

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

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Table of Contents

Welcome	4
Introduction.....	4
Mission Statement.....	5
Philosophy of the RN to BS in Nursing Program	5-6
RN to BS in Nursing Curriculum	7-8
RN to BS in Nursing Program Goals and Intended Learning Outcomes.....	8-9
Advisement and Registration.....	9-10
Academic Advising.....	9
Registration on PAWS.....	9-10
Application for Graduation.....	10
Governance.....	10
Student Participation in Program Governance.....	10
Policies and Procedures.....	11
Admission, Progression, and Graduation Policy and Procedure.....	11-12
Appeal Policy and Procedure for Admission, Progression and Graduation Decisions.....	12-13
Computer Competencies Required.....	14
Student Computer/IPOD Policy.....	14-15
Certified Background Check Policy and Procedure.....	16
Disability Policy Statement.....	16
Ethics Policy and Procedure for Nursing Students.....	16-17
Grading Policy and Procedure.....	17
Health Policy for Nursing Students.....	18-19
Nursing Course Challenge Policy and Procedure.....	20
Nursing Course Challenge Requirements NUR 3303.....	21
Nursing Course Challenge Requirements NUR 4106.....	22
Nursing Scholarship Policy and Procedure.....	23
Professional Portfolio Policy and Procedure.....	23-24
Student Grievance Policy and Procedure.....	25-26

Writing and Submission of Papers.....	27-28
Appendix A – Student Appeal Form.....	29-30
Appendix B – Appeal Form Response.....	31
Appendix C – Nursing Course Challenge Application.....	32-33
Appendix D – Nursing Program Scholarship Application.....	34-36
Appendix E – Student Grievance Form.....	37-38
Appendix F – Student Handbook Acknowledgement Form.....	39
Appendix G – Statement of Responsibility/Waiver of Liability Policy and Procedures.....	40
Appendix H- Property Control Temporary Removal of Property Request.....	41-42

Welcome!

It is our 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 RN's existing knowledge base and experience, integrating previous learning. Our goal is to provide a high quality, accessible, affordable and flexible educational experience in a supportive, student-focused learning environment.

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.

The faculty members and staff 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. It is encouraged that the student completes the Certified background check prior to the first clinical course. 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. Acknowledgement and liability forms are located under Student Handbooks on the website. Completing these forms is expected prior to midterm of the first semester.

Mission Statement

(Revised 9-29-10)

The Nursing Program at Eastern Illinois University is committed to offering superior, flexible, and accessible undergraduate education for registered nurses pursuing a Bachelor 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 reflective thinking that leads to the development of accountability and responsibility for lifelong 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

(Revised 9-29-10)

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 lifelong 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 designer/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. This promotes safe, competent evidence-based practice. 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

(Reviewed 9-29-10)

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 Theoretical Foundations of 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 12-20-10)

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 Intended Learning 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, and one who 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

The Nursing Council is the governing body of the EIU RN to BS in Nursing Program. Standing Committees that comprise the Nursing Council include the Curriculum Committee, Committee on Student Affairs, Quality Assurance and Improvement Committee, Committee on Faculty Affairs, Informatics & Technology Committee, and the Grants and Research Committee.

The Nursing Council conducts the work of the program and meets regularly for decision-making and discussion on relevant issues. Student input is invited. The Nursing Council Bylaws, as well as other information about each of the committees, is available upon request. If a student has issues, ideas, or concerns that he/she would like the Nursing Council to consider, he/she may contact the program director or any faculty member. Additionally, students are welcome to attend Nursing Council or any committee meeting. Contact the program office for meeting dates.

A student is selected annually to serve on the College of Sciences Student Advisory Board. If interested in serving, contact the Nursing Program office. Student participation in Nursing Program governance is offered during the academic year in an online venue. Check the website for future schedules.

Policies and Procedures

Admission, Progression, and Graduation Policy and Procedure

(Reviewed 9-29-10)

Admission to the Major

Enrollment in RN to BS core 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 form 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. Physical and health assessment
10. A Certified Background Check is required prior to enrolling in first clinical course.
11. To be admitted to this program it is expected that the student has professional liability insurance.
12. 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. Submit completed application, documentation, and \$30 application fee to 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 40 hrs in upper division courses (3000-4000 level) courses.
4. Earn a minimum of 25 hrs in residence.
5. Successfully complete 120 hrs with CGPA of 2.0 in all courses attempted.
6. Successfully complete the electronic writing portfolio.
7. Earn 25 hrs in senior (4 year) institutions with at least 42 hours at EIU.

Appeal Policy and Procedure for Admission, Progression, and Graduation Decisions (Revised 9-29-10)

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. The faculty is willing to consider appeals of decisions related to this policy and procedure.

If this is a grade appeal, refer to EIU's Internal Governing Policy (IGC) #45, "Grade Appeals" and follow that procedure ([www.http://castle.eiu.edu/~auditing/IGP/policy45.html](http://castle.eiu.edu/~auditing/IGP/policy45.html)).

For other appeals related to admission, progression and graduation decisions, follow these 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* (Appendix A), 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 the 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 IGP's 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.

Computer Competencies Required

(Reviewed 9-29-10)

Nurses must have informatics skills, including use of a computer, to safely practice in today's health care environment. 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, and reliable high-speed internet. Minimum computer competencies on entry include:

Computer Skills

_Save to desktop

_Save to disk

_Save to zip drive

_Locate microphone and speaker jacks

_Access speaker volume

_Access computer hard drive

_Access programs

Microsoft Word Skills

_Open new documents

_Change margins

_Insert headers and page numbers

_Use spell check and thesaurus

_Change font and size

_Bold, italicize and underline

_Change line spacing and center text

It is also expected that you are familiar with your internet service provider (ISP) and your browser of choice (Internet Explorer, Firefox, or Safari to name a few). During orientation, instruction will be provided on Web CT and Elluminate.

In addition, course assignments may require the use of components of the Microsoft Office Suite including spreadsheet, data management, publishing, or presentation software.

Student Computer/IPOD Policy

(Approved 6/27/11)

The RN to BS in Nursing Program at Eastern Illinois University (EIU) has acquired, with the aid of a HRSA grant, laptop computers/IPODS for students use while enrolled in the program. This computer loan program is unique on EIU's campus and therefore, the Student Computer Policy will apply to the unique population/process this program creates. This policy will address the signing out/in process, use, maintenance and storage of this equipment.

Sign Out/In:

Students who desire a computer/IPOD will have the opportunity to sign one out for use during the academic year. Notification will be sent out in August to alert students when a computer/IPOD may be collected from the office. Currently computers/IPODs must be signed out in person. A

Property Control Temporary Removal of Property Request form (see Appendix H) will be completed that includes the identification number of the computer/IPOD and a copy will be provided to the student. This form outlines use and consequences if damaged, lost or stolen. Each loaner computer/IPOD will have an electrical cord/charging cord, battery (computer only), and bag. Each computer/IPOD must be returned at the end of the academic year for cleaning and updating of software. At sign in the computer/IPOD will be checked for functionality and intactness and the number will be checked against the document and signed in by program staff. **STUDENTS ARE RESPONSIBLE TO RETURN ALL CORDS, BAGS, BATTERIES IN AN INTACT AND FUNCTIONING STATE OR A BILL WILL BE PROVIDED FOR REPLACEMENT.** Please anticipate 30 minutes for check in to allow staff adequate time to check equipment. A copy of the Property Control Temporary Removal of Property Request form will be provided to students at sign in.

If a student is 3 weeks late returning his/her computer/IPOD and is unreachable by phone, a certified letter will be sent outlining the Property Control Temporary Removal of Property Request form signed agreement and requesting the immediate return of the computer. If this action elicits no response, the director of the program and the Chair of the Informatics and Technology Committee will be notified and the director will implements a plan for retrieval of or billing for the computer/IPOD.

Use:

Students who desire a computer will have the opportunity to sign one out for use during the academic year. The computer/IPOD should be used for academic purposes and is the responsibility of the student. Students are expected to maintain computer anti-viral and anti-malware. Students are discouraged from using the computer to store personal items. Students are allowed to connect peripherals including printers, IPODS, scanners, and others. Students are expected to call ITS Help desk at (217) 581-4357 for assistance to correct any computer problems that may occur. In the case of a long term problem that requires the computer to be returned for servicing, another computer may be made available to the student in its place.

Maintenance:

As computers/IPODs are returned they will be inspected and secured in a separate locked location for recloning or cleaning. The cloning process will erase all individual student files and student placed software from the computer. This includes passwords and cookies. Each year by June 30th the Informatics and Technology Committee (ITC) will review the clone and ask for updates if needed.

Storage:

All student computers must be secured in a locked location in the program office. Computers awaiting maintenance or cloning should be stored in a separate area of the same location. Computers need to be stored with their batteries and cords.

Certified Background Check Policy

(Reviewed 9-29-10)

All EIU nursing students are required to have a certified background check completed prior to the start of clinical. Many states and health care agencies require certified background checks for students serving in area health care agencies. NUR 3303, 4106, and 4506 all have clinical components. Once a clinical site is determined, it is the student's responsibility to obtain a Certified background check if required. The process may take as long as six weeks, so it is advisable to begin the process prior to the first clinical course, as well as selecting a clinical site/preceptor choice.

The nursing program has made arrangements with CertifiedBackground (www.certifiedbackground.com) to conduct background checks. Clinical facilities require varying levels of investigation and the student is responsible for obtaining the correct level for their individual clinical site. The cost varies and is the responsibility of the student. Access to clinical facilities may be denied based on information from the Certified background check.

Current information on levels of investigation can be found on the nursing webpage at <http://www.eiu.edu/~edu/~nursing/background%20checks.pdf>.

Certified background check information will be maintained with the student's 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.

Disability Policy Statement

(Approved 12-20-10)

If you are a student with a documented disability in need of accommodations, please contact the Office of Disability Services (ODS). All accommodations must be approved through ODS. Please stop by 9th Street Hall, Room 2006, or call 217-581-6583 to make an appointment.

Ethics Policy and Procedure for Nursing Students

(Revised 10/4/10)

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 9/29/10)

Grading Scale

Theory component of courses

The grading scale for the theory component of nursing courses and for advanced 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

(Revised 1/3/11)

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.

6. History and Physical – within two years of admission

- 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

(Revised 1-4-11)

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 (Appendix C) and submit it online. 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 related 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 Scholarship Policy and Procedure

(Reviewed 9-29-10)

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 (Appendix D) is available on the nursing website. The ad hoc scholarship committee will report their selections to the Nursing Council and submit a list of scholarship recipients to the Development Office upon completion of applications.

RN to BS in Nursing Completion Portfolio Policy and Procedure

(Revised 12/28/10)

The NUR 4604 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 are responsible for retaining electronic copies of the following documents. Select samples of clinical logs are submitted by the students. The nursing program staff and faculty do not retain copies of your work; however, the staff is required to ensure students have a completed evaluation rubric prior to the end of the semester.

The completion 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. Final clinical evaluation
- 3. NUR 3604**
 - a. Evaluation of poster
- 4. NUR 3703**
 - a. Research critique paper and evaluation
- 5. NUR 4106**
 - a. Leadership paper and evaluation
 - b. Clinical practice log (Example)
 - c. Final 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 (Example)
 - c. Final 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, cover letter, and references
 - 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 changes to and evaluation of progress in meeting professional goals
 - j. Refelctive components from selected courses

***Students have the primary responsibility to maintain their own copies of the clinical logs. These clinical logs are submitted electronically by the student to the appropriate class/instructor. Select electronic samples from clinical courses are submitted by the student to the portfolio.**

Student Grievance Policy and Procedure

(Revised 9/29/10)

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 student's 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* (Appendix E), 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 member(s) 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)

Students (Section IV)

Services for Students with Disabilities:

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

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

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

Student Conduct and Discipline:

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

Writing and Submission of Papers

(Revised 1-3-11)

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 designated by your instructor. Assignments will be evaluated and returned electronically.

Effective academic writing is an outcome of this program. Plagiarism is the reproduction of the words or ideas of another party without proper citation of the source of the information. Avoid copying the words from another source for your assignments. Any assignment submitted with plagiarized contents will receive a grade of zero and result in a filing of a Notification of Academic Misconduct form with the Office of Student Standards.

In 1990 Eastern Illinois University Council on Academic Affairs laid the framework for the current Writing Across the Curriculum Program (WAC). It was started as a response to faculty concern for our students' writing abilities. All students are required to submit 3 papers to Eastern Illinois University's Electronic Writing Portfolio (EWP). The nursing program provides opportunities for document submissions to the EWP with prior faculty consultation.

In addition to the EIU Electronic Writing Portfolio, the nursing program requires that students submit a portfolio of specific assignments. Students are strongly encouraged to back up all written work and retain graded assignments for inclusion in this NUR 4604 Professional Seminar portfolio. Saving an electronic copy helps assure that the assignment is available for inclusion in the portfolio. The portfolio is submitted in an electronic format.

Electronic Writing Portfolio

www.eiu.edu/~assess/ewpmain.php

What is the purpose of the Electronic Writing Portfolio?

Effective writing is a goal of Eastern's undergraduate program, and the EWP allows the University to assure that its students are effective writers. The EWP gathers authentic artifacts of students' writing to ascertain that Eastern's students are meeting that goal. Completing the EWP is a graduation requirement of all undergraduate students.

What does Eastern consider effective writing?

Competent writing at Eastern displays the following skills: establishing and maintaining focus and appropriate voice; organization that enhances presentation of material/ideas; development of ideas supported by details; use of effective sentence structure, syntax, and diction; and the use of correct mechanics.

What courses are eligible for paper submissions?

Submissions may come from any writing-centered or writing-intensive course, or from any other undergraduate course for which you have completed an appropriate writing assignment (see below). Before you submit from any course, it is a good idea to discuss your plan to submit with your instructor.

What kind of papers may be submitted?

1. The paper must be at least 750 words in length (approximately 3 pages).
2. It must be written in standard English.
3. It must be developed in a manner consistent with the demands of the discipline for which it was written.
4. It must contain a coherent writing sample that connects ideas within and between paragraphs. Therefore, lists, lesson plans, and other such documents may not be submitted.
5. Submissions may not be creative pieces, such as poems, short stories, or plays.

When do I need to submit?

All papers must be submitted the semester a student is enrolled in a course. Students may not submit papers for courses after the semester ends. If you fail to submit a paper from a course from which you planned to submit, you will need to choose a new course for your EWP submission.

You must submit your first two papers by the time you have earned **60 credit hours**. If you do not, a registration hold will be placed on your record at 75 hours.

The third and final submission must be submitted by the time you earn **105 hours**. A registration hold will be placed if this deadline is not met.


Student Appeal Form

This form is for appeal of admission, progression, and graduation decisions.

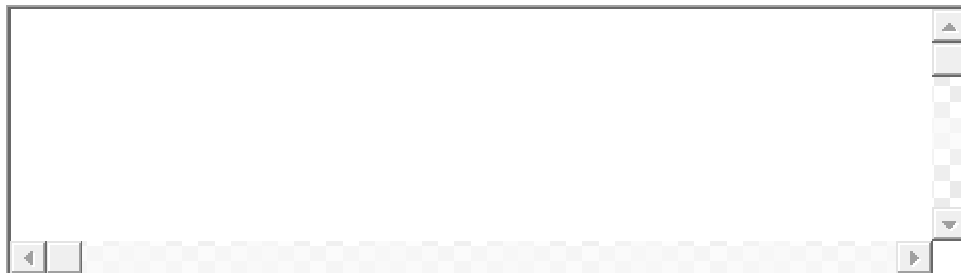
State the admission, progression, and/or graduation decision that is being appealed. *

A large, empty rectangular text box with a thin black border. On the right side, there are three small square buttons: a top one with an upward-pointing triangle, a middle one with a square, and a bottom one with a downward-pointing triangle. On the bottom left and right corners, there are small square buttons with left and right-pointing triangles, respectively.

Specific request or accommodation desired. *

A large, empty rectangular text box with a thin black border. On the right side, there are three small square buttons: a top one with an upward-pointing triangle, a middle one with a square, and a bottom one with a downward-pointing triangle. On the bottom left and right corners, there are small square buttons with left and right-pointing triangles, respectively.

Rationale for petition. *

A large, empty rectangular text box with a thin black border. On the right side, there are three small square buttons: a top one with an upward-pointing triangle, a middle one with a square, and a bottom one with a downward-pointing triangle. On the bottom left and right corners, there are small square buttons with left and right-pointing triangles, respectively.

Plans for facilitating academic success. *



Name

First Last

Date

/ / 
MM DD YYYY

You will be notified by mail of the decision of the Committee on Student Affairs.

Appeal Form Response

This form is for CSA to respond to student appeals.

Student Name *

First Last

Student Phone *

 - -

(###) ### ###

Appeal Form Number *

Hearing Date *

 / / 

MM DD YYYY

CSA Decision *

Check when complete. *

- Student notified by mail.
- Copy of letter placed in student file.
- Program Director notified.

CSA Chair *

First Last

Appendix C

Nursing Course Challenge Application

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

Name *

First Last

Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Email *

Nursing course to be challenged *

- NUR 3303 Advanced Physical Assessment
- NUR 4106 Leadership and Management

Portion of the nursing course to be challenged *

- Theory
- Clinical
- 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 you would like to challenge? *

Yes

No

Admission to the Nursing Program is required in order to be eligible for the nursing course challenge. Have you been admitted to the Nursing Program?

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 faculty member will send you information about the challenge requirements for the specified course. ALL DOCUMENTATION, TESTING AND ASSIGNMENTS MUST BE COMPLETED BY JULY 15TH FOR THE FALL SEMESTER.

Submit

Appendix D

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: RN to BS in Nursing Program
Eastern Illinois University
McAfee Room 2230
600 Lincoln Ave., Room 2230
Charleston, IL 61920**

Appendix E

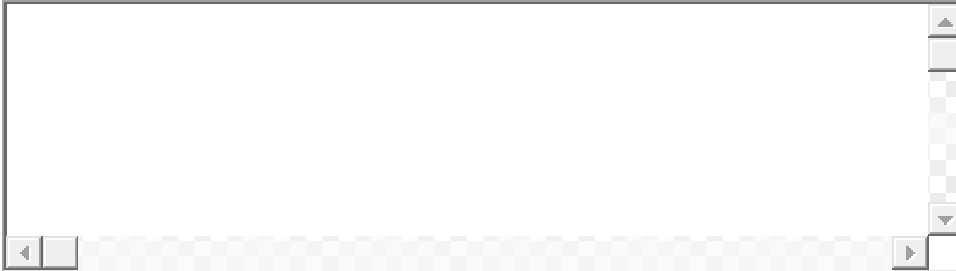
Student Grievance Form

This form is 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.

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. *



Name

First

Last

Date

/

/



MM

DD

YYYY

You will be notified by mail of the decision of the Committee on Student Affairs.

Appendix F

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 2011-2012 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)

Appendix G

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)

Appendix H

PROPERTY CONTROL TEMPORARY REMOVAL OF PROPERTY REQUEST

University property may be temporarily removed from University premises when it is determined by the fiscal agent and dean or director that such removal will advance the University programs or activities of that unit.

Equipment Description _____ Model Number _____ Serial Number _____ EIU Tag Number _____

Equipment Location on Campus:

Building _____ Room Number _____ Dept. _____

Temporary Removal Duration (time and date):

Individual to be in Possession of Equipment:

Location of Equipment when Removed from Campus:

Person Removing Property:

I certify that the property will be used exclusively for university-related business or activities and agree to assume responsibility for the equipment during the time the property is removed. I understand that I shall be liable for any losses, damage or destruction, or impairment of function or useful life of the property that may result due to negligence or carelessness. **I agree to be billed on my student account for the replacement cost of _____ (equipment item) if not returned in good working condition to the department by _____ (student) by _____ (date).**

Printed or Typed Name _____

Signature _____

Date _____

Approvals:

Fiscal Agent _____

Dean or Director _____

Date _____

Date _____

If removal is longer than one month: _____

Date _____

Vice President for Business Affairs

Property returned (time, date): _____

Acknowledgement of return:

Fiscal Agent

Date _____

Dean or Director

Date _____