUR 3303 Advanced Nursing Health Assessment and NUR 4106 Leadership and Management in Nursing, may be challenged. A student may earn either total credit for both the

theory and clinical practicum portions of the courses, or partial credit for either the theory portion or the clinical portion of the courses.

Students who desire to challenge a nursing course must first register for the course and complete the Nursing Course Challenge Application Form and submit it to the Nursing Office. Staff members in the Nursing Office will determine whether the student has been admitted to the Program and is registered for the course. If the student has met the admission and registration requirements, the application will be forwarded to the course faculty member for evaluation. If the course faculty member determines that it is appropriate for the student to challenge the course, he or she will provide the student with Course Challenge information and documentation requirements for the specified course.

Continuing students who wish to challenge nursing courses after fall, 2008 must submit all documentation and assignments, as well as complete all testing by November 15th for spring semester and by July 15th for fall semester. The nursing course faculty member will evaluate the documentation, assignments, and testing according to predetermined requirements and determine the number of hours of credit and type of credit granted and assign a grade for the course, if applicable. Students who successfully challenge both the theory and clinical practicum portions of a course will receive a grade for the course at the end of the semester. Students who successfully challenge either the theory or clinical portion of the course must complete the remainder of the course in the semester in which they are enrolled in order to receive credit and a grade for the course. Students who do not receive credit for either the theory or clinical portion of the course must complete all portions of the course. Students may attempt to challenge a specific nursing course only one time.

Nursing Course Challenge Requirements

NUR 3303

Advanced Nursing Health Assessment

Challenge of NUR 3303 consists of three components: a). written documentation, b). demonstration of health assessment skills, and c) a comprehensive examination.

1. Written documentation (Required for challenge of theory and clinical portions of the course).
 - a. Professional resume that includes professional experience and education.
 - b. Table that lists the course learning outcomes and how the student has met each specific outcome.
 - c. Documentation of formal learning experiences related to the course learning outcomes, if applicable.
 - i. Transcripts of previously earned credit related to the course learning outcomes.
 - ii. Course syllabi for related courses.
 - iii. List of continuing education units earned, staff development programs, or certificates of attendance for programs or conferences attended related to health assessment.

- iv. Copy of certification card or certificate in any nursing specialty that requires assessment skills.
 - v. Test blueprint for certification examinations that indicate health assessment as part of the examination.
 - d. Documentation of clinical experience in health assessment
 - i. Letters from supervisors
 - ii. Relevant position descriptions
 - iii. Copies of projects relate to health assessment
 - e. Other relevant materials the student believes support the achievement of the course learning outcomes.
2. Demonstration of health assessment skills (Required for challenge of clinical portions of the course).
 - a. Submission of a complete written health history.
 - b. DVD of the performance of a complete head-to-toe physical examination, and
 - c. Written documentation of the findings of the physical examination.
 3. Comprehensive examination (required for challenge of theory portion of the course).

Guidelines and grading rubrics for the health history, head-to-toe physical examination, and write up of the findings of the physical examination will be provided by the course instructor. The comprehensive examination will be equivalent to the final examination for the course and consist of a random selection of text questions based on the course textbook. The grade for the theory portion of the course, if successfully challenged, will be based on the score earned on the comprehensive examination.

Nursing Course Challenge Requirements

NUR 4106

Leadership and Management in Nursing

Challenge of NUR 4106 consists of two components: written documentation and a comprehensive examination.

4. Written documentation (Required for challenge of theory and clinical portions of the course).
 - a. Professional resume that includes professional experience and education.
 - b. Table that lists the course learning outcomes and how the student has met each specific outcome.
 - c. Documentation of formal learning experiences related to the course learning outcomes, if applicable.
 - i. Transcripts of previously earned credit related to the course learning outcomes.
 - ii. Course syllabi for related courses.
 - iii. List of continuing education units earned, staff development programs, or certificates of attendance for programs or conferences attended related to leadership and management.

- iv. Copy of certification card or certificate in any nursing specialty that requires leadership and management skills.
- v. Test blueprint for certification examinations that indicate leadership and management as part of the examination.
- d. Documentation of clinical experience in health assessment
 - i. Letters from supervisors
 - ii. Relevant position descriptions
 - iii. Copies of projects relate to leadership and management
- e. Other relevant materials the student believes support the achievement of the course learning outcomes.

5. Comprehensive examination (Required for challenge of theory portion of course).

The syllabus and clinical evaluation tool for NUR 4106 will be provided by the course instructor. The comprehensive examination will be equivalent to the final examination for the course and consist of a random selection of text questions based on the course textbook. The grade for the theory portion of the course, if successfully challenged, will be based on the score earned on the comprehensive examination.

Nursing Course Challenge Application Form

Directions: Complete a separate form for each nursing course you would like to challenge. Submit the completed form to

Eastern Illinois University
College of Sciences RN to BS in Nursing Program
600 Lincoln Ave.
Charleston, IL 61920
FAX: 217-581-7050

Student Name: _____ e-mail Address: _____

Street Address: _____

Nursing course to be challenged (circle one):

NUR 3303 **or** NUR 4106

Portion of the nursing course to be challenged (circle one):

Theory Clinical Both Theory and Clinical

Semester and year of course to be challenged: _____

Registration for the course is required in order to be eligible for Nursing Course Challenge. Have you registered for the course that you would like to challenge? (circle one):

Yes No

Admission to the Nursing Program is required in order to be eligible for Nursing Course Challenge. Have you been admitted to the Nursing Program? (circle one):

Yes No

This form will be forwarded to the nursing faculty member teaching the course you wish to challenge. Upon receipt of the Application, the family member will send you information about the Challenge requirements for the specified course. All documentation and assignments, as well as testing must be completed by November 15th for spring semester and by July 15th for fall semester.

Student Signature: _____ Date _____

Date form received: _____

Date placed in student file and copy sent to nursing course faculty _____

Nursing Scholarship Policy and Procedure

(Approved 2-13-08)

The selection of recipients for nursing scholarships is carried out by an ad hoc scholarship committee made up of full-time tenure track faculty members. The recipients are selected based upon the criteria specified in the scholarships. Potential recipients must submit a completed and signed scholarship application on or before the due date to be considered for a nursing scholarship. The scholarship application is available on the nursing website and in the nursing office. The due date for the scholarship is March 1st of each year. The ad hoc scholarship committee will report their selections to the Nursing Council and submit a list of scholarship recipients to the Development Office no later than April 1st of each year.

Eastern Illinois University
Nursing Program
Scholarship Application

For Scholarship Committee Use Only			
Academic Achievement	H	M	L
Financial Need	H	M	L
Scholarship Received	_____		
Semester:	_____		
Comments:	_____		

Directions: Please complete all questions on the application form. Each question is pertinent to a specific scholarship or is necessary for granting the scholarship. Incomplete applications will result in ineligibility for scholarships.

GENERAL INFORMATION

Date: _____ Anticipated graduation date: _____ mo/yr.

Legal Name: _____ Age: _____ Gender: M F

Marital Status: Never Married Now Married Separated Divorced
 Widowed

Number of Children: _____

Maiden/Former Name (if applicable): _____

Student Identification Number or SSN: _____

Address: _____
Street City County State Zip

Telephone #: _____ High School Graduated From: _____
school county state

What is your home town? _____

Number of completed hours in EIU RN to BS in Nursing Program _____

Status: Junior-first semester Junior- second semester Senior – first semester
 Senior – second semester

EIU GPA: _____ High School GPA: _____ Transfer GPA: _____

Actual number of credit hours anticipated during the next academic year (Full time undergraduate is 12 or more credit hours per semester) _____

Please list any membership or leadership experiences/ activity in professional organizations, student organizations, community and / or health related service (include offices held and type of involvement)

Have you had a failure or withdrawal from a nursing course at EIU? YES NO

CAREER GOALS

Please attach a one-page essay about your career goals.

FINANCIAL AID INFORMATION

1. Please list any financial aid that you have received or are currently receiving.

2. Are you employed? YES NO If yes, list employer and number of hours per week

3. Are you eligible for tuition reimbursement? YES NO

SCHOLARSHIP INFORMATION

State why you believe you should receive a scholarship for the forthcoming academic year?
(Include any circumstances which demonstrate a need for a scholarship / financial assistance)
(Attach additional page if necessary.)

I give my permission to the Nursing Program to release information on this application for the purpose of consideration to receive financial assistance.

Applicant's Signature _____
Date _____

I hereby agree to permit the Nursing Program and University Communications at Eastern Illinois University to release to newspapers and other news media and post on university web pages personal information (including photos and city of residence) about me and any scholarships which I may be awarded.

Applicant's Signature _____
Date _____

I certify that all of the information provided in this application is accurate.

Applicant's Signature _____
Date _____

I recognize that scholarships are awarded based on information in the application. The awards are contingent on maintaining the requirements of the scholarship. I understand that students are responsible for notifying the Director of the Nursing Program if there are any changes in the information contained in this application.

Applicant's Signature _____
Date _____

**Return to: Nursing Program
 Eastern Illinois University
 600 Lincoln Ave.
 Charleston, IL 61920**

Preceptor Policy and Procedure

(Approved 7-10-08)

Preceptor Qualifications:

1. Demonstrates expertise in the clinical area that is the focus of the nursing course.
2. Current licensure as a registered nurse in the state where clinical will be completed
3. A minimum of 3 years experience as a registered nurse
4. A baccalaureate or higher degree in nursing from an institution accredited by CCNE, NLNAC or equivalent accreditation association is required.

Preceptor Roles and Responsibilities

Generally, a preceptor in nursing education is a registered nurse with a minimum of a BSN employed in a clinical setting who serves as a role model and clinical resource person for a specific period of time to an individual enrolled in an approved nursing education program. The preceptor has four fundamental roles, as described below.

1. **Role Model** - As a role model, the clinical preceptor demonstrates effective leadership and interpersonal skills, is clinically competent, is skilled in the use of the nursing process, and demonstrates the ability to engage the critical thinking process in both routine and complex nursing situations. Decision-making by the clinical preceptor is based on scientific and behavioral principles. The preceptor, as a role model, demonstrates application of evidence-based practice skills. Clinical expertise also includes patient teaching, knowledge and use of resources, and expertise in both basic and advanced nursing skills.
2. **Educator** - As an educator, the clinical preceptor must be familiar with principles of adult learning. Integration of these principles into the educational process helps meet the needs of the learner. The clinical preceptor, clinical course coordinator, and student will collaborate to design experiences to meet individual learning objectives and the course learning outcomes listed in the syllabus. Ideally, the clinical assignments should reflect the content of the course at that point in time. The preceptor also shares expertise and experience with the nursing student, develops the student's abilities and confidence, encourages the student to reflect on the learning experiences, and encourages questions and discussion.
3. **Facilitator** - As a facilitator, the clinical preceptor is in a supportive role. The clinical preceptor provides support by creating an environment to facilitate a sense of psychological safety, removing obstacles so that learning opportunities are enhanced, and helping the student integrate into the work setting. The student is guided toward self-direction using the strategies of collaborative goal setting. The clinical preceptor facilitates the social and professional transition of the student into the role of the professional nurse.
4. **Evaluator** - As an evaluator, the clinical preceptor is to provide formal and informal feedback to the learner that is objective and based on achievement of individual learning objectives and course learning outcomes. The clinical preceptor participates in the evaluation process, providing feedback which motivates learning by validating that the

student is achieving the expected outcomes or by identifying additional needed knowledge or skills. Progress in the achievement of learning objectives and outcomes is reviewed periodically with the student. Post conferences should be held after each clinical session to help the student evaluate the experience and progress toward course outcomes and individual learning objectives. Evaluation conferences are arranged in the middle and end of the clinical experience. The student, preceptor, and clinical coordinator will confer at mid-term (formative evaluation) and at the end of the semester (summative evaluation) to discuss the student's clinical performance and assess progress toward meeting the objectives and learning outcomes. Both the student and preceptor must complete the evaluation form prior to the formative and summative evaluation conferences. Following the conference, the preceptor will send both copies of the evaluation form to the clinical coordinator for the course. The forms will be maintained in the student's academic file until the time of graduation. The summative evaluation completed by the preceptor, will be included in the student's professional portfolio. The formative and summative clinical practicum evaluations must be returned to the clinical coordinator on or before the due date set by the course coordinator. The clinical preceptor may make written recommendations for future learning experiences, and will be asked to voluntarily evaluate the preceptor experience.

Student Responsibilities

1. The nursing student is responsible for contacting the potential clinical preceptor and requesting that the individual serve as a preceptor. Students must assure that the potential preceptor is prepared at the BSN educational level or higher and meets the requirements listed under "Preceptor Qualifications". In some circumstances, the clinical coordinator may assist the student in locating an appropriate preceptor.
2. Once the nurse accepts the preceptor role, the student assures that the preceptor completes the Clinical Preceptor Biographical Data form and the Clinical Preceptor Agreement form.
3. The student is responsible for submitting the Clinical Preceptor Biographical Data form and the Clinical Preceptor Agreement form to the clinical coordinator.
4. The student must sign the Student Clinical Contract form and submit it to the clinical coordinator.
5. The student collaborates with the clinical preceptor to arrange times for the clinical experiences and assures that all clinical experiences are completed by the deadline set by the clinical coordinator.
6. The student and clinical preceptor meet to review the course learning outcomes and individual learning objectives and collaborate to plan experiences designed to meet these objectives.
7. Students in the RN to BS in Nursing Program must follow the professional dress requirements outlined in the Student Uniform Policy and Procedure.
8. The student submits a clinical practice log to the clinical practicum coordinator no later than one week following the clinical experience. This log encourages reflection and self-evaluation related to completion of the outcomes and objectives. It also is used to record experiences and clinical times. The requirements for the clinical practice log are described fully in the course syllabus.

9. The student seeks the supervision and feedback from the preceptor on an ongoing basis. The student and clinical preceptor should review the course learning outcomes and individual learning objectives throughout the experience to assure that the student has an opportunity to meet all of the course requirements.
10. The student should work under the direct supervision of the clinical preceptor.
11. The student's paid work hours at an agency may not be counted as clinical time.
12. The student must inform the clinical preceptor and clinical coordinator of problems that arise during the experience. If the student must be absent from a planned clinical experience, the student must notify the preceptor and clinical coordinator in advance of the planned time.
13. The student must provide safe and effective nursing care to client systems while meeting the learning outcomes and objectives for the experience.
14. At midterm and at the end of the semester, the student will complete a copy of the Clinical Evaluation Grading Tool and submit it during an evaluation conference with the clinical preceptor. The preceptor will submit the student copy and his or her copy of the Tool to the clinical coordinator.
15. Students must receive a satisfactory evaluation in clinical in order to pass the course.
16. The student will complete an evaluation of the preceptor and submit it to the clinical coordinator prior to the end of the semester.

Clinical Coordinator Responsibilities

1. Updates the Clinical Packet for the course each year. The clinical packet includes necessary forms (Biographical Data Form, Clinical Preceptor Agreement Form, Student Clinical Contract Form, Clinical Evaluation Grading Tool, Evaluation of Preceptor Experience form, Evaluation of Preceptor by Student form), roles and responsibilities for preceptors, students, and clinical coordinators, the course syllabus and schedule, as well as contact information for course faculty and the course clinical coordinator.
2. Orients the students and preceptors to the clinical component of the course.
3. Assists students in locating a clinical preceptor for the experience if the student is unable to secure a preceptor.
4. Assists the nursing student in obtaining clinical agency contracts, if not already approved.
5. Assures that the clinical preceptors for the course have current RN licensure and meet the preceptor qualifications listed in this packet.
6. Manages course records, including the Clinical Preceptor Biographical Data form, Clinical Preceptor Agreement form, Student Clinical Agreement form, evaluation tool at the mid-term and end of semester, evaluation of preceptor experience, and evaluation of preceptor by student, and assures that the student evaluations are placed in the student files and professional portfolios.
7. Approves clinical logs.
8. Provides consultations with the clinical preceptors related to educational methods, course content, and student evaluation.
9. Conducts student conferences as necessary.
10. Provides academic advisement to distance nursing students (i.e., drop dates, registration times)

11. Consults with the student and preceptor at midterm and at the end of the semester for student evaluation.
12. In consultation with the preceptor, assures that the student has met the course learning outcomes and individual learning objectives.
13. Reports course summary information to theory instructor (students with satisfactory, unsatisfactory, drops, etc).

Clinical Preceptor Biographical Data

Course Number(s): _____

Semester/Year: _____

(Please note that a resume or curriculum vitae may be submitted as a supplement to the completion of this section.)

Name: _____

Current Position or Title: _____

Clinical Agency: _____ **Unit** _____

Address: _____
(Street)

(City) (State) (Zip)

Office phone with area code _____

Private phone (optional) _____

Fax number _____

Office email: _____
(e-mail address required)

Education

- 1. _____
(Degree/Year) (Name of institution) (City/State)
- 2. _____
- 3. _____

License Information

Professional License Number/State _____

**Employment Last Five Years
(Most recent first)**

Employer	City/State	Dates
1. _____		
2. _____		
3. _____		
4. _____		

Signature: _____

Date submitted: _____

Clinical Preceptor Agreement

I _____ agree to function in the preceptor role
(Print name of Clinical Preceptor)

to facilitate _____ in achieving course outcomes.
(Print name of Student)

I will provide opportunities for this student to observe me in my role, provide direct supervision of the student during performance of any procedures as needed, provide feedback to the student regarding clinical performance, and complete the evaluation tools and return them to the Clinical Coordinator.

Clinical Preceptor's Signature

Date

Note: A Clinical Preceptor or manager of the clinical agency may discontinue the clinical arrangement with a student at any time through communication with the clinical coordinator.

Student Clinical Agreement

Nursing Course Number: _____

Semester: _____

I, _____, agree to fulfill the following:

(Preceptor Name)

1. Complete ____ hours at _____ agency, under the supervision of the designated preceptor,
_____.
 - a. Notify the preceptor prior to the beginning of the clinical experience to reschedule clinical hours for any absence that occurs.
 - b. Submit documentation of clinical hours.
2. Assume responsibility for accomplishing course learning outcomes and individual learning objectives and completion of experiences, as agreed upon by the student, clinical coordinator, and preceptor.
3. Submit a written log of clinical experiences and my reflections as described in the course syllabus.
4. Assume all costs involved in the experience such as transportation and food. Follow specific agency requirements, such as dress code and agency policies.
5. Adhere to expected clinical behaviors and polices of both Eastern Illinois University and _____ in providing nursing care.
(Agency)
6. Sign and submit a copy of this Student Clinical Agreement form to the clinical coordinator.
7. Submit the signed NUR 4106 Clinical Preceptor Biographical Data form and the Clinical Preceptor Agreement form to the clinical coordinator.
8. Inform the clinical preceptor and clinical coordinator of problems that arise during the experience.
9. Seek the supervision and feedback from the preceptor on an ongoing basis.
10. Participate in self-evaluation by completing the NUR 4106 Clinical Evaluation and Grading Tool and midterm and the end of the semester and consulting with the clinical coordinator and preceptor to determine how well outcomes and objectives have been met.
11. Submit an evaluation of the preceptor to the clinical coordinator.

Signature: _____ Date: _____

Please keep one copy for your records, provide one copy to your clinical preceptor, and return one copy to the clinical coordinator.

Professional Portfolio Policy and Procedure

(Reviewed 11-28-07)

The professional portfolio consists of a collection of materials used to evaluate achievement of student and program outcomes. The portfolio is an important part of both student and program assessment. Every student is required to complete the professional portfolio on or before the due date specified in NUR 4604. The portfolio will be a component of the course grade for NUR 4604.

Students will have primary responsibility for retaining copies of the necessary documents. The faculty strongly encourages students to maintain the original paperwork as well as any digital copies in their personal files. The nursing program staff and faculty do not retain copies of your work.

The professional portfolio will consist of the following items:

- 1. NUR 3103**
 - a. Statement of professional goals
 - b. Statement of individual objectives for educational experience in RN to BS program
 - c. Philosophy paper and evaluation
 - d. Evaluation of presentation
- 2. NUR 3303**
 - a. History and physical papers and evaluation
 - b. Physical examination performance evaluation
 - c. Clinical evaluation
- 3. NUR 3604**
 - a. Ethics case study and evaluation
 - b. Evaluation of poster
- 4. NUR 3703**
 - a. Research critique paper and evaluation
 - b. Research ethics case study and evaluation
- 5. NUR 4106**
 - a. Leadership paper and evaluation
 - b. Clinical practice log
 - c. Clinical evaluation
- 6. NUR 4203**
 - a. Political Action Paper and evaluation
 - b. Evaluation of presentation
- 7. NUR 4506**
 - a. Community health project and evaluation
 - b. Clinical practice log
 - c. Clinical evaluation
- 8. NUR 4604**
 - a. Evidence-based practice capstone project and evaluation
 - b. Evidence-based practice capstone project presentation evaluation
 - c. Professional development plan
 - d. Evaluation of seminar leadership experience.

- e. Grade summary/transcript/DARS
- f. Resume
- g. Student evaluation of portfolio: Achievement of student outcomes
- h. Student evaluation of success in meeting individual objectives for educational experience in RN to BS in Nursing Program
- i. Student evaluation of progress in meeting professional goals

Portfolio Review Checklist
Eastern Illinois University – RN to BS in Nursing Program
 (Approved 6-19-07)

Name of student: _____

Date of student portfolio review (prior to mid-term): _____

Course	Portfolio Item	Item is present	Item is missing	Missing items submitted
NUR 3103				
	Statement of professional goals			
	Statement of individual objectives for educational experience in RN to BS program			
	Philosophy paper and evaluation			
	Presentation evaluation			
NUR 3303				
	Clinical evaluation			
	History and physical papers and evaluation			
	Physical examination performance evaluation			
NUR 3604				
	Ethics case study and evaluation			
	Evaluation of poster			
NUR 3703				
	Research critique paper and evaluation			
	Research ethics case study and evaluation			
NUR 4106				
	Clinical evaluation			
	Leadership paper and evaluation			
	Clinical practice log			
NUR 4203				
	Political Action Paper and evaluation			
	Presentation evaluation			
NUR 4506				
	Clinical evaluation			
	Community health project and evaluation			
	Clinical practice log			

NUR 4604				
	Evidence-based practice capstone project and evaluation			
	Evidence-based practice capstone project presentation evaluation			
	Professional development plan			
	Evaluation of seminar leadership experience			
	Grade summary / transcript / DARS			
	Resume			
	Student evaluation of portfolio: Achievement of student outcomes			
	Student evaluation of success in meeting individual objectives for educational experience in the RN to BS in Nursing Program			
	Student evaluation of progress in meeting professional goals			

Student Signature: _____ Date: _____

Student Grievance Policy and Procedure

(Revised 7-29-08)

Eastern Illinois University has established policies and procedures for various student appeal / grievance situations. If a student has a grievance that is addressed by University policy, the relevant policy and procedure is to be followed. Many of the EIU policies that specify an appeal / grievance process are listed at the end of this document. Students are responsible for being knowledgeable of University policies and formal grievance procedures.

The Nursing Program has an established policy and procedure for the appeal of admission, progression, and graduation decisions by the Program. If a student wishes to make such an appeal, the relevant policy and procedure is to be followed. The Nursing Program Appeal Policy and Procedure for Admission, Progression, and Graduation Decisions is available on the nursing website, in the *Student Handbook*, or from the Nursing Office.

The Nursing Program's Student Grievance Policy and Procedure is designed to be congruent with and complement EIU policies. It is to be followed for any grievance that is not addressed by University or other Nursing Program policies. Students are encouraged to attempt to resolve issues, concerns, or complaints informally when possible.

The Nursing Program's Student Grievance Form provides documentation of the grievance process within the Nursing Program when the grievance is not covered by EIU policies. These forms will be kept in a separate locked file in the nursing office. They will not be part of nor included in the students file.

The grievance process includes the following steps:

1. Discuss the issue, concern, or complaint with the appropriate faculty member. Discuss initially with the Program Director (Director) if the complaint concerns the Director. If unresolved, proceed to step two.
2. Complete Section One of the Student Grievance Form which is available on the nursing website, in the *Student Handbook*, or from the Nursing Office.
3. Submit the Student Grievance Form to the Program Director (Director) within one semester of the occurrence of the stated issue, concern, or complaint.
4. The Director will schedule a meeting with the student within two weeks of receipt of the Grievance Form.
5. The purpose of a meeting with the Director is for the student to clarify and expand on the reasons for the grievance, to answer questions from the Director about the situation, and to attempt resolution of the problem to the student's satisfaction.

6. Subsequent to the above described meeting, Section Two of the Student Grievance Form (Student / Director Meeting Summary) will be completed and signed by the Director. The student may make written comments if desired and will also sign the form.
7. If the issue has been resolved to the student's satisfaction after meeting with the Director, Section Four of the Student Grievance Form (Outcome of Student Grievance Process) will also be completed and signed by the Director. The student may make written comments if desired and will also sign the form.
8. If the student remains dissatisfied, the Director will arrange to meet jointly with the student and involved faculty member(s) within two weeks of the student / Director meeting.
9. The purpose of a joint meeting of the student, Director, and involved faculty member(s) is for the student to further clarify and expand on the reasons for the grievance, to answer questions from the Director and faculty about the situation, and to attempt resolution of the problem to the student's satisfaction.
10. Subsequent to the above described meeting, Section Three of the Student Grievance Form (Student / Director / Faculty Meeting Summary) will be completed and signed by the Director. The student and faculty member(s) may make written comments if desired and will also sign the form.
11. Whether or not the issue has been resolved to the student's satisfaction after the joint student / Director / faculty meeting, Section Four of the Student Grievance Form (Outcome of Student Grievance Process) will also be completed and signed by the Director. The student and faculty member(s) may make written comments if desired and will also sign the form.
12. If Section Four indicates "Issue resolved," no further action will be taken. If it indicates, "Student directed to formal University grievance process," and the student wishes to pursue the issue, he or she may consult the EIU Internal Governing Policy (IGP) most closely related to the nature of the grievance and follow University policy to continue the grievance process.

Many of the policies that specify an appeal / grievance process are listed below and can be found via links from the Student Affairs Office website.

Student Affairs Office: www.eiu.edu/~stuaff

Policies and Procedures: <http://www.eiu.edu/~stuaff/policies/index.php>

Student Conduct Code: http://www.eiu.edu/~judicial/student_conduct_code.html

Student Legal Service: <http://www.eiu.edu/%7Esls/>

Office of Civil Rights and Diversity: <http://www.eiu.edu/~civil/>

EIU Internal Governing Policies: <http://www.eiu.edu/%7Eauditing/IGP/index.html>

Academic Affairs (Section III.)

Class Attendance: <http://www.eiu.edu/%7Eauditing/IGP/policy43.html>

Final Examinations: <http://www.eiu.edu/%7Eauditing/IGP/policy44.html>

Grade Appeals: <http://www.eiu.edu/%7Eauditing/IGP/policy45.html>

Grades: <http://www.eiu.edu/%7Eauditing/IGP/policy46.html>

Students (Section IV)

Student Access to Educational Records:

<http://www.eiu.edu/%7Eauditing/IGP/policy60.html>

Religious Observance Accommodations for Students:

<http://www.eiu.edu/%7Eauditing/IGP/policy61.html>

Services for Students with Disabilities:

<http://www.eiu.edu/%7Eauditing/IGP/policy62.html>

Mandated Withdrawal for Psychological Reasons:

<http://www.eiu.edu/%7Eauditing/IGP/policy63.html>

Student Withdrawal: <http://www.eiu.edu/%7Eauditing/IGP/policy65.html>

Transcripts: <http://www.eiu.edu/%7Eauditing/IGP/policy66.html>

Falsification of Records by Students:

<http://www.eiu.edu/%7Eauditing/IGP/policy74.html>

Student Conduct and Discipline:

<http://www.eiu.edu/%7Eauditing/IGP/policy75.html>

Student Senate: <http://www.eiu.edu/%7Eauditing/IGP/policy80.html>

Student Grievance Form
Eastern Illinois University – RN to BS in Nursing Program

Section One

To be completed by the student and submitted to the Nursing Program Director within one semester of the occurrence of the stated issue, concern, or complaint. A meeting with the Director will be scheduled within two weeks of the Director's receipt of this form.

Student Name	
Date	
Student Complaint (Describe the complaint in a concise, specific and objective manner.)	
Student signature	

Section Two

Summary of meeting discussion and actions is to be completed by the Director and signed by student and Director subsequent to the Student / Director meeting.

Student / Director Meeting Summary	
Date of meeting	
Discussion	

Action	
Student: Comments Signature Date	
Director: Signature Date	

Section Three

Summary of meeting discussion and actions is to be completed by the Director and signed by student, Director, and faculty subsequent to the Student / Director / Faculty meeting.

Student / Director / Faculty Meeting Summary	
Date of meeting	
Discussion	
Action	

Student: Comments Signature Date	
Faculty: Comments Signature Date	
Director: Signature Date	

Section Four

Outcome of student grievance process to be completed by the Director.

Outcome of student grievance process	
<input type="checkbox"/>	Issue resolved
<input type="checkbox"/>	Student directed to formal University grievance process
Date	

Student Uniform Policy and Procedure

(Reviewed 11-28-07)

Professional appearance in clinical and classroom settings to protect the students, their patients, and enhance the image of nurses on campus and in health care settings. Appropriate attire reflects good judgment in a health care environment.

In clinical settings, RN to BS in Nursing Program students must follow the professional dress requirements of the clinical agencies utilized in clinical courses. (The clinical agency may specify a uniform).

If there is no clinical agency uniform requirement, the student must adhere to the following guidelines:

1. Conservative business attire covered by a clean, white lab coat should be worn.
2. A nametag issued by the Nursing Program identifying the individual as an RN and as a student in the RN to BS in Nursing Program at Eastern Illinois University must be affixed to the lab coat so that it is clearly readable.
3. Shorts, jeans, tightly fitted clothing, and see-through, sports clothes, low-cut midriff revealing tops and bottoms are all inappropriate attire.
4. Hair should be clean, neat, and off the collar.
5. Other than one earring per earlobe, piercing jewelry is to be removed.
6. All tattoos must be covered either by clothing or an appropriately sized bandage.
7. No perfumes or colognes, scented makeup or hair products may be worn.
8. Nails must be clean and not extend beyond the finger tip. Artificial nails in any form are unacceptable. If nail polish is worn, it must be clear and unchipped.
9. Hair should be clean, conservatively styled, neat, and off the collar. It should be close to a color that is seen naturally in humans.
10. Other than one earring per earlobe, piercing jewelry is to be removed.

Acceptable jewelry in the clinical setting is limited to a sweep-second hand watch and an engagement ring and/or wedding band and a single pair of stud earrings.

Writing and Submission of Papers

(Reviewed 11-28-07)

The professional nurse must communicate effectively. The RN to BS in Nursing Program integrates communication, including academic writing, throughout the curriculum. Unless instructed otherwise, students should use the current APA Publication Manual as the style guide for written papers submitted as assignments in the Program. All written assignments should be keyboarded in Microsoft Word and submitted in a digital format. Assignments will be evaluated and returned electronically. Students are strongly encouraged to back up all written work and retain graded assignments. A number of written assignments must be included in the students' portfolio. Saving a copy helps assure that the assignment is available for inclusion in the portfolio.

Nursing Webpage

(Approved 6-27-08)

Please check the Nursing Program web page at www.eiu.edu/~nursing for the latest information on the Program.

Eastern Illinois University RN to BS in Nursing Program Student Handbook Acknowledgement Form

(Approved 8-8-07)

I, _____, acknowledge that I have read,
(Print Name)
understood, and am accountable for the information set forth in the 2006-2007 RN to BS
in Nursing Program Student Handbook. I understand that the information in this
handbook may be subject to change. I also understand that I will be informed of any
policy changes made during this academic year. My signature below indicates my
agreement to abide by these RN to BS in Nursing Program policies to the best of my
ability. (Refer to the EIU website for college-related policies and procedures.)

(Signature)

(Date)

Statement of Responsibility/ Waiver of Liability Policy and Procedure

(Approved 8-8-07)

Students who are enrolled in the RN to BS in Nursing Program, must sign a Statement of Responsibility/Waiver of Liability.

Eastern Illinois University RN to BS in Nursing Program Statement of Responsibility/Waiver of Liability

I hereby certify that I understand and agree with the following terms of my participation in the Eastern Illinois University RN to BS in Nursing Program and I do hereby release the RN to BS in Nursing Program, its faculty, and Eastern Illinois University from liability and assume the risk and financial responsibilities as follows:

1. I understand that I am financially responsible for any personal health and or hospitalization needs during my participation in the RN to BS in Nursing Program.
2. I agree to carry vehicle collision and/or bodily injury liability insurance on my personal vehicle if utilized in the RN to BS in Nursing Program at Eastern Illinois University. I understand that the RN to BS in Nursing Program and Eastern Illinois University are not responsible for any damages or injuries related to travel to or from the RN to BS in Nursing Program learning activities, including clinical settings.
3. I expressly understand and agree to hold harmless the RN to BS in Nursing Program and Eastern Illinois University, their agents, affiliates, officers and employees from any and all claims and causes of action for damage to or loss of property, personal illness or injury or death arising out of my participation in this program.

I have read and understand the above provisions and agree to be bound thereby.

Signature of Participant

Date

Name (please print)