

Bachelor of Science in Nursing

STUDENT HANDBOOK

RN to B.S.N. Option



PennState
Ross and Carol Nese
College of Nursing



PennState
Ross and Carol Nese
College of Nursing

The Pennsylvania State University
Ross and Carol Nese College of Nursing
109 Nursing Sciences Building
University Park, PA 16802
814-863-2229
814-863-2925 Fax

The information in this version of the Bachelor of Science in Nursing Student Handbook is subject to change without notice. This handbook is not intended to nor does it contain all regulations that relate to students.

Revised: 9/20/2022

TABLE OF CONTENTS

WELCOME FROM THE DEAN	1
WELCOME FROM THE ASSOCIATE DEAN FOR UNDERGRADUATE EDUCATION	2
Contact Information	3
ROSS AND CAROL NESE COLLEGE OF NURSING	5
Mission	5
Vision	5
Values	5
ACCREDITATION	6
STATE AUTHORIZATION	6
COUNCILS AND COMMITTEES	7
END OF PROGRAM LEARNING OUTCOMES	8
UNDERGRADUATE NURSING PROGRAM ACADEMIC POLICIES	9
Standards Of Conduct	9
Academic Integrity Statement	9
Student Ethical Behavior Guidelines	10
Class And Clinical Attendance Policy	15
Essential Functional Standards Required For Clinical Practice Policy	15
Educational Equity	15
Disability Statement	15
Diversity Statement	16
Policy For Requesting Student Records	16
ADVISING, CURRICULUM, AND SCHEDULING INFORMATION	17
Academic Adviser	17
Counseling And Psychological Services (CAPS)/Resources	19
World Campus Resources	20
Nursing Academic Requirements/Degree Audit	21
General Education Requirements	22
General Education Integrative Studies Exception Option	23

<u>Suggested Academic Plan for RN to BSN Degree in Nursing (NURS/NURN)</u>	<u>25</u>
<u>Credit By Portfolio Assessment For The Licensed Registered Nurse (RN)</u>	<u>27</u>
<u>Credit By Portfolio Assessment For The Licensed Registered Nurse (RN) Form</u>	<u>28</u>
<u>Transfer Of Credits Evaluation</u>	<u>29</u>
<u>Nursing Course Requirements And Course Descriptions</u>	<u>31</u>
<u>Independent Studies In Nursing</u>	<u>37</u>
<u>Nursing 495: Nursing Study in Specialized Setting</u>	<u>37</u>
<u>Nursing 496: Independent Study</u>	<u>40</u>
<u>Undergraduates Enrolling In Graduate Courses</u>	<u>44</u>
<u>Multiple Campus Registration</u>	<u>44</u>
<u>Returning After Time Away From The University</u>	<u>46</u>
<u>ACADEMIC SUCCESS</u>	<u>47</u>
<u>Definition Of Grades</u>	<u>47</u>
<u>Ross and Carol Nese College of Nursing (Nese CON) Grading Scale</u>	<u>47</u>
<u>Nursing Course Examination Rounding Policy</u>	<u>47</u>
<u>Academic Success</u>	<u>48</u>
<u>Academic Progression/ Student Academic Difficulty</u>	<u>48</u>
<u>Plan for Early Identification of Academic Difficulty and Follow-up</u>	<u>48</u>
<u>Academic Difficulty Notification Letter</u>	<u>49</u>
<u>Report Of Student Initiated Contact For Academic Difficulty</u>	<u>50</u>
<u>Academic Grievance Procedures</u>	<u>51</u>
<u>Grade Mediation And Adjudication</u>	<u>51</u>
<u>CERTIFICATE PROGRAMS</u>	<u>53</u>
<u>Undergraduate Nursing Certificate Programs</u>	<u>53</u>
<u>Nursing Forensics</u>	<u>53</u>
<u>Nursing Informatics</u>	<u>53</u>
<u>Nursing Management</u>	<u>53</u>
<u>RN TO BSN CLINICAL COMPLIANCE REQUIREMENTS</u>	<u>55</u>
<u>RN to BSN Option Clinical Compliance Requirements (CR)</u>	<u>55</u>
<u>Information Release</u>	<u>55</u>
<u>Student Notification Of Program Requirements Form</u>	<u>56</u>
<u>RN to BSN Policy For Required Clinical Experience</u>	<u>57</u>
<u>Clinical Experience Guidelines</u>	<u>58</u>
<u>Academic Affiliation Agreements</u>	<u>58</u>

Criteria for Selection of a Preceptor	61
Evaluation of the Clinical Experience (Pass/Fail):	61
Clinical Evaluation Form:	62
Agency Letter Of Agreement	64
Preceptor Information Form	65
COVID-19 STATEMENT	68
CLINICAL POLICIES	69
Precluded Students From Clinical Institution	69
Patient Care	69
Clinical Safety Policy	69
Impaired Student Nurse Policy	70
Infectious Disease Policy	77
Student Dress Code Policy	78
Return to Clinical	79
Student Pregnancy Policy	79
Transportation to And From Clinical Agencies Policy	79
Social Media Policy	80
Use Of Electronic Devices In Clinical Policy	81
Clinical Cancellation Guidelines	82
Clinical Failure Policy	82
Guidelines For Clinical Evaluation And Remediation Plan	82
Remediation Plan And Outcome	83
NURSING OPPORTUNITIES	84
Sigma Theta Tau International - Beta Sigma Chapter Membership	84
Scholarships And Awards	85
Alumni Association	85

WELCOME FROM THE DEAN

Welcome to the RN to BSN program option at Penn State's Ross and Carol Nese College of Nursing! Your choice of the nursing major represents a significant commitment on your part, and we hope that you find your studies personally satisfying.

Penn State is a world-class university, with world-class resources. I encourage you to take advantage of the many learning opportunities provided by our Penn State community. Know that our faculty and staff stand ready to help you succeed and to cheer you on.

Best wishes for a successful program of study in the Ross and Carol Nese College of Nursing. The future of nursing will be in your capable hands---make us Penn State proud!

Be Well,

A handwritten signature in cursive script that reads "Laurie Badzek".

Laurie Badzek, LLM, JD, MS, RN, FNAP, FAAN
Dean and Professor
Penn State Ross and Carol Nese College of Nursing

WELCOME FROM THE ASSOCIATE DEAN FOR UNDERGRADUATE EDUCATION

Congratulations and on behalf of the entire faculty, welcome to the RN to BSN Nursing program option. We are pleased that you have chosen to expand your educational goals by completing your Bachelor of Science in Nursing (BSN) degree. As nursing becomes more complex, a BSN can help move your career forward. The RN to BSN option will build and expand on the RN competencies needed for you to lead change and positively affect healthcare, as well as, preparing you for graduate school.

As a member of the nursing profession, you know the countless opportunities to affect the lives of patients. Nurses, as the most trusted professional, have a responsibility to be knowledgeable and highly competent in the delivery of care. You will have leadership, management, community, and research opportunities that will enhance your educational experience.

Highly qualified masters and doctoral prepared nursing faculty members will guide your learning experiences both in the classroom and in the clinical arena. As an RN to BSN student, you will be required to complete clinical experiences to complement your course work that are different from those of your pre-licensure program. The main goal of these clinical experiences is for you to grow professionally and to be able to take the next step in your career. The RN to BSN clinical experiences will provide you with an exciting opportunity to analyze and evaluate aspects of healthcare that align with your career goals. Even for experienced nurses working in the field, the clinical requirements can provide valuable opportunities to train in new departments or move up to higher-level responsibilities. Your investment in learning now will yield a lifetime of rewards as you grow as a professional nurse.

The Ross and Carol Nese College of Nursing and the University have assembled numerous resources to help you gain the most from your educational experience. Based on the experience of prior RN students, this handbook will help you access and use available resources; however, faculty and advising staff can provide additional assistance if needed.

We realize that seeking a BSN degree represents a significant commitment and we hope that your experience at Penn State will be personally satisfying, as well as professionally stimulating and challenging.

Wishing you a wonderful Penn State experience.



Raymonde Brown, PhD, RN, CNE
Associate Dean for Undergraduate Education
Penn State Ross and Carol Nese College of Nursing



CONTACT INFORMATION

Dean

Dr. Laurie Badzek
201 Nursing Sciences Building
University Park, PA 16802
814-863-0245 (Phone)
814-865-3779 (Fax)
jlp98@psu.edu

Associate Dean for Undergraduate Education

Dr. Raymonde Brown
106 Nursing Sciences Building
University Park, PA 16802
814-863-2235 (Phone)
814-863-2295 (Fax)
rab16@psu.edu

Assistant Dean for Undergraduate Nursing Education at the Commonwealth Campuses

Dr. Michael Evans
017 Dawson Building
Penn State Scranton
120 Ridge View Drive
Dunmore, PA 18512
570-963-2652 (Phone)
570-963-2651 (Fax)
mme124@psu.edu

Commonwealth Campuses include: Abington; Fayette; New Kensington; Schuylkill; Shenango; and World Campus

Campus Coordinators:

Abington:

Dr. Brenda Holtzer
1600 Woodland Road
Abington, PA 19001
215-881-7398 (Phone)
215-881-7412 (Fax)
bmh17@psu.edu

Fayette:

Dr. Melissa Miner
2201 University Drive
Lemont Furnace, PA 15456
724-430-4221/724-430-4220 (Phone)
724-430-4229 (Fax)
mbm12@psu.edu

New Kensington:

Dr. Janet Knott
3550 7th Street Road
New Kensington, PA 15068-1765
724-334-6725 (Phone)
724-334-6039 (Fax)
jmk24@psu.edu

Schuylkill:

Dr. Marianne Adam
200 University Drive
Classroom Building Room 201A
Schuylkill Haven, PA 17972
570-385-6061 (Phone)
570-385-6105 (Fax)
mta133@psu.edu

Campus Coordinators (Continued)...

Shenango:

Dr. Maureen Dunn
316 Sharon Hall
Sharon, PA 16146-1537
724-983-2873 (Phone)
724-983-2820 (Fax)
mjd186@psu.edu

World Campus (University Park):

Dr. Mary Alyce Nelson
206 D Nursing Sciences Building
University Park, PA 16802
814- 863-2242(Phone)
814-863-2925 (Fax)
mun138@psu.edu

Campus Staff:

Abington:

TBD
215-881-7398

Fayette:

Michelle Henrish
724-430-4220
mxh60@psu.edu

New Kensington:

Susan Dale
724-334-6035
sjd19@psu.edu

Schuylkill:

Kris Wilde
570-385-6266
krm6258@psu.edu

Shenango:

Tami Jones
724-983-2803
tmj16@psu.edu

World Campus (University Park):

Michael Woytowich
814-863-2229

ROSS AND CAROL NESE COLLEGE OF NURSING

MISSION

WE ARE creating nurse leaders to transform lives and health around the world.

Approved: April 2020

VISION

WE WILL redesign the landscape of health and nursing science through education, research, innovation, practice, and service.

Approved: April 2020

VALUES

The Ross and Carol Nese College of Nursing values align with [the Penn State Values](#) and are our shared ideals about how people should act toward one another, the standards to which we hold ourselves, and those beliefs we find important. While aspirational in nature, the Penn State Values articulate nursing's ethical principles and should guide our actions and decisions as members of the Penn State community.

Integrity: We act with integrity and honesty in accordance with the highest academic, professional, and ethical standards.

Respect: We respect and honor the dignity of each person, embrace civil discourse, and foster a diverse and inclusive community.

Responsibility: We act responsibly, and we are accountable for our decisions, actions, and their consequences.

Discovery: We seek and create new knowledge and understanding, and foster creativity and innovation, for the benefit of our communities, society, and the environment.

Excellence: We strive for excellence in all our endeavors as individuals, an institution, and a leader in higher education.

Community: We work together for the betterment of our University, the communities we serve, and the world.

Approved: 8/19/2020

ACCREDITATION

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and post graduate APRN certificate program at The Pennsylvania State University are accredited by the Commission on Collegiate Nursing Education 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. <http://www.ccnaccreditation.org>

STATE AUTHORIZATION

State Authorization and Reciprocity Agreement (SARA):

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts, and territories in the United States, which establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to simplify the process of taking online courses for credit offered by post-secondary institutions based in another state. SARA is overseen by a national council (NC-SARA) and administered by four regional education compacts. Penn State has been approved by the Commonwealth of Pennsylvania to participate in NC-SARA and was accepted as a SARA institution on January 25, 2017.

For more information on SARA, please visit <http://www.worldcampus.psu.edu/state-authorization>

State Authorization Complaint Resolution:

During your education, you may encounter situations that require the assistance of others to resolve. As a Penn State World Campus student, you have access to experienced representatives who can help. The action you take will depend on the nature of the issue you are experiencing. Please view the following link to determine which method of reporting is right for you. <http://www.worldcampus.psu.edu/complaint-resolution>

State Authorization Disclosures:

The following information is provided to distance learning (on-line) students regarding State Authorization Disclosures. Students are responsible for ensuring awareness and understanding of any specific additional requirements for within the State that the student holds a professional nursing license and intends to complete clinical/practicum hours. <http://www.worldcampus.psu.edu/state-authorization/disclosures>

COUNCILS AND COMMITTEES

Students are represented on the following Ross and Carol Nese College of Nursing Councils and Committees:

BSN Council
RN to BSN Council
Equity and Inclusion Committee
Graduate Affairs Committee
Undergraduate Affairs Committee

Student representatives are appointed for each committee.

END OF PROGRAM LEARNING OUTCOMES

The graduate nurse will:

- Integrate theory and knowledge from the sciences, social sciences, humanities, and nursing as a foundation for nursing practice
- Apply the nursing process to manage care of individuals, families, and populations with respect for diversity in a variety of healthcare settings
- Facilitate inter-professional and intra-professional communication and collaboration to improve practice, minimize risks, and optimize health outcomes
- Critically analyze research studies and apply evidence-based findings to advance clinical practice
- Demonstrate the inherent professional values and behaviors in the delivery of individual, families, and population-centered care
- Participate in activities that support lifelong learning, professional growth and the advancement of the profession
- Integrate information management and patient care technology to improve quality and safety across a variety of healthcare settings
- Apply the competencies of leadership, quality improvement and patient safety to improve health outcomes for individuals, families, and populations
- Integrate knowledge of current healthcare policy, including financial and regulatory policy to influence delivery of care

Revised: 02/04

Reviewed: 2014

Revised Spring 2016: Effective Fall 2016

UNDERGRADUATE NURSING PROGRAM ACADEMIC POLICIES

STANDARDS OF CONDUCT

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

A nursing student is expected to maintain a high standard of behavior by adhering to Penn State's [Code of Conduct](#) and respecting the rights of others.

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

ACADEMIC INTEGRITY STATEMENT

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

STUDENT ETHICAL BEHAVIOR GUIDELINES

Purpose: To establish guidelines and standards of ethical behavior for Penn State's Ross and Carol Nese of Nursing (Nese CON) students. Nese CON students are expected to display behaviors that reflect the American Nursing Associations' Code of Ethics for Nurses *, the Penn State [Code of Student Conduct](https://www.nursing.psu.edu/student-handbooks/), and core values of the Nese CON (<https://www.nursing.psu.edu/student-handbooks/>). Students will be held accountable for exhibiting Penn State University's core values integrity, respect, responsibility, discovery, excellence, and community (core values and definitions of terms can be found at <https://universityethics.psu.edu/penn-state-values>).

Procedure:

- A. Student ethical behavior guidelines will be established by the Ross and Carol Nese College of Nursing (Nese CON) faculty and approved by Graduate and Undergraduate Affairs Committees.
 1. The specific guidelines are as follows:
 - i. Students will treat everyone with dignity and respect (this includes peers, faculty, patients, and others)
 - ii. Students will employ communication skills (verbal, non-verbal, written) that respect the dignity and worth of others
 - iii. Students will be accountable and on time for classroom and clinical experiences. They will submit all assignments on time and as requested by faculty
 - iv. Students will comply with policies and restrictions of clinical partners, affiliated facilities, and the nursing program (e.g., dress code, cell phone policy, parking)
 - v. Students will submit program clearances and compliances as requested and within the established time-frame
 - vi. Students will honor confidentiality and privacy of patients, faculty, staff, and peers (e.g., social media posts, in class discussion)
 - vii. Students will practice integrity and honesty in actions and communications that avoid deceit, deception, lying, and any attempt to derail or mislead others
 - viii. Students will use nonviolent communication while discussing facilities and resolving conflicts with faculty and peers. Students are encouraged to reference the resources available in the [student handbooks](#). Students will avoid defamation of clinical partners, faculty, and peers
 - ix. Any form of verbal, psychological, stalking, and physical intimidation or aggression will not be tolerated
 - x. Students will respect the diversity of others
 - xi. Substance abuse and intoxication (classroom, clinical, Nese CON affiliated activities) will not be tolerated and will be addressed through appropriate channels
 - xii. Students should be proud of their status as Penn State nursing students and use these privileges appropriately. Students will not provide care or represent themselves as a student nurse unless in a scheduled student clinical experience.

- xiii. Students will comply with Penn State Code of Conduct. Violations of the PSU code will be reported to the University Office of Student Conduct. These violations will also be subject to the above Nese CON warnings up to and including dismissal from the program.

B. Guidelines will be shared with students in [handbooks](#).

C. Students in all Nese CON programs will acknowledge receipt of student handbooks.

D. If a student displays behavior that is not congruent with the guidelines, the following steps will be followed:

1. The person(s) who observed the behavior will contact a faculty member in the program where the student is assigned.
2. The faculty member will review information provided, and will consult with the campus coordinator for nursing program/s. Other faculty/staff who are directly involved may also be consulted.
 - i. Criminal violations will be reported immediately to the appropriate authorities. These violations will also be subject to the above Nese CON warnings up to and including dismissal from the program.
 - ii. Violations of the PSU code will be reported to the University Office of Student Accountability and Conflict Response. These violations will also be subject to the above Nese CON warnings up to and including dismissal from the program.
 - iii. Students may be referred to counseling or other services that can be found at <https://redfolder.psu.edu/>.
3. The director/coordinator and faculty will determine whether the incident is a violation of the student professional behavior guidelines.
 - i. If no violation is determined, the incident will not be documented in the file or starfish.
 - ii. If incident is deemed a violation, the level of the violation must be determined. Levels of violations are as follows:
 - a. First violation: Student will receive a written warning. The warning will include documentation that will be placed in the student file and purged when the student graduates.
 - b. Second Violation: Student will receive a second warning. The campus coordinator will consult with a second campus coordinator and /or the assistant or associate Dean prior to meeting with the student. The warning will include documentation that will be placed in the student file and purged when the student graduates
 - c. Third Violation: Student will receive a third warning. This will be reviewed by the campus coordinator and assistant or associate dean for consideration of dismissal from the program. The warning will include documentation that will be placed in the student file that will remain after graduation.

iii. NOTE: Violations are not required to progress through the above sequence. Serious violations may necessitate immediate dismissal from the program. This will be determined by faculty, campus coordinator for nursing program/s after consultation with the assistant and/or associate dean. This action must be approved by the Nese CON dean.

iv. For the 2021/2022 academic year, all warnings would be run through an ad hoc committee that will include 3 members appointed by the graduate and undergraduate affairs committees.

4. The ethical behavior documentation form will be completed as follows:

- i. A description of the Incident will be documented on [the Student Professional Behavior Documentation Form](#). The form will be completed as follows:
 1. The student name and ID number will be documented.
 2. Description of Violation: Faculty will complete the description of the violation. Pertinent information such as dates, times, places will be included. The faculty will also document the level of the violation.
 3. Documentation of Meeting: Faculty will meet with the student and document information about the meeting. Faculty will communicate the level of the violation with the student at that time.
 - a. More than one faculty may be present.
 - b. The campus coordinator for nursing program/s is not required to be present, but they must sign the form.
 - c. The student will be referred to counseling services and or other resources found at <https://redfolder.psu.edu/>.
 4. The faculty will meet after the meeting to review the meeting with the student and make a final determination about the outcome.
- ii. Outcome: The outcome of the meeting will be documented. Brief comments will be placed in the appropriate area of form.
- iii. Signatures: All faculty who are present at the meeting will sign the form.
- iv. Student Comments: The student will be offered the opportunity to comment. The student will be asked to sign the form. In the event that the student refuses, faculty will write “refused” in the signature line.

E. Appeal: Students may appeal the violation. Steps are as follows:

1. Within 10 business days of receiving the violation and documentation form, the student may appeal the decision. The letter must specify why the student believes this was not a violation.

2. The student will send a letter via hard copy or email to the campus coordinator for nursing program/s.
3. The campus coordinator for nursing program/s will review the student appeal letter and will consult with the Associate Dean.
4. The campus coordinator for nursing program/s will provide a written response to the student within 5 business days of receiving the student's letter of appeal. The letter will indicate whether the violation documentation will be upheld or purged from the student record. This decision is final.

*Approved by the Ross and Carol Nese College of Nursing Faculty Council 5/3/2021

*American Nurses Association Code of Ethics for Nurses

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

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

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

Provision 4: The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

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

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

Source: American Nurses Association. (2015). Code of ethics with interpretative statements. Silver Spring, MD: Author. Retrieved from

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-ofEthics-For-Nurses.html>

**Penn State University
Ross and Carol Nese College of Nursing
Student Ethical Behavior Documentation Form**

Student Name and ID: _____

Description of Violation (include date):

Documentation of Meeting:

Outcome (Please provide brief comments in appropriate row):

Unfounded	
First Violation	
Second Violation	
Third Violation	

Further Violations will result in further disciplinary action up to and including dismissal from the nursing major. (Program dismissal will be documented in Starfish)

Faculty Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Campus Coordinator for Nursing Program/s Signature: _____

Date: _____

Student Comments:

Student's Signature: _____ Date: _____

CLASS AND CLINICAL ATTENDANCE POLICY

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

Approved BSN Council 12/2017

ESSENTIAL FUNCTIONAL STANDARDS REQUIRED FOR CLINICAL PRACTICE POLICY

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

Students who are not licensed in PA will refer to the Nurse Practice Act in their states of licensure. Students who meet the criteria for standard nursing practice with or without reasonable accommodations will not be excluded on the basis of disability.

Revised Spring 2017

EDUCATIONAL EQUITY

Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, harassment, and/or incivility due to age, ancestry, color, disability, gender, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated and can be reported through Educational Equity at the Report Bias site: <http://equity.psu.edu/reportbias/statement>

Approved Fall 2017

DISABILITY STATEMENT

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Office of Student Disability Resources (SDR) website provides contact information for every Penn State campus. For further information, please visit the Student Disability Resources website: <http://equity.psu.edu/student-disability-resources>.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <http://equity.psu.edu/student-disability-resources/guidelines>. If the documentation supports your request for reasonable

accommodations, your campus's SDR will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

World Campus has its own Disability Liaison who can be contacted by completing the form at <http://student.worldcampus.psu.edu/student-services/disability-services/contact-form>.

University Policy

DIVERSITY STATEMENT

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

Approved by Faculty: 2/15/2010

POLICY FOR REQUESTING STUDENT RECORDS

This policy applies to all records retained by the Ross and Carol College of Nursing (Nese CON).

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

Approved Spring 2016

ADVISING, CURRICULUM, AND SCHEDULING INFORMATION

ACADEMIC ADVISER

The advisers in the Ross and Carol Nese College of Nursing (Nese CON) look forward to building a strong relationship with our students.

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

Consult with your assigned adviser to learn how best to communicate with him/her throughout the year. Some options may include:

- Schedule an appointment: An appointment allows time to discuss more in-depth issues such as transitioning to college, minors or certificates, academic difficulty, etc. You may schedule a Zoom, phone, or in-person appointment with your adviser. Appointments may be scheduled online via [Starfish](#).
- Send an email or call your adviser directly: This is an option when you have a quick question. Please remember that your adviser may be in meetings, working with other students, or out of the office and may not be able to respond immediately. Allow your adviser time to return your email or phone call. If you are sending multiple emails or calling frequently, it may be best to schedule an appointment.

To get the most out of your advising sessions:

1. Know your responsibilities:
 - a. Schedule regular appointments or make regular contact with your adviser throughout the semester. Be on time and prepared for appointments. Be considerate by calling ahead to cancel, cancel online, or reschedule appointments when needed.
 - b. Prepare for your advising appointments with thoughtful questions. Participate actively in the session.
 - c. Check your Penn State email daily to be aware of important notices and communications from the University, the Nese CON and your adviser. Respond to emails professionally and in a timely manner.
 - d. Become knowledgeable about University and Nese CON programs, policies and procedures. Ask questions if you do not understand an issue or have a specific concern. Please refer to the [Undergraduate Advising Handbook](#) for more specific information.
 - e. Understand your Suggested Academic Plan, degree audit course checklist, keep track of your progress and make revisions as needed.

- f. Take responsibility for your educational goals and choices and grow from these choices, actions, and outcomes. We are here to advise; it is your responsibility to decide.
 - g. Work to clarify your personal values, goals, interests and abilities. Discuss these openly with your adviser to facilitate individualized advising sessions that support you in your unique path.
 - h. Take care of yourself by practicing good wellness habits regarding physical activity, nutrition, sleep patterns, stress management, financial literacy, and safe social and sexual interactions. Consult with us to learn about available resources and services to enhance your self-care.
2. Know your Adviser's responsibilities:
- a. Provide time for scheduling in-person meetings.
 - b. Respond to e-mail and phone messages in a timely manner.
 - c. Effectively communicate the curriculum and graduation requirements for the nursing program. Help you monitor your progression towards degree completion. Provide insight into appropriate course sequencing.
 - d. Clearly explain University and College policies relating to your course of study.
 - e. Guide and support you in your exploration of personal, career, and academic goals; your assessment of your own interests and abilities; and your development of short- and long-term goals.
 - f. Help you develop an understanding of the purpose and goals of higher education, your roles and opportunities in the University community, and the connection between your university experience and your career and personal goals.
 - g. Provide accurate information on the University resources available to help you with academic, career and life planning. Refer you to support services to help you address academic or non-academic needs that arise.
 - h. Maintain confidentiality of your records and our conversations as required by law.
 - i. Assist you with developing wellness habits to practice effective self-care.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)/RESOURCES

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

For all students: For general information, please visit the "Nursing Student Mental Health Guide" at <http://www.cnaclases.org/nursing-student-mental-health/>.

For more information on services offered at each campus, please refer to the following:

Abington:

Visit <http://abington.psu.edu/counseling-services> for more information.

Or for immediate crisis information, see the following information:

Emergencies – Call 911

CAPS Main Phone Number – 215-881-7577

CAPS Location – 103 Lares Building

Fayette:

Visit <http://fayette.psu.edu/health-and-wellness-services> for more information.

Or for immediate crisis information, see the following information:

Emergencies – Call 911

CAPS Main Phone Number – 724-430-4122

CAPS Location – Room 108H Williams Building

New Kensington:

Visit <http://newkensington.psu.edu/counseling-services> for more information.

Or for immediate crisis information, see the following information:

Emergencies – Call 911

CAPS Main Phone Number– 724-334-6744

CAPS Location – 053 Conference Center

Schuylkill:

Visit <http://schuylkill.psu.edu/personal-counseling> for more information.

Or for immediate crisis information, see the following information:

Emergencies – Call 911

CAPS Main Phone Number– 570-385-6127

CAPS Location – 210A Health and Wellness Building

Shenango:

Visit <https://shenango.psu.edu/student-life/counseling-services> for more information.

Or for immediate crisis information, see the following information:

Emergencies – Call 911

CAPS Main Phone Number– 724-983-2969
CAPS Location – Sharon Hall 207

World Campus Resources

The World Campus provides extensive resources for students enrolled in WC courses. Please visit the following link: <http://student.worldcampus.psu.edu/student-services>

Academic Advising

<http://student.worldcampus.psu.edu/student-services/academic-advising>

Online Tutoring Resources

<http://student.worldcampus.psu.edu/student-services/tutoring-technology-resources>

Student Affairs

<http://student.worldcampus.psu.edu/student-affairs>

Disability Accommodations

<http://student.worldcampus.psu.edu/student-services/students-with-disabilities>

Library Services

<http://student.worldcampus.psu.edu/support-services/library-services>

Career Services

<http://student.worldcampus.psu.edu/student-services/career-services>

Military Services

<http://student.worldcampus.psu.edu/student-services/services-for-military-and-veteran-students>

Mental Health Services

<http://student.worldcampus.psu.edu/student-services/mental-health-services>

Conduct, Care, and Concern

<http://student.worldcampus.psu.edu/student-services/conduct-care-and-concern>

Technical Requirements

<https://www.worldcampus.psu.edu/general-technical-requirements>

Technology Support Services

<http://student.worldcampus.psu.edu/technical-support>

NURSING ACADEMIC REQUIREMENTS/DEGREE AUDIT

The *Academic Requirements* is how the Ross and Carol Nese College of Nursing tracks progress towards graduation. Your Academic Requirements can be accessed through LionPATH: <https://lionpath.psu.edu>. Log-in to LionPATH and go to the Student Center. In the “Academics” section of your Student Center, choose “Academic Requirements” in the drop-down menu and click “>>”

Students are responsible for monitoring their progress toward completing their program. Consult with your Academic Adviser for support in reviewing and understanding your degree requirements as listed in this document.

When viewed as a pdf file (click on the “view report as pdf” at the top), the top shows your name, cumulative GPA, assigned adviser, program of study and requirement term. Next, is a section called “In Progress Courses”, listing courses currently in progress or scheduled courses for the current and upcoming semesters.

The rest of the document lists University and Major Requirements divided into categorical sections. Each section lists either specific courses or a minimum required credit count needed to complete that category. When viewed as pdf, requirements not yet completed will show in red. If viewed in LionPATH (not as pdf), sections that are completed will collapse, showing just the blue heading bar. Sections that have requirements remaining will stay open until all requirements in that portion are met or in progress.

First, University-level requirements are listed; all baccalaureate degree-seeking students at Penn State must fulfill these requirements. Examples of University-level requirements include Writing Across the Curriculum (W), First Year Seminar, and United States and International Cultures (US and IL).

Next, the Academic Requirements tool shows your progress towards completing the General Education Requirements, listing the number of credits needed in Writing and Speaking (GWS), Quantification (GQ), Natural Sciences (GN), Arts (GA), Humanities (GH), Social and Behavioral Sciences (GS), and Health and Wellness (GHW). Specific major-required courses that also fulfill General Education requirements will be listed in their appropriate section. Following this, you will find the requirements for the major. These courses must be completed with a “C” or better to count towards degree requirements.

Finally, the Academic Requirements tool shows the “Electives and Total” section, indicating your total credits counting towards your degree and courses used towards General Electives. To obtain a BSN degree, you must complete at least 120 credits. Keep in mind, this section states a minimum required number of general electives credits, but you may need more to reach the 120 minimum total credits required for graduation. This section is followed by a list of courses not used to satisfy degree requirements in your major. These courses are not included in the total credit count towards your degree. They may include extra electives or courses that you have repeated.

GENERAL EDUCATION REQUIREMENTS

General Education requirements are common to all degree programs at Penn State. Students must complete 45 credits of General Education courses selected from the approved list. Please note these important points:

1. Some Nursing major requirements are permitted to also complete General Education requirements (e.g., BIOL 161, BIOL 162, BIOL 163, BIOL 164, NUTR 251, HDFS 129, SOC 001, PSYCH 100). When a course is used to satisfy more than one requirement, the credits in the course can be counted toward graduation only once.
2. Beginning Fall 2021, the University's Integrative Arts General Education requirement applies to RN to BSN majors. RN to BSN students may complete this requirement in NURS 390 by completing an Experiential Learning Assignment, which includes three assignments and a cover letter, OR they may opt to take two Integrative Studies courses.

IMPORTANT: Completing Integrative Studies can be tricky! Be certain that you talk with your adviser about how you will complete your Integrative Studies, GA, GH and Elective requirements before you schedule, as exceptions are not made for mistakes made without consultation.

The most efficient way for Nursing students to complete Integrative Studies courses is to double-count them with GA, GH, or Electives courses. To double-count with Electives, simply complete two Integrative Studies/Interdomain courses in any course categories.

However, the ideal scenario (because it frees electives to be used towards minors, certificates, or courses of professional interest) is to double-count with GA or GH. In this case, one Integrative Studies course will combine either GA or GH along with another General Education category (thus double-counting as either GA or GH as designated), and the other Integrative Studies Interdomain course (made up of any course categories) can be submitted as a "Move 3" course substitution by the student's adviser to fill in the remaining GA or GH requirement.

Keep in mind that Penn State also requires 3 credits each of single-domain GA and 3 credits of single-domain GH. Along with the single-domain GA and GH requirements, this will complete those 12 credits (four classes). Please reference the SAP for a visual explanation and ***be sure to talk with your adviser to ensure that you do not waste time or money on unneeded coursework.***

3. The pass/fail grading system may not be used for courses taken to satisfy General Education.
4. Students who have not completed 2 years of study of the same world language in high school must take one 3-4 credit language course within the first 60 credits. This requirement does not apply to students who can demonstrate fluency in a world/second language. Credits earned to make up the deficiency cannot be counted toward graduation.

Students must complete at least 120 credits in order to receive a baccalaureate degree. Furthermore, Faculty Senate Policy 83-80 requires that all students complete 36 of their last 60 credits at Penn State.

Revised Fall 2021

General Education Integrative Studies Exception Option

Background

In 2017, The Pennsylvania State University instituted changes to the general education curriculum, which included six credits of Integrative Studies coursework. This requirement was added to give students the opportunity to meet a new General Education Learning Objective, Integrative Thinking (The Pennsylvania State University, 2019). The Pennsylvania State University defines integrative thinking as “the ability to synthesize knowledge across multiple domains, modes of inquiry, historical periods, and perspectives, as well as the ability to identify linkages between existing knowledge and current information. Individuals who engage in integrative thinking are able to transfer knowledge within and beyond their current contexts” (The Pennsylvania State University, 2020).

The College of Nursing and the General Education Scholars recognize that an adult learner’s prior nursing experience may provide opportunity to practice integrative thinking. Therefore, an exception to the University general education requirement can be obtained through the completion of an Experiential Learning Assessment (ELA) assignment, which is embedded in a bachelor-level nursing course. To receive the integrative thinking exception, students can do one of the following:

1. Complete an Experiential Learning Assessment (ELA):
 - a. In NURS 390, the students will complete 3 projects, which address sustainability, nursing theory, and leadership.
 - b. Nursing faculty will review and grade the assignments within the NURS 390 course.
 - c. Students are expected to consider faculty feedback when developing their ELA.
 - d. At the end of the course, each student will develop a one-page cover letter linking the three assignments to integrative thinking via self-reflection and by connecting prior work, current assignments, and knowledge transfer.
 - e. The summary, including the assignments, will be reviewed by the General Education Scholars using an established ELA rubric to determine whether the submission meets the criteria for a waiver of the Integrative Studies requirement.
 - f. The ELA will be submitted to the General Education Scholars via the form linked [here](https://forms.office.com/r/bWYxDbiyCR). (<https://forms.office.com/r/bWYxDbiyCR>)
 - i. The student will receive evaluations from the General Education Faculty Scholars.
 - ii. The submissions will be noted as either recommend or not recommend for exception with feedback given to unsuccessful submissions.
 1. For successful submissions, the College of Nursing will document the requirement exception which is allowable within existing University policy (Senate Policy 82-20).
 2. For unsuccessful submissions, students will have one opportunity to make revisions and re-submit their ELA.
 - a. If the second submission is unsuccessful, students will be required to complete appropriate University coursework (six credits of Integrative Studies coursework) to satisfy the requirement.
 - g. The Experiential Learning Assessment should be completed at the beginning of the RN to BSN program option to allow time for the Integrative Studies requirement to be waived.

- i. It is **not** recommended this be completed in the last semester of the program, as there is no option to expedite the General Education Scholar decision. **Students who submit their ELA in their last semester of coursework will delay graduation to the following semester.**

OR

2. The student may take 6 course credits in Integrative Studies. The student should meet with their advisor to discuss course options.

NOTE: RN to BSN students who started the program SU 21 or prior and are not enrolled for more than three consecutive years from SU18 to current year, will be held to the University's and College's current curriculum requirements, including Integrative Studies. These students would be eligible for the ELA opportunity.

References

- The Pennsylvania State University. (2019). *General education requirement changes summary*. Undergraduate education. <https://gened.psu.edu/general-education-requirement-changes-summary>
- The Pennsylvania State University. (2020). *General education learning objectives*. Undergraduate bulletin 2020-21. <https://bulletins.psu.edu/undergraduate/general-education/learning-objectives/>
- The Pennsylvania State University. Faculty Senate Policies for Undergraduate Students. Accessed June 21, 2021. <https://senate.psu.edu/policies-and-rules-for-undergraduate-students/82-00-and-83-00-degree-requirements/>

Approved RN to BSN Council: Summer 2021

SUGGESTED ACADEMIC PLAN FOR RN TO BSN DEGREE IN NURSING (NURS/NURN)

for students at Abington, Fayette, New Kensington, Schuylkill, Shenango, World Campus

Effective Fall 2021 NEW Curriculum & Integrative Studies. See IMPORTANT NOTES.

Semester 1	Credits	Semester 2	Credits
BIOL 161 & 162 (GN) Anatomy & Physiology I (Lecture & Lab)	4	BIOL 163 & 164 (GN) Anatomy & Physiology II (Lecture & Lab)	4
ENGL 15 (GWS) or ENGL 30 (GWS) Rhetoric & Composition/Honors Rhetoric & Composition	3	HD FS 129 (GS) Introduction to Human Development and Family Studies	3
PSYCH 100 (GS) Introductory Psychology	3	NUTR 251 (GHW) Introductory Principles of Nutrition	3
Integrative Studies: Inter-domain course, <u>WITH</u> Humanities (GH) <u>OR</u> Arts (GA) *	3	CAS 100A, CAS 100B, <u>or</u> CAS 100C (GWS) Effective Speech	3
Humanities (GH) (NOT Integrative Studies)	3	Quantification (GQ) (selected MATH based upon ALEKS score)	3
		Adviser may submit Portfolio Credits to CSRS	(33)
Total Credits:	16	Total Credits:	16 + 33= 49
Semester 3	Credits	Semester 4	Credits
CHEM 130 (GN) <u>or</u> CHEM 110 (GN) & CHEM 111 (GN) Introduction to General, Organic, and Biochemistry /Chemical Principles with lab	3-4	SOC 1 (GS) <u>or</u> SOC 5 (GS) Intro to Sociology/Social Problems	3
MICRB 106 (GN) Elementary Microbiology	3	STAT 200 (GQ) <u>or</u> STAT 250 (GQ) Elementary Statistics/Introduction to Biostatistics	3-4
MICRB 107 (GN) Elementary Microbiology Laboratory	1	NURS 251 Health Assessment <u>or</u> NURS 352 Advanced Health Assessment for the RN	3
NURS 390 (US) Transition to Professional Nursing	3	NURS Supporting Course (any level 2xx or higher)	3
NURS 357 Introduction to Nursing Informatics	3	Integrative Studies: Inter-domain course (any combination) *	3
Elective	2-3		
Total Credits:	15-17	Total Credits:	15-16
Semester 5	Credits	Semester 6	Credits
NURS 417 (US; IL) Family & Community Health Concepts	4	NURS 200W Principles of Nursing <u>Research</u> and Evidence-Based Practice	3
Arts (GA) (NOT Integrative Studies)	3	NURS 465 Health Concepts for Adults with Complex Health Care Needs	3
Elective	3	ENGL 202A, ENGL 202B, ENGL 202C, or ENGL 202D (GWS) Effective Writing	3
Total Credits:	10	Total Credits:	9
Semester 7	Credits	Semester 8	Credits
NURS 400-level Supporting Course	3	NURS 475 Integrated Concepts in Nursing Practice **	3
		Total Credits:	3
Total Credits:	3	Overall Total Credits:	120

See IMPORTANT NOTES below

See IMPORTANT NOTES below

See IMPORTANT NOTES below

IMPORTANT NOTES

1. GWS, GHW, GQ, GN, GA, GH, and GS are attributes used to identify General Education requirements.
2. **Bold Type** indicates courses requiring a quality grade of C or better. All **NURS** courses define “C” as 75% or higher. See course syllabi for grade equivalents in other courses. See additional notes below.
 - a) See the Nese College of Nursing Grading Scale and Academic Difficulty Policy in the *RN to B.S.N. Nursing Handbook* at <https://www.nursing.psu.edu/student-handbooks/>
 - b) All NURS courses, major requirements/prerequisites, GQ and GHW are all “C”-required courses. Elective courses, GA, and GH are not “C”-required.
3. *Within the 30 credits of required General Education Domain courses, students must complete 6 credits of Integrative Studies courses (Interdomain or Linked courses). Nursing students may utilize electives, GA or GH to fulfill this requirement. *Alternatively, this requirement may be fulfilled by successfully completing an Experiential Learning Assessment in NURS 390.* Effective Fall 2021 and beyond.
4. In addition, students must complete at least 3 credits each of General Education Arts (GA) and General Education Humanities (GH) outside of Integrative studies. Effective Summer 2018 and beyond.
5. **Academic Advising Notes:** MATH 21 (or an ALEKS score of 30+) is a prerequisite for CHEM 130. MATH 22 (or an ALEKS score of 46+) is prerequisite for CHEM 110. If a student places higher than MATH 22 (score of 61+) on the ALEKS Assessment, any GQ may be scheduled. Students who complete Calculus in high school receive an ALEKS of 101 and may schedule any GQ. MATH 97 is accepted as a GQ equivalent to MATH 21 for Nursing.
6. ***Italic Bold Type*** indicates courses requiring a quality grade of C or better and that satisfy both major and General Education requirements.
7. “US, IL”, and “US; IL” are attributes used to designate courses that satisfy University United States/International Cultures requirements. These University requirements are integrated into the Nursing curriculum (NURS 417) and do not require additional courses to be taken.
8. “W” is the attribute used to designate courses that satisfy University Writing Across the Curriculum requirement.
9. ** 45 hours clinical component required in NURS 475.

Revised Fall 2021

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

The Pennsylvania State University Ross and Carol Nese College of Nursing (Nese CON) will award credits by portfolio assessment for non-PSU pre-licensure fundamental nursing courses. The Portfolio Award is a total of 33 credits. Pre-licensure Nursing credits that transfer into the University from an accredited Associate's Degree program will be counted toward the portfolio award, and the College will award credit for the difference, up to 33 credits. Pre-licensure Nursing credits from a Diploma program or other non-accredited RN program will not transfer into the University, thus the Nese CON will award the full 33 Portfolio credits towards the BSN degree.

You should ask your adviser to add your portfolio credits to your record in the semester prior to your graduating semester. *To receive the portfolio award, students must possess a current and valid RN license.*

Many of the required courses for the RN to BSN option have portfolio courses as prerequisites. It is assumed that you have fulfilled these prerequisites and will be able to register for the course.

The Portfolio provides you with credit for the following PSU courses:

- **NURS 225 Pathophysiology – 3 Credits.**
- **NURS 230 Introduction to the Fundamentals of Nursing – 4 Credits.**
- **NURS 250 Professional Role Dev I: Intro to Professional Issues in Nursing Practice and Nursing Informatics – 2 Credits.**
- **NURS 301 Nursing Care of the Adult Client Requiring Medical-Surgical Intervention – 4 Credits.**
- **NURS 305 Introduction to Pharmacological Concepts – 3 Credits.**
- **NURS 306 Nursing Care of Children and Adolescents – 3 Credits.**
- **NURS 310 Therapeutic Nursing Care of the Older Adult Client in a Variety of Settings – 3 Credits.**
- **NURS 320 Nursing Care of the Childbearing Family and Gynecological Client – 3 Credits.**
- **NURS 405B Nursing Care of the Adult Client with Complex Health Problems: Part B – 4 Credits.**
- **NURS 420 Mental Health Nursing – 4 Credits.**

**THE PENNSYLVANIA STATE UNIVERSITY
COLLEGE OF NURSING**

Credit By Portfolio Assessment For The Licensed Registered Nurse (RN) Form

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

Student Name: _____ PSU ID Number: _____

Date: _____

Current License: State _____ License Number _____ Expiration Date _____

Portfolio Credits Awarded (up to 33 credits):

NURS 225	3 credits	NURS 230	4 credits
NURS 250	2 credits	NURS 301	4 credits
NURS 305	3 credits	NURS 306	3 credits
NURS 310	3 credits	NURS 320	3 credits
NURS 405B	4 credits	NURS 420	4 credits

Diploma Program? _____ Yes _____ No

Diploma graduates receive 33 portfolio credits.

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

Associate's degree program? _____ Yes _____ No

AS NURS Credits _____ + Portfolio Credits _____ = 33 credits

Adviser or Nursing Program Coordinator Signature: _____

Date: _____

Revised: Fall 2012
Revised: Fall 2015

TRANSFER OF CREDITS EVALUATION

(for RN to BSN Post-Licensure Program Option)

1. Transfer of credits is subject to University policies and procedures as outlined in the current [*Policies and Rules for Undergraduate Students*](#). All such credits are evaluated by the [Office of Undergraduate Admissions](#) for entry on the student transcript.
2. Once the University has accepted your advanced standing (transfer) credits and you have officially been admitted to the RN to BSN degree program option, your credits will be evaluated.
3. An appointment with your Adviser is suggested to review credit evaluations and plan toward completion of the program.
4. All Associates-level and higher nursing credits accepted in transfer from accredited colleges/universities to Penn State meet the criteria for use as general education electives.
5. Nursing transfer credits may be granted with Adviser recommendation and approval from the RN to BSN Student Admission and Standards Committee
 - a. Two transfer courses can be petitioned for core theory courses (NURS 390, NURS 357, NURS 200W, NURS 251 or NURS 352, NURS 417, or NURS 465) if earned within the last five years.
 - b. NURS 475 is the final capstone course and **may not be a transfer course**.

NOTE: Transfer credits in Nursing must have been completed within the last five years. Student submits syllabi to Academic Adviser or Faculty Adviser with a request that specified nursing transfer credits be accepted to meet the requirements for a specified nursing course within the Penn State curriculum. This petition, with course syllabus and adviser recommendation, is sent to the chair of the RN to BSN Student Admissions and Standards Committee for review and approval. The student will be notified by the adviser or faculty of the decision. **This process may take up to six weeks.**

- c. One transfer course can be petitioned as a Nursing Supporting course with Academic or Faculty Adviser recommendation.

NOTE: For nursing supporting courses, the transfer course does **not** need to have been completed within the past five years. Student emails a request along with the transfer course syllabus to the Academic Adviser or Faculty Adviser. Faculty or Academic Adviser submits request through the course substitution system (CSRS) for review. Adviser recommendation and review and approval by the Associate Dean for Undergraduate Education is required for courses not on the college's list of previously approved courses. This review will be completed by the Nese CON Records Office.

6. Some general education courses accepted by Penn State from other accredited colleges and universities are direct equivalents of Penn State general education courses. The five-year requirement does not apply to these courses.

7. Some courses accepted by Penn State from other accredited colleges and universities as general credits (i.e., not as direct equivalent) must be petitioned to substitute for specific Penn State courses. The five-year requirement does not apply to these courses; only to Nursing courses or Nursing Supporting courses.
8. A policy of the Undergraduate Admissions Office is to articulate transfer credits to a Penn State student's record upon receipt of an official transcript from an institution that holds regional accreditation. All transcripts for transfer credits must be received **to Penn State Admissions** by:
 - March 1 for Spring graduation
 - October 1 for Fall graduation
 - June 1 for Summer graduation

Taking course work at another institution during the semester you intend to graduate could interfere with graduation if the credits are not transferred to their record by the deadline. **It is the student's responsibility to ensure that official transcripts with grades are received in the Undergraduate Admissions Office for timely posting to the student's Penn State transcript.**

9. To submit transfer coursework to Penn State, the student requests that an official transcript from the institution where the courses were completed be sent to the Undergraduate Admissions Office. This can be done one of three ways:
 - The institution mails an official transcript to the Undergraduate Admissions office at 201 Shields Building, University Park, PA 16802.
 - The institution faxes the official transcript to 814-863-7590. The fax **MUST** be sent from the institution, **NOT** the student.
 - The institution sends the official transcript through Parchment or eScrip-Safe to admissions@psu.edu or DASE@psu.edu. Please do not send the transcript to a specific person in the Undergraduate Admissions Office.

ATTENTION:

Tuition increases when a student accumulates 59.1 credits, including portfolio, transfer, and Penn State credits. If transfer credits are posted during the semester, and total credits is more than 59, a mid-semester tuition increase bill will be sent.

Revised 4/13/16
Revised 7/26/21

NURSING COURSE REQUIREMENTS AND COURSE DESCRIPTIONS

Required and Supporting Nursing Courses and their descriptions are listed on the subsequent pages, organized into their specific category.

Please note: all prerequisite, required nursing courses, and Nursing Supporting courses must be successfully completed with a grade of a “C” or higher.

While required courses and their prerequisites are outlined here, you should always consult with your Academic Adviser for guidance when planning and registering for courses, as each student’s situation is unique.

Please use “Class Search” to determine course offerings through your specific campus. Nursing Supporting Courses may not be offered at all campus locations, and they may not be offered every semester. Some electives are only offered through Continuing Education and/or World Campus.

Key to Semester Hour Designation

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

Each semester hour in *lecture* = 50 minutes contact

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

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

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

***Indicates course credits awarded by portfolio assessment**

NURS 200W Principles of Nursing Research and Evidence-Based Practice – 3 SH (3,0)

Introduction to principles and methods of nursing research and application of research evidence to practice.

Prerequisite: STAT 200 or STAT 250, NURS 225; or STAT 200 or STAT 250 and NURS 390 for NURN major

***NURS 225 Pathophysiology – 3 SH (3,0)** Designed to explore the illness component of health with emphasis on the pathophysiological and psychosocial aspects.

Prerequisite: NURS 250, NURS 251, BIOL 161, BIOL 163

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

Prerequisite: NURS 250, NURS 251

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

Prerequisite: BIOL 161, BIOL 163

NURS 251 Health Assessment – 3 SH (2,1) Designed to broaden the student's knowledge and skills in health assessment and physical examination across the lifespan.

Prerequisite: BIOL 161, BIOL 163

***NURS 301 Nursing Care of the Adult Client Requiring Medical-Surgical Intervention** – 4 SH (2,2) Therapeutic nursing care of the adult client in a variety of primarily medical-surgical settings.

Prerequisite: NURS 225, NURS 230

***NURS 305 Introduction to Pharmacological Concepts** – 3 SH (3,0) Study of basic concepts of pharmacology and relevant nursing implications.

Prerequisite: NURS 225, NURS 230; or approval of program; Concurrent: NURS 301, NURS 310

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

Prerequisite: NURS 225, NURS 230, NURS 305

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

Prerequisite: NURS 225, NURS 230

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

Prerequisite: NURS 225, NURS 230, NURS 305

NURS 352 Advanced Health Assessment for the Registered Nurse – 3 SH (2,1) Designed to extend the student's knowledge and skills in health assessment and physical examination across the lifespan.

Prerequisite: Eligibility for NURN major for RNs

NURS 357 Introduction to Nursing Informatics - 3 SH (3,0)

An introduction to nursing informatics focusing on technology applications to the nursing profession.

Recommended Prep – NURS 301, 306, 310, 320

NURS 390 (US) Transition and the Professional Nursing Role – (3) Transition to baccalaureate education and professional nursing practice, emphasizing leadership, management, and issues influencing nursing education and practice.

Prerequisite: eligibility for NURN major for RNs

NURS 417 (US; IL) Family and Community Health Concepts – 4 SH (4,0) Study of the concepts of family and community-based nursing care emphasizing multicultural influences on health practices.

Prerequisite: NURN Major; Recommended Prep - NURS 390, NURS 357

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

Prerequisite: all 300-level required NURS courses must be completed

***NURS 420 Mental Health Nursing** – 4 SH (2,2) Emphasizes clinical application of mental health theory in nursing care of patients with acute and chronic mental health problems.

Prerequisite: all 300-level required NURS courses must be completed

NURS 465 Health Concepts for Adults with Complex Health Care Needs – 3 SH In-depth study and application of the theoretical principles and roles of adult clients and families with complex healthcare needs.

Enforced Prerequisite: NURN Major; Recommended Prep - NURS 390, NURS 357

NURS 475 Integrated Concepts in Nursing Practice – 3 SH (2,1) Project-based capstone course for application of nursing concepts to health promotion/disease prevention in populations.

Prerequisite: NURS 417; and current and valid RN license

NURSING SUPPORTING COURSES –

Please use “Class Search” to determine course offerings. Nursing Supporting Courses may not be offered every semester at each campus location and some are only offered through Continuing Education (CE) and/or World Campus (WC).

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

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

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

NURS 303 Clinical Application of Laboratory Tests – 1 SH (1,0) A study of the background, meaning, and nursing implications of laboratory test results.

Prerequisite: NURS 250, NURS 225, NURS 230, NURS 251

NURS 401 (IL) Concepts of Health – 3 SH (3,0) Exploration of current and ancient concepts of health and their respective modes of intervention.

Prerequisite: PSYCH 100 or SOC 001

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

Prerequisite: NURS 401

NURS 403 School Health and Emergency Care of Children and Adolescents – 3 SH (3,0)

Techniques for higher-level care for school health and emergency situations and application-based education.

Prerequisite: BIOL 161, BIOL 163, HDFS 129

NURS 404 Cardiac Dysrhythmias: Interpretation, Treatment, and Nursing Management – 1

SH (1,0) An introductory course with a focus on dysrhythmia recognition and interpretation of abnormal 12-lead electrocardiograms (EKG, ECG).

Prerequisite: BIOL 161, BIOL 163

NURS 407 Drugs of Abuse and Mental Health Issues – 3 SH (3,0) Examines the health care needs across the lifespan of clients who have an alcohol or other drug disorder.

Prerequisite: BBH 143 or PSYCH 100 or approval of program

NURS 408 Clinical Application of Pharmacological Concepts – 1 SH (1,0) Study of the application of pharmacological concepts to the clinical setting.

Prerequisite: NURS 305, NURS 301, NURS 310, NURS 320

NURS 409 Introduction to Forensic Nursing – 3 SH (3,0) Provides an introduction to the forensic health sciences, forensic nursing, and the nursing role in the scientific investigation of violence.

Prerequisite: NURS 250, NURS 225, NURS 230

NURS 410 Forensic Evidence Collection and Preservation – 3 SH (3,0) Examines forensic nurse's role recognizing injuries/patterns of injury. Evidence collection procedures are examined from collection to courtroom presentation.

Prerequisite or concurrent: NURS 245 and NURS 409

NURS 411 Seminar in Forensic Nursing – (3) Seminar to discuss current topics, trends and research related to forensic nursing.

Prerequisite or concurrent: NURS 410

NURS 430 Organization and Administration for the Nurse Manager – 3 SH (3,0) Introduction to organizational theory and principles of practice in the administration of nursing services and patient care.

NURS 431 Data Management for Nurse Managers – 3 SH (3,0) Analysis of information systems to manage nursing service organizations; includes financial management, the budgeting processes, and productivity measurement.

Prerequisite: Prerequisite or concurrent: NURS 430

NURS 432 Nursing Management of Human Resources – 3 SH (3,0) Human resource management and related factors in nursing service organizations.

Prerequisite: Prerequisite or concurrent: NURS 430

NURS 433 Seminar for Nurse Managers – 3 SH (3,0) Course focuses on the application of management principles in the role of the nurse manager.

Prerequisite: Prerequisite or concurrent: NURS 430

NURS 440 Trauma/Critical Care Nursing – 3 SH (3,0) Focuses on the impact of and the nursing care of persons experiencing acute trauma and/or critical illness.

Prerequisite: NURS 301, NURS 310, NURS 320 or approval of nursing program

NURS 442 Introduction to Perioperative Nursing – 1 SH (1,0)

Basic introduction regarding fundamental principles and practices of the Operating Room Nurse when managing the care of the surgical patient.

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

Prerequisite: BIOL 161 or PSYCH 100

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

NURS 459 Legal and Professional Issues in School Nursing – 3 SH (3,0) Legal and professional issues of school nurses and delivery impact of health care in school environment.

Prerequisite: PSYCH 100 or SOC 001 or HDFS 129

NURS 460 Advanced Concepts in Clinical Nursing Informatics – 3 SH (3,0) An exploration of clinical informatics tools to support informatics practice.

Prerequisite: NURS 357 and NURS 458 Concurrent: NURS 458

NURS 463 Compassionate Counseling for Children/Adolescents Dealing with Dying, Death, Other Life Crises – 3 SH (3,0) Compassionate Counseling for Children and Adolescents Dealing with Dying, Death, and Other Life Crises.

Prerequisite: PSYCH 100 or SOC 001 or HDFS 129

NURS 464 (US; IL) **Dying and Death** – 3 SH (3,0) Explores attitudes toward death and dying; concept of grief; responsibilities to the dying person and the family.

Prerequisite: PSYCH 100 or SOC 001

NURS 468 Client Education Strategies for Nurses and Other Health Care Providers – 3 SH (3,0) Explores current and emerging roles of client education in the knowledge era.

Prerequisite: PSYCH 100 or SOC 001 or HDFS 129; 300-level standing or approval of the program

NURS 492 Emergency Care and Safety – 3 SH (3,0) A comprehensive first aid course designed to provide knowledge of pre-hospital emergency care at the First Responder level.

Prerequisite: BIOL 161, BIOL 163 or equivalent or approval of program

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

Prerequisite: seventh-semester standing

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

VARIABLE CREDIT INDEPENDENT STUDY OR SPECIAL TOPICS OFFERINGS (Consult with your adviser regarding these courses.)

NURS 197—Special Topics. 1-9 SH

NURS 495 – Independent Studies. (Clinical) 1-12

NURS 296—Independent Studies. 1-18 SH

NURS 496 – Independent Studies. (Theory) 1-18

NURS 297—Special Topics. 1-9 SH

NURS 497 – Special Topics. 1-9 SH

NURS 298—Special Topics. 1-9 SH

NURS 498 – Special Topics. 1-9 SH

NURS 397—Special Topics. 1-9 SH

NURS 499 – Foreign Study. 1-9 IL

NURS 398—Special Topics. 1-9 SH

INDEPENDENT STUDIES IN NURSING

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

Policies

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

- Students are limited to one NURS 495 enrollment in their academic career at Penn State with the following exception: the student has faculty permission to enroll in a second NURS 495 after all other first-time NURS 495 requests have been granted.
- Students who are graduating the semester in which they have requested a NURS 495 will be given enrollment priority.
- Enrollment in NURS 495 must be approved by the sponsoring faculty member prior to student enrollment.
- If clinical sites and/or clinical supervisors are unavailable or are inappropriate, it may not be possible to place students in the agencies of their choice.

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

- | | | |
|---|---|---|
| • 1 credit = 45 hours
per semester | • 2 credits = 90 hours
per semester | • 3 credits = 135 hours
per semester |
| • 4 credits = 180 hours
per semester | • 5 credits = 225 hours
per semester | • 6 credits = 270 hours
per semester |

In order to meet course objectives and agency requirements, **students are encouraged to enroll in a maximum of 3.0 credits for a NURS 495.** Faculty and student must be confident that this can be completed.

Procedures

1. Obtain a [*Request for Assignment to NURS 495*](#) application from the Ross and Carol Nese College of Nursing's (Nese CON) website.
2. Student will confer with a faculty member on the specifics of the NURS 495 including credits, placement, objectives, and evaluation.
3. The sponsoring faculty member signs the request and the form is submitted to the Nese CON's Associate Dean for Undergraduate Education or Nese CON Commonwealth Campus Coordinator for Nursing Program/s

Responsibilities

Student

1. In consultation with the Campus Coordinator and the Associate Dean for Undergraduate Education, initiate contact with the clinical preceptor and obtain curriculum vitae.
2. Once approval is received, develop with the assigned course/clinical instructor specific clinical objectives and desired learning experiences related to course objectives.
3. Maintain weekly contact with course/clinical instructor.
4. Assume responsibility for seeking learning experiences in conjunction with clinical preceptor and course/clinical instructor.
5. Participate in his/her evaluation with clinical preceptor and course/clinical instructor.
6. Participate in evaluation of course/clinical instructor and clinical agency.
7. Abide by agency policies.
8. Notify clinical preceptor in advance of absence or tardiness.

Course/Clinical Instructor

1. Provide and discuss with clinical preceptor and student the educational level, course objectives, desired learning experiences, and criteria for evaluation.
2. Maintain regular contact with clinical preceptor and student as appropriate.
3. Submit evaluations to the Ross and Carol Nese College of Nursing, and enter final grades on LionPATH within 48 hours after last day of classes.

Clinical Preceptor

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

Criteria for Selection of a Clinical Preceptor

1. Currently licensed as a Registered Nurse in the United States; RNs outside the U.S. will be evaluated individually.
2. Preferably a minimum of a baccalaureate degree in nursing.
3. Tangible evidence of commitment to further education and/or competency (workshops, conferences, certification, or enrollment in courses as documented on the curriculum vitae).
4. Experience as a Registered Nurse for at least one year in the clinical area of the present preceptorship.
5. Employment time in the setting sufficient for the clinical preceptor to be thoroughly familiar with the institution. (The actual time can be determined jointly by the clinical preceptor, agency, and course/clinical instructor.)
6. Voluntary acceptance of preceptor role.
7. The clinical preceptor may not be a family member or close friend of the student.

The Pennsylvania State University
COLLEGE OF NURSING

Request for Assignment to NURS 495

Last Name: First Name: Middle Initial:

PSU ID #: Date: Email:

Student Local Address:

Include Apt. #, Street address, zip code

Tel #: Current Semester Standing:

First Choice

Second Choice

Agency:

Geographic Location:

Clinical Specialty Area:

Instructor:

Brief Justification for Request:

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

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

For College Use Only

Faculty: ☐ Approved ☐ Denied

Date: Comments:

Associate Dean or Campus Coordinator: ☐ Approved ☐ Denied

Date: Comments:

Processed:

Return completed form to: College of Nursing's Undergraduate Associate Dean at University Park (106 Nursing Sciences Building), Hershey Medical Center (1300 ASB/A110), or the CON Commonwealth Campus Nursing office.

Revised 9/14/17 - lmh

The Pennsylvania State University
COLLEGE OF NURSING

NURS 495 - Evaluation

Last Name: First Name: Middle Initial:
PSU ID #: Email:
Clinical Preceptor Name: Vita: ☐ Yes ☐ No
Title:
Agency: Unit:

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

A. Student Strengths:

B. Student Areas Needing Improvement:

C. Overall Narrative Summary:

2. Recommended clinical evaluation (satisfactory/unsatisfactory):

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

Final Grade:

Clinical Preceptor Signature: Date:

Faculty Preceptor Signature: Date:

Student Signature: Date:

Return completed form to: College of Nursing's Undergraduate Associate Dean at University Park (106 Nursing Sciences Building), Hershey Medical Center (1300 ASB/A110), or the CON Commonwealth Campus Nursing office.

Revised 9/14/17 - lmh

Policies

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

- Students are limited to one NURS 496 enrollment in their academic career at Penn State with the following exception: the student has faculty permission to enroll in a second NURS 496 after all other first-time NURS 496 requests have been granted.
- Students who are graduating the semester in which they have requested NURS 496 will be given enrollment priority.
- Enrollment in NURS 496 must be approved by the sponsoring faculty member prior to student enrollment.
- If project sites and/or supervisors are unavailable or are inappropriate, it may not be possible for students to complete the project of their choice.

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

- | | | |
|---|---|---|
| • 1 credit = 45 hours
per semester | • 2 credits = 90 hours
per semester | • 3 credits = 135 hours
per semester |
| • 4 credits = 180 hours
per semester | • 5 credits = 225 hours
per semester | • 6 credits = 270 hours
per semester |

Procedures

1. Obtain a [NURS 496](#) application from the Ross and Carol Nese College of Nursing's website.
2. Make an appointment with the instructor. The student and faculty member must complete the *Request for Assignment to NURS 496* and Section I of the *Record of Independent Study*, and submit both forms to the Campus Coordinator.
3. **The student is responsible for following campus guidelines for registering for the course via LionPATH.**
4. A signed copy of the *Request for Assignment to NURS 496* and a copy of the *Record of Independent Study* will be returned to the student and instructor.
5. The completed *Record of Independent Study* form will be returned to the instructor at the end of the semester; Section II is then completed.
6. Evaluations (*Record of Independent Study*) are due in the Nese CON's Student Success Center for UP/HMC, or Nese CON Commonwealth Campus Nursing office within 48 hours after the last day of classes in the semester.
7. Final grades must be posted to LionPATH within 48 hours after the last day of classes in the semester.

The Pennsylvania State University
COLLEGE OF NURSING

Request for Assignment to NURS 496

Last Name: First Name: Middle Initial:

PSU ID #: Date: Email:

Student Local Address:
Include Apt. #, Street address, zip code

Tel #: Area of Study:

Brief Justification for Request:

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

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

For College Use Only

Faculty: ☐ Approved ☐ Denied

Date: Comments:

Associate Dean/Campus Coordinator: ☐ Approved ☐ Denied

Date: Comments:

Processed:

Return completed form to: College of Nursing Undergraduate Associate Dean at University Park (106 Nursing Sciences Building), or Hershey Medical Center (1300 ASB/A110), or CON Commonwealth Campus Nursing office.

Revised 9/14/17 - lmh

The Pennsylvania State University
COLLEGE OF NURSING

NURS 496 - Record of Independent Study

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

Section I:

1. Title or descriptive statement of the Independent Study.

2. Purpose of the Independent Study.

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

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

Section II: (To be completed at the end of the semester)

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

Number of credits: Grade:

Faculty Signature: Date:

Student Signature: Date:

Student PSU ID #:

Revised 9/14/17 - lmh

UNDERGRADUATES ENROLLING IN GRADUATE COURSES

Undergraduate students who wish to enroll in 500-level courses may do so according to the requirements listed below and by completing the required form “[Undergraduate Student to take 500-Level Courses](#)”: Every form must have the instructor’s signature.

1. Every UGRD student (SHC students included) who wants to enroll in a GRAD course needs to use the Undergraduate Student to take a 500 or 800-Level Course form.
2. Every form must have the instructor’s signature.
3. Schreyer students simply need to obtain the instructor’s signature regardless of GPA. The instructor signs the form.
4. IUG students simply need to obtain the instructor’s signature regardless of GPA. The instructor signs the form.
5. All other students (non-SHC and non-IUG) must have 400 level status and need to obtain the instructor’s signature on the form. If the student’s GPA is at least a 3.5 then no other signatures is required after obtaining the instructor’s signature. If the student’s GPA is between 3.0 and 3.49 then that student’s advisor is also required to sign the form.
6. All forms should be submitted to Graduate Enrollment Services.

All completed forms must be submitted to Graduate Enrollment Services (114 Kern). Upon submission to Graduate Enrollment Services, the request will be reviewed. If approved, Graduate Enrollment Services will notify the student and Registrar’s Office of the approval, and the student will be enrolled in the course.

Revised Oct 2017

MULTIPLE CAMPUS REGISTRATION

Every Penn State student is assigned a home campus where he/she must register. Multiple-campus registration is a procedure for students who want to enroll in courses at his/her assigned campus and at another Penn State campus (or campuses) in the same semester or session.

- When planning a multiple-campus registration, the student should consult with his/her adviser.
- NURN students may schedule nursing courses via World Campus without needing special permission.
- Courses can be scheduled for World Campus by calling 1-800-252-3592. Select option #1 for Current Students, then option #1 to schedule a course.
- At least one half of the student’s total semester credits must be from courses offered by the home campus.
- If a student is taking more than 50% of credits at a campus other than their home campus, the student should request a [temporary change of campus](#).

Student Action if the other campus (including World Campus) is not University Park:

1. [Register](#) for a course or courses at your assigned campus.
2. Use the [Class Search](#) to identify courses you would like to schedule at another campus and save them in your LionPATH shopping cart.
3. Contact the [Registrar's office](#) at the other campus for permission to add the course(s).
4. With permission, the course(s) can be added on or after your registration date.

Student Action if the other campus is University Park:

1. [Register](#) for a course or courses at your home campus.
2. Obtain permission from the University Park [department](#) that offers each course that you want.
3. If permission is granted, the department will add the course to your schedule.

Summer Registration at Alternative Penn State Campuses

Without requesting a change of campus, a student may register for course work at one or more alternate Penn State campuses during summer session(s) and then return to his/her assigned campus for fall semester.

Student Action

1. Discuss a summer schedule plan with your academic adviser.
2. Decide on the Penn State campus(es) and consult the [Class Search](#) for summer.
3. To register, follow the directions for Registration.
4. Keep your local address up to date so you will receive critical information. Use LionPATH to change your personal information if necessary.

Note: Students are expected to return to their assigned Penn State campus for fall semester unless a change of campus has been processed for fall.

Temporary Change of Campus (Other than Summer)

A student may request a change of campus on a temporary basis for one semester (for example, if a student needs to be closer to home). This is the appropriate action even if it's a student's final (graduating) semester. The student's request must be approved by officials at both the student's assigned campus and the requested campus. An approved temporary change of campus will automatically result in a return to the original campus for the next semester.

Student Action

Consult with your [appropriate dean's office](#). Approval of the change request is based on the rationale for the change, the plan for meeting degree requirements at the desired Penn State campus, and the space available at the desired campus.

Students who want to change campuses for more than one semester will need to repeat the temporary change of campus procedure for a succeeding semester.

RETURNING AFTER TIME AWAY FROM THE UNIVERSITY

The admissions process for resuming studies as a Penn State student is called re-enrollment. Students planning to resume studies with Penn State World Campus can visit <http://www.worldcampus.psu.edu/admissions/returning-students> for more information that can be helpful in determining which path to take.

Re-enrollment

Re-enrollment allows former degree-seeking students to resume their studies. Traditional-aged students need to apply for re-enrollment after being away from school for one semester. Adult learners need to apply for re-enrollment after being away from school for 3 or more years. Students who qualify for re-enrollment:

- have a 2.00 or higher cumulative GPA as of their most recent semester at Penn State
- meet the entrance-to-major requirements of their intended degree program
- are in good disciplinary standing with the University.

In order to re-enroll with Penn State, students will need to complete the [Re-enrollment Form](#) and indicate the campus in which they plan to enroll.

Adult Learners

An adult learner who wants to return to the University after a period of non-enrollment does not need to follow the re-enrollment procedures if all of the following criteria apply:

- the period of non-enrollment has been less than three years,
- the student is seeking entrance to a major in which they were previously enrolled, and
- the [requested major](#) is authorized to be eligible for this exception. (Nursing has authorized this for RN to BSN students.)

The adult learner who does not meet the above criteria must apply for re-enrollment.

Academic Renewal

For students considering resuming their academic career, Academic Renewal is frequently an option. To qualify, returning students must not have taken any Penn State courses in the last four years. Academic renewal allows a returning student to retain any Penn State courses with a C or higher letter grade and to reset their GPA.

It is necessary for the student to meet with an academic adviser to consider carefully the advantages and disadvantages of academic renewal in relation to his or her academic record and progress toward a degree. For example, if the student has received a D in a number of courses that would meet degree requirements, the renewal might not be appropriate because it could unnecessarily delay the student's progress.

ACADEMIC SUCCESS

DEFINITION OF GRADES

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

Ross and Carol Nese College of Nursing (Nese CON) Grading Scale

Grade	Grade-Point Equivalent	Nese CON Grading Scale
A	4.00	94-100
A-	3.67	90-93
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	75-76
D	1.00	68-74
F	0	Below 68

***Note that coursework completed outside of the Ross and Carol Nese College of Nursing may adhere to an alternate grading scale.**

NURSING COURSE EXAMINATION ROUNDING POLICY

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

SYLLABUS STATEMENT:

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

Procedure:

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

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

Effective: Spring 2016

ACADEMIC SUCCESS

The Ross and Carol Nese College of Nursing is committed to the academic success of every student so that they can fulfill their academic goals. Students are ultimately responsible for seeking assistance if experiencing academic difficulty and are encouraged to reach out to the course instructor, academic advisor, and/or the Campus Coordinator for Nursing Program/s for resources to aid with academic success. Students are encouraged to seek assistance early and use internal and external resources, such as tutoring, as necessary for success (<https://success.psu.edu/>).

Revised Summer 2020

ACADEMIC PROGRESSION/ STUDENT ACADEMIC DIFFICULTY

Students are expected to progress through the program in a timely manner in compliance with an individualized plan of study. One of the responsibilities of the RN to BSN Student Admissions and Standards Committee is to monitor the academic progression of students in the nursing program. The committee believes that the student is ultimately responsible for seeking assistance when experiencing academic difficulty. However, the student may need to know that their progress is being monitored and that the faculty is committed to helping the student achieve success. This plan for early identification and follow-up of students experiencing academic difficulty is designed to ensure that students are well informed about strategies for success, including university resources and assistance.

Plan for Early Identification of Academic Difficulty and Follow-up

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

Revised: Summer 2012
Revised: Fall 2015
Revised: Spring 2016
Revised Spring 2019
Revised Fall 2019

Academic Difficulty Notification Letter

Date

Name

Address

Address 2

Dear (Student Name):

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

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

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

Please let me know if we can be of further assistance to you. We wish you success in the future.

Sincerely,

Chair, RN to BSN Student Admissions and Standards Committee

Campus Coordinator

cc: Adviser
 Course Coordinator

**The Pennsylvania State University
Ross and Carol Nese College of Nursing**

REPORT OF STUDENT INITIATED CONTACT FOR ACADEMIC DIFFICULTY

DATE: _____

STUDENT NAME: _____

COURSE: _____

TYPE OF CONTACT: ☐ Phone
 ☐ Meeting
 ☐ E-Mail
 ☐ Other: _____
 ☐ Student made no attempt at contact (*skip to bottom of form and sign*)

RECOMMENDATIONS MADE: _____

Continue on back of form if necessary.

SIGNATURE: _____

☐ Faculty Adviser

☐ Course Coordinator

☐ Clinical Instructor

Due By: _____

Return form to: Campus Coordinator

Revised: Summer 2012

ACADEMIC GRIEVANCE PROCEDURES

The following assumptions are acknowledged:

- All members of the University community, students, faculty, and administration have rights and responsibilities which support Penn State as an institution of higher learning
- Students, faculty, and administration sometimes have differing perceptions of what these rights and responsibilities are
- Students of the nursing program are subject to procedures for resolving grievances of an academic nature in accordance with [*The University Faculty Senate Policies and Rules for Undergraduate Students*](#).

GRADE MEDIATION AND ADJUDICATION

The basis for grades, as stated in [Senate Policy 47-20](#), is "...the instructor's professional judgment of the student's scholastic achievement..." Occasionally, a disagreement arises in the assignment of a grade. A student who wishes to question or challenge the grade assigned in a course must follow the G-10: Grade Mediation and Adjudication Policy (<https://undergrad.psu.edu/aappm/G-10-grade-mediation-adjudication.htm>) .

Nursing's accreditation standards require that the Nese CON must ultimately be responsible for assigning the nursing course grade. The following is interpretation of grade adjudication for nursing students:

1. Meet and discuss grading practices and assignments with the course instructor. It is expected that the student and instructor will try to eliminate any misunderstandings and will attempt to work out any disagreements over grades.
2. If unresolved, the student should meet with campus coordinator for nursing program/s to review the issue and seek resolution.
3. If unresolved, the student should seek formal grade adjudication:
 - a. Complete a Grade Adjudication Petition Form (found here https://undergrad.psu.edu/aappm/grademed_2020.pdf)
 - b. For non-UP campus students, submit form to the campus associate dean or director of academic affairs, who will consult with nursing.
 - c. For UP/HY students, submit the form to the associate dean of the CON.
4. The petition must be submitted no later than ten weeks following the end date of the course (as it appears in the schedule of courses).
5. The petition must present clear evidence that the assignment of the grade was based upon factors other than the academic judgment of the instructor.

6. After review of the petition, the associate dean/director of academic affairs will consult with nursing and provide the student and the instructor with the recommended course of action.
7. If either the student or the instructor do not accept the recommended course of action from the associate dean/director of academic affairs, they may appeal the determination within ten (10) business days.
8. The associate dean at the campus and nursing and/or director of academic affairs will appoint an ad hoc committee of three (3) faculty with appropriate expertise to determine a grade, which concludes the adjudication process.

Students should review the G-10 policy (<https://undergrad.psu.edu/aappm/G-10-grade-mediation-adjudication.htm>) in its entirety and seek clarification if needed.

Revised January 2020

CERTIFICATE PROGRAMS

UNDERGRADUATE NURSING CERTIFICATE PROGRAMS

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

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

[Nursing Forensics](#)

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

Courses

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

[Nursing Informatics](#)

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

Courses

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

[Nursing Management](#)

Set yourself apart from other registered nurses on the career ladder by gaining the tools needed for nurse manager positions. Enrich your knowledge of basic healthcare organizations and administration. Receive your certificate in Nursing Management from the Penn State Ross and Carol Nese College of Nursing here at Penn State.

Courses

NURS 430 Organizations and Administration for the Nurse Manager

NURS 431 Data Management for Nurse Managers

NURS 432 Nursing Management of Human Resources

NURS 433 Seminar for Nurse Managers

Student Action:

1. Apply to the certificate by going to <https://www.nursing.psu.edu/undergraduate-certificates/> . Go to Undergraduate Certificates and fill out the **intent form**.
2. Students who successfully complete all required courses specific to the certificate program will earn a certificate.
3. Once you have completed the certificate, go to the above web site and fill out the **completion form**.

RN TO BSN CLINICAL COMPLIANCE REQUIREMENTS

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

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

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

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

RN TO BSN OPTION CLINICAL COMPLIANCE REQUIREMENTS (CR)

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

INFORMATION RELEASE

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

Some clinical sites require copies of various clearance forms as well as the student's entire Social Security number, which will be provided directly to the clinical institution by the student.

STUDENT NOTIFICATION OF PROGRAM REQUIREMENTS FORM

Directions: Please read and complete this form.

1. **HANDBOOK:** The student is accountable for all policies and information contained within the Student Handbook. The student handbook can be found online at the following website:
<https://www.nursing.psu.edu/student-handbooks/>

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

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

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

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

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

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

PRINT NAME _____ PSU ID # _____

SIGNATURE _____ DATE _____

Please complete the form and return to your Campus Coordinator.

RN TO BSN POLICY FOR REQUIRED CLINICAL EXPERIENCE

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

The following courses include credits for clinical experiences:

NURS 475 – 1 clinical credits – This clinical experience involves working with an individual within a community and it can be completed within or outside of a healthcare system. Some of the clinical time/experience is also embedded within the course.

NURS 495 – up to 3 clinical credits – This clinical experience is an Independent Study, developed and initiated by the student with approval from the Ross and Carol Nese College of Nursing faculty. This is not a required course.

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

- Clinical experiences allow the RN student an exciting opportunity to analyze and evaluate aspects of healthcare that align with the student's career and behavioral goals. For a focused growth experience, a variety of opportunities exist; please discuss options with your instructor and refer to the project and opportunity examples that follow
- The experiences should meet the course objectives outlined in the syllabus. Clinical experiences require the RN student to work under the preceptor's supervision. Clinical practicums may require the preceptor to be present at all times. A clinical preceptor (see Criteria for Selection of Preceptor) may be the course coordinator. Required clinical hours include working collaboratively with healthcare team members.
- Direct clinical experiences for RN to BSN students incorporate the nursing process of assessment, planning and implementation which affects patient outcomes. CCNE defines clinical practice experiences as planned learning activities in nursing practice that allow students to understand, perform, and refine professional competencies at the appropriate program level. Clinical practice experiences may be known as clinical learning opportunities, clinical practice, clinical strategies, clinical activities, experiential learning strategies, or practice (Standards for Accreditation of Baccalaureate and Graduate Nursing Programs, 2013, p. 21).
- Clinical experiences fulfill academic requirements and may **not** be part of the RN student's paid employment. Ideally, the student's experiences should be *outside* of her/his usual place of employment. However, the student's employment location may offer *other* educationally appropriate experiences. Such opportunities should be selected in consultation with the course coordinator and still must occur outside of the student's paid employment
- Clinical hours may not be used to satisfy requirements for more than one course. Using the same clinical hours to satisfy requirements for more than one course is a violation of academic integrity
- Always remember to wear professional attire and identify yourself as a Penn State Ross and Carol Nese College of Nursing RN to BSN student in any clinical facility or project location

Revised Fall 2019

Clinical Experience Guidelines

A clinical experience is a “Health-Related Activity”:

The student may be in a healthcare setting **or** complete a health-related project. The student develops goals (based upon Bloom’s Taxonomy) and submits these to the instructor. If a student wants to use an agency (e.g., hospital) it is the student’s responsibility to contact staff development, find a preceptor (often the staff development nurse assists with this), set up the experience, and obtain any compliances required by that agency (CPR certification, immunizations, malpractice insurance, etc.). The campus coordinator is also available to assist with this process. The course instructor approves the site and preceptor or the project (if a student is not going to an agency). It is also the student’s responsibility to consult with the campus coordinator to ensure that there is an active Academic Affiliation Agreement for the site/agency.

Revised Fall 2019

Academic Affiliation Agreements

World Campus (WC) Students:

Student Clinical Experience, non-project based.

Some sites require that any student (and in some cases students who are also employed at the site) complete an Academic Affiliation Agreement to conduct clinical hours within a clinical site. This is an agreement between the site and Penn State Ross and Carol Nese College of Nursing. Academic Affiliation Agreements may take up to 12 months to complete so identifying the site early in the academic plan of study is essential. Students will submit an Academic Affiliation Request Form at the end of the first semester of study (full-time students) and at the end of the second semester of study (part-time students). The Request Form will be submitted by email to Dr. Mary Alyce Nelson at mun138@psu.edu. Once the form is submitted, Penn State Ross and Carol Nese College of Nursing will initiate contact with the site to facilitate the Agreement process. Students will be advised when the Agreement is approved and signed. In some instances, a site may not agree to an Affiliation. In that case, the student will be required to select another option for the practicum/clinical site. It is important to have a primary site choice identified for the practicum courses and alternate sites in mind in case the first site agreement is not successful. The Request Form will be made available to the students via the Nese CON website. Students may not register for any clinical/practicum course without completing the Academic Affiliation Request process. Course Faculty must also approve your practicum preceptor. Once a preceptor and site have been identified and Affiliation Agreement confirmed, the following information should be sent to the course instructor: Full Name of the Preceptor, Name of the Practice/Site, Full Practice Address, Phone number, email, and phone number.

Students at Commonwealth campuses: Contact the RN to BSN Campus Coordinator at the designated campus for a list of clinical agencies and follow campus processes for affiliation agreements.

Revised Fall 2017
Revised Fall 2019

Forms and Student Responsibilities:

The Ross and Carol Nese College of Nursing Campus office needs a copy of the following signed by the student by the end of the first week of class: (Documents located on the Ross and Carol Nese College of Nursing website at <http://www.nursing.psu.edu/student-forms/> and in the Student Handbook)

Student Notification of Program Requirements Form – submitted once

Copy of RN License – send in again if renewed.

RN student action steps:

1. Submit the documents listed above.
2. Develop clinical or project goals.
3. Decide upon an experience or a project as the Health-Related Activity for the clinical experience that fulfills the goals
4. Ensure the agency has an affiliation agreement with Penn State, if completing a clinical experience.
5. If using an agency – contact their staff development, find a preceptor, have the [Preceptor Information Form](#) and the [Agency Letter of Agreement](#) paperwork signed, share the [Preceptor Resource Guide](#), and obtain any agency compliances.
6. Obtain instructor approval.

The course instructor needs to:

1. Approve the student's goals.
2. Approve the site and preceptor or any project, if not using an agency.
3. Receive the signed forms: Preceptor Form and the Agency Letter of Agreement, if student is going to an agency.

Developing Goals:

The student is encouraged to think about some of the following questions before submitting the goals to the instructor for approval:

1. What health-related activity (either in an agency or as a project) will help me to meet my career goals?
2. How do I view health, illness, healthcare, nursing, etc.?
3. How do other persons define health, illness, healthcare, nursing, etc?
4. How would I like to impact healthcare regulations (governmental), accreditation issues (Safety, Quality indices), insurance, etc.?
5. Do you need to investigate a particular area of healthcare or nursing role **or** can you help someone or a group who has a health or healthcare issue?

Logs:

Most instructors require logs. This communication pathway demonstrates how well you analyze your clinical activities and facilitates progression towards meeting your goals and course objectives. Your instructor will give you more information about the logs.

Clinical Experience Completion

At the end of the clinical experience, students will be asked to complete evaluations of their clinical agency and preceptor using these forms:

- Student Evaluation of Clinical Experience (form provided in Canvas)
- [Student Evaluation of Clinical Preceptor](#) (on CON website, listed under RN to BSN Program forms)

Examples of previous RN students' experiences:

- Interviewed Guided Care Managers and designed a presentation of the new Guided Care role
- Case Management with insurance company (BC/BS)
- Care Management with a Trauma Care Coordinator
- Case Management in Obstetrics and an obstetric project
- Quality Improvement observation & project
- Developed a lecture and presented to nursing students
- Developed a post-clinical teaching experience for nursing students about pain medication with pre- & post-test
- Developed an evidence-based practice (EBP) policy for nursing home staff for measuring temperature, included intervention protocol for hypothermia & hyperthermia
- Developed and organized a Brown Bag Medication Health Teaching session at a Senior Center
- Collaborated with an agency to identify, investigate, develop, implement, and evaluate a pilot evidence-based practice (EBP) project following a specific EBP model (was completed over two clinical courses)
- Developed a Heart Healthy Education Program to be implemented in K-6 physical education classes in elementary schools
- Collaborated with a School of Nursing Simulation Laboratory Coordinator to develop and implement comprehensive case studies using Simulation technology
- Developed, implemented, and evaluated a comprehensive weight management program, presented bi-weekly during the semester, with adults living in an assisted living apartment complex (provided B/P screenings to encourage attendance)
- Collaborated with a school nurse to develop, implement, and evaluate a health education fair at a local school
- Administered a BP screening and assessment of clients at a homeless shelter
- Interview of persons working at homeless shelter

Other suggestions:

- Shadow an administrator of a nonprofit, profit, or public agency
- Investigate allocation and/or utilization of healthcare resources in a geographical setting
- Join and/or lead a support group – review group dynamics and current research on topic
- Client/Community education
- Compare regulations (Governmental, Accrediting bodies – e.g., JACHO) between healthcare agencies
- Analyze a professional health or nursing organization at the local level vs. the national level
- Examine program planning at agencies, e.g., Red Cross – explore what is involved in planning for blood donation drives
- Develop simulation case scenarios

The student should contact the RN to BSN Campus Coordinator at the designated campus regarding any questions about the RN to BSN option's clinical experiences.

Revised Spring 2016

Criteria for Selection of a Preceptor

1. Currently licensed as a Registered Nurse in the United States; RNs outside the U.S. will be evaluated individually.
2. Preferably a minimum of a baccalaureate degree in nursing.
3. Tangible evidence of commitment to further education and/or competency (workshops, conferences, certification, or enrollment in courses as documented on the curriculum vitae).
4. Experience as a Registered Nurse for at least one year in the clinical area of the present preceptorship.
5. Employment time in the setting should be sufficient for the clinical preceptor to be thoroughly familiar with the institution (The actual time can be determined jointly by the clinical preceptor, agency, and course/clinical instructor).
6. Voluntary acceptance of preceptor role.
7. The clinical preceptor may not be a family member or close friend.

Evaluation of the Clinical Experience (Pass/Fail):

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

Approved: Spring
Revised: Fall 2015
Revised: Fall 2017
Revised Fall 2019

Clinical Evaluation Form:

**The Pennsylvania State University
Ross and Carol Nese College of Nursing
RN to BSN Student
NURS 475 and NURS 495
Clinical Evaluation Form**

TO BE COMPLETED BY STUDENT, PRECEPTOR, AND FACULTY

Name: _____

Course: _____ Section: _____ Semester & Year: _____

Instructor: _____

Preceptor Name: _____ Email: _____

Title: _____

Agency: _____ Unit: _____

Agency Address: _____

1. Student Self-Evaluation

A. Clinical Objectives met? ____ Yes ____ No

B. Strengths:

C. Areas Needing Improvement:

D. Overall Narrative Summary:

2. Preceptor Feedback

A. Student Strengths:

B. Students Areas Needing Improvement:

C. Overall Narrative Summary:

3. Faculty Evaluation

A. Student Strengths:

B. Students Areas Needing Improvement:

C. Overall Narrative Summary:

4. Recommended Clinical Evaluation ____ Satisfactory ____ Unsatisfactory ____

5. Were the course objectives achieved? ____ Yes ____ No

Student Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Revised April 17, 2020

**The Pennsylvania State University
Ross and Carol Nese College of Nursing**

AGENCY LETTER OF AGREEMENT

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

_____ RN, in NURS _____ section _____ Instructor _____

is requesting approval to complete a clinical experience or observation experience or internship in the

_____ area of your clinical facility under the clinical supervision

of _____ (preceptor) during the _____ semester.

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

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

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

Student _____ Date _____

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

Director or Administrator _____ Date _____

Title _____

Preceptor _____ Date _____

Title _____

Course Instructor _____ Date _____

Revised: March 2012

Preceptor Information Form

**Penn State Ross and Carol Nese College of Nursing
Preceptor Information Form**

Course: _____

Semester: _____

Student Name: _____

PRECEPTOR INFORMATION

Preceptor Name	
RN License #/ State	
Title/Position	
Place of Employment	
Employer's Address	
Manager's Name and Phone Number	

CONTACT INFORMATION

Preferred Mailing Address:	
Telephone Number:	
Email Address: <i>(an email that you check often or daily)</i>	
Preferred method of contact <i>(please indicate ✓)</i>	Phone: _____ Email: _____

CERTIFICATIONS

Name of Certification(s)/Expiration Date	

PROFESSIONAL MEMBERSHIPS

Name of Organization(s)	

EDUCATION

Degree	Year Graduated	School/Program	Address/Location

WORK EXPERIENCE**Work Experience (Please include all related experience):**

Total years of experience as a Registered Nurse: _____

Years of Experience as: _____ Staff Nurse; _____ Charge Nurse; _____ Team Leader; _____ Nurse Manager; _____ Other Leadership Role _____

Years of Experience in Nursing Specialty: _____ Med-Surg; _____ Telemetry; _____ Critical Care _____ L&D; _____ Pediatrics; _____ NICU; _____ Other (specify) _____

Dates	Position Held	Employer's Name and Address/Location

CLINICAL AGENCY INFORMATION

Name of Organization(s)	Address of Organization
Contact Person Name	Contact Person Email Address
Area to be used for clinical experience	

SIGNATURES:

Student:

I request the Ross and Carol Nese College of Nursing's approval for a clinical experience with the above instructor and agency.

Signature_____ Date_____

Preceptor:

I agree that the information provided above is true to the best of my knowledge. I agree to provide a precepted clinical experience at the above agency for this student.

Signature_____ Date_____

For RN to BSN Program Option Only:

Instructor:

I approve this student's experience with the preceptor and agency designated above.

Signature_____ Date_____

Revised 2/25/20; 8/09/22

COVID-19 STATEMENT

ATTENTION ALL STUDENTS

COVID-19 Vaccination Compliance Information

Students are responsible for staying current and complying with the most recent requirements related to COVID-19 at the University and within any clinical/practicum site.

- University information on COVID-19 is located at <https://virusinfo.psu.edu/>. This site will post information on required University mitigations such as masking or testing when conditions warrant.
- Current CDC guidance located at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- University learning resources regarding health and safety are located at <https://keeplearning.psu.edu/>.
- Students should remain flexible to adapt to changing COVID-19 conditions during the academic year.

At the start of AY 2022-23, all persons working, performing student activities, or visiting a health care entity that is covered by the Centers for Medicare and Medicaid Services (CMS) vaccination mandate must do the following:

- Wear required masks and all required PPE. Accepted mask types will be designated by the clinical site and Nese CON.
- Demonstrate evidence of being fully vaccinated for COVID-19 or have an approved accommodation.
- Students need to upload the COVID-19 vaccine card (both sides) to MyUHS as part of the health screen information. Those instructions are located at <https://studentaffairs.psu.edu/submit-immunizations>.

If a student is not vaccinated and wants to seek a religious accommodation, then our University Affirmative Action Office (AAO) is the lead. The process for a student (under the CMS requirements) for requesting an accommodation is at this link. <https://affirmativeaction.psu.edu/covid-19-information/>.

If a student is not vaccinated and wants to seek a medical accommodation, then UHS is the lead. That link is <https://studentaffairs.psu.edu/covid-19-support/compact-conduct-and-compliance/covid-19-vaccine-accommodation-requests>.

If you are experiencing symptoms of COVID-19 or have tested positive for COVID-19, **DO NOT** attend in person class or complete clinical practicum hours. Please notify your instructor immediately. More information on university support resources for students and COVID-19 may be found at <https://virusinfo.psu.edu/>.

All nursing students must complete required compliances for this academic year. Please refer to the student handbook and the American Data Bank compliance package.

CLINICAL POLICIES

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

PRECLUDED STUDENTS FROM CLINICAL INSTITUTION

All students will be expected to comply with all requirements set forth by the clinical institution, including their code of conduct. The institution reserves the right to prevent entry or request withdrawal from the clinical site any student the institution believes constitutes a risk of harm to patients, visitors or employees or who fails to follow the institution's policies and procedures.

If students are precluded from a clinical site by an institution, the Ross and Carol Nese College of Nursing has no obligation to find an alternative clinical site for the student, and this may prevent the student from progressing in the Nursing Program.

PATIENT CARE

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

CLINICAL SAFETY POLICY

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

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

IMPAIRED STUDENT NURSE POLICY

I. POLICY

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

II. STATEMENT OF PURPOSE AND INTENTION

- A. Students enrolled in the Nese CON at the undergraduate and graduate level engage in clinical rotations and training on the campus of The University and at various types of healthcare facilities, including, but not limited to, University skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools, and community agencies.
- B. Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to the student, patients and others.
- C. The University and the Nese CON require all nursing students engaged in Clinical Activities be free from the influence of drugs and alcohol.
- D. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing, and the standards set forth in Pennsylvania’s Professional Nursing Law (63 P.S. § 224, *et. seq.*).
- E. This policy is not intended to apply to the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not violate any federal law or interfere with the safe and efficient performance of the Student’s Clinical Activities.
- F. Penn State complies with the Federal Drug-Free Schools and Communities Act Amendments of 1989 (<https://policy.psu.edu/policies/ad87>). Pursuant to this Act, all forms of marijuana, including medical marijuana, are classified as prohibited controlled substances. Additionally, alcohol, illegal drugs, and legal drugs obtained without a prescription or which may impair a student’s ability to perform his/her educational responsibilities are strictly prohibited. Students are subject to drug screening as part of their required nursing compliances. A positive drug screening for marijuana will be deemed a positive test and will result in a student being dismissed from the program, even if the student has been lawfully certified to use medical marijuana and/or possesses a valid medical marijuana identification card issued in accordance with applicable state law.

III. DEFINITIONS

- A. “Alcohol” means beer, wine and all forms of distilled liquor containing ethyl alcohol.
- B. “Clinical Activities” shall refer to those duties or activities required of Nese CON students, whether on the campus of The Pennsylvania State University or at an outside Host Facility, which involve direct patient care or interaction with a patient or research

subject for purposes of medical care, treatment, or testing, and/or as part of a Clinical Program.

- C. "Clinical Program" shall refer to the assignment of Nese CON students to healthcare facilities, University skills or simulation laboratories, etc., for the purpose of gaining practical experience and/or engaging in patient care, in fulfillment of degree or course requirements.
- D. "Drug" means hallucinogenic or narcotic drugs or other drugs/substances which tend to impair judgment or coordination including, but not limited to, substances controlled by State or Federal laws.
- E. "Drug Paraphernalia" means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling or otherwise introducing a drug into the human body. This includes, but is not limited to, all equipment, products and materials prohibited or controlled by State or Federal laws.
- F. "Host Facility" shall mean any place other than a campus of The Pennsylvania State University where a student is engaged in Clinical Activities in fulfillment of degree or course requirements, including but not limited to healthcare facilities, hospitals, physician offices, long-term care facilities, clinics, schools and community agencies.
- G. "Student" is an undergraduate or graduate student enrolled in the Nese CON.
- H. "Clinical Instructor/Supervisor" is the person the Nese CON assigned to oversee a student while engaged in performance of a Clinical Program and/or while engaged in Clinical Activities. Clinical Instructors are faculty employed by Penn State Nese CON. Supervisors are employees of the facility at which a Clinical Program takes place.

Note: Defined terms are capitalized herein.

IV. DRUG AND ALCOHOL POSSESSION AND USE

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

2. Legitimate distribution of medications. The prohibitions set forth in this Policy do not apply to legitimate distribution of medication as may be an assigned duty in a clinical program.
- C. Students who participate in Clinical Programs at outside facilities are subject to the rules and regulations of the Host Facility and Penn State Ross and Carol Nese College of Nursing. This may include drug and/or alcohol testing. Testing for illegal drugs or alcohol may be required by the Host Facility prior to commencement of a clinical program, on a random basis, following an accident, or upon observation of conduct which may be indicative of drug or alcohol use. Neither the University nor the Nese CON has control over the manner in which testing is carried out by a Host Facility. If a test indicates the presence of illegal drugs or alcohol, and if the test results are provided to the Nese CON, this information will be utilized in the manner set forth herein.

V. PROCEDURES

- A. Failure to cooperate with the procedures set forth herein may result in termination of a Student's clinical program, which will carry with it serious consequences for the Student's ability to complete his or her course of study in the Nese CON.
- B. In order to assure compliance with this Policy and as a condition of continuing to participate in Clinical Activities and/or a Clinical Program, Students are required to cooperate with the procedures outlined herein, including Drug and Alcohol testing. Such tests may be administered upon a finding of reasonable suspicion that a Student has used Drugs or Alcohol while engaged in Clinical Activities. Reasonable suspicion shall be determined by the Clinical Instructor/Supervisor, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication, such as: impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements or erratic behavior. In making a determination of reasonable suspicion, the Clinical Instructor/Supervisor may take into account observations of lay persons, other staff or faculty of the Nese CON and/or healthcare professionals.
- C. When finding of reasonable suspicion is made, the following steps will be implemented by the Nese CON.
 1. If the student appears to be medically unstable (i.e. is obtunded, falling down, lashing out at people, etc.), the student will be sent to the nearest emergency room. If no emergency room is in the clinical site, an ambulance will be called.
 2. If the student appears medically stable, the Clinical Instructor/Supervisor shall instruct the student to leave the clinical area and will address the student in private to discuss the behavior(s) observed. If the supervisor is a non-PSU preceptor or supervisor, contact the course or clinical instructor assigned to the student.
 3. If at any time during this process, the Clinical Instructor is not able to adequately manage other students in the clinical group, they should be sent home, citing an emergency situation that requires the Clinical Instructor-attention.
 4. The Clinical Instructor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of such use.
 5. The Clinical Instructor shall consult with the Campus Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, as practicable, and shall make a determination as to whether to refer the Student for Drug and Alcohol testing. If the campus coordinator is not available, the

Clinical Instructor will consult with another nursing administrative person or faculty member at the Nese CON or campus. The decision to send the student for testing will preferably be made with consultation of at least one other administrative person who has assessed the student face to face or has consulted via phone. In the event that another person is not available, the clinical instructor will make the decision independently.

6. If the decision is made to send the Student for testing, the Student shall be notified that he or she will be tested for the presence of Drugs and/or Alcohol. The Nese CON will incur costs associated with the initial testing only. A student who refuses to undergo testing shall be presumed to have violated this policy. Transportation for both the student and the faculty person to and from the location for testing (see Urine Drug Screen Clinic Sites) will be arranged and paid for by the Nese CON. The Student will be accompanied by a Nese CON representative and one other person at all times during transportation to the testing site.
7. Each location will determine appropriate safe travel arrangements keeping in mind that two responsible adults must be in the vehicle with the student.
8. After testing is completed, the Nese CON will arrange for the student to be transported home or to the home of a family member or friend. The student will be counseled against driving and encouraged to arrange to be accompanied by a family member or friend. If the student is unable or unwilling to call a family member or friend to transport them home, transportation will be arranged and paid by the Nese CON. The PSU representative will remain with the student until transportation is obtained.
9. Tests shall be accomplished via urine sample, or other reliable method. The testing process will be carried out pursuant to the testing protocols of the clinical agency or the University's Office of Occupational Medicine. Samples shall be collected by the clinical agency or the designated screening clinic of the University's Office of Occupational Medicine. A split sample shall be collected. Test results will be interpreted by the University's Medical Review Officer, who shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of Drugs or Alcohol. A negative result on a test will not necessitate further testing and no further action shall be taken. In the case of a positive test, the Student shall be contacted by the Medical Review Officer, who shall determine whether there is any **legitimate** explanation for the positive test. If no legitimate explanation can be verified by the Medical Review Officer, the Student shall be given the option of having the second sample tested, at the expense of the Student. If testing of the second sample yields a negative result, no further action shall be taken. The Medical Review Officer shall advise the appropriate Associate Dean of the Nese CON of testing results. NOTE: If testing is necessary during a time that the screening clinic is closed, testing will be done at the Clinical agency, if possible, and results will be obtained by the University's Office of Occupational Medicine.
10. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to Student Drug and Alcohol testing.
11. The Clinical Instructor/Supervisor will prepare a written report documenting the observed Student behaviors and submit same to the Campus Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students, and the appropriate Associate Dean of the Nese CON.

- D. A Student who has been sent for a Drug and Alcohol test shall be suspended from participation in Clinical Activities until the results are returned. Test results shall be provided by the Medical Review Officer to the appropriate Associate Dean of the Nese CON. If the results are negative, the Student shall be permitted to resume his or her regular Clinical Activities immediately. If the test results are positive for the presence of Drugs or Alcohol, or if the Student refused to submit to testing, the following steps shall be followed.
1. A meeting will be held, within a reasonable period of time, with the Student, the Clinical Instructor-involved and the Campus Coordinator for undergraduate students or the Graduate Option Coordinator, for graduate students to discuss the incident, allow all parties to provide any relevant information, and to discuss sanctions and/or academic consequences related to the alleged violation. Sanctions may include suspension from all clinical programs, a failing grade for a given course, or for repeat offenders, dismissal from the Nese CON.
 2. The Student will execute a written agreement to seek an initial drug and alcohol consultation at Counseling and Psychological Services (CAPS) and/or a drug and alcohol evaluation with a certified or licensed professional capable of providing this service. The Student must sign an informed consent form to allow release of the evaluation results to be provided to the appropriate Associate Dean of the Nese CON. The Student shall be required to follow any treatment plan which may be recommended as a result of the substance abuse evaluation. Refusal to undergo substance abuse evaluation or failure to comply with any recommended treatment may result in the Student's dismissal from the Nese CON. Following successful completion of any such treatment plan and/or upon certification by an appropriate substance abuse counselor that the Student is fit to return to Clinical Activities, the Student shall be permitted to resume full participation in the Nese CON curriculum.
 3. The fact of a positive test result shall be conveyed by the Nese CON to the Office of Student Accountability and Conflict Response for evaluation of whether the behavior has violated the Student Code of Conduct. The Office of Student Accountability and Conflict Response will investigate and process the matter in accordance with standard University procedures and the Student Code of Conduct. The Designee or staff from the Office of Student Accountability and Conflict Response will investigate the allegation and when it appears that a violation may have occurred, the Student will be subject to the University's disciplinary process. The Nese CON will be notified of the outcome of this process.
 4. Any student who has a positive drug screen confirmed must contact the Pennsylvania Nurse Peer Assistance Program (PNAP) as part of the evaluation process. If the student is diagnosed with abuse or dependence of a substance, the student must enroll with PNAP monitoring.

VI. APPEALS

- A. A Student may appeal sanctions by sending a written statement of the basis for the appeal to the appropriate Associate Dean of the Nese CON, within ten (10) days after the action which is being appealed. The Student's written appeal shall succinctly set forth the basis for the appeal, with supporting documentation, as appropriate.
- B. Within a reasonable period of time after the filing of an appeal, the appropriate Associate Dean of the Nese CON shall convene a meeting with the Student in an

attempt to amicably resolve the matter. If no resolution can be reached, the appropriate Associate Dean of the Nese CON shall convene a hearing committee, consisting of three (3) faculty members from the Nese CON, one of whom shall serve as committee chair. The hearing shall be convened as soon as practicable. The following rules shall apply to the hearing:

1. The purpose of the hearing is one of fact finding.
2. The committee shall have full authority to conduct the hearing in a manner that is fair, efficient, and respectful.
3. Formal rules of evidence do not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded at the discretion of the committee.
4. In light of the nature and spirit of the proceeding, representation by legal counsel is prohibited.
5. The hearing shall be closed, meaning that no one beyond the persons involved in the hearing will be admitted.
6. Participants shall include the Student and the Clinical Instructor who observed or was involved in the incident in question. Others with knowledge of the circumstances in question may be permitted to participate, with the permission of the chair of the committee.
7. The Clinical Instructor will address the committee first, followed by the Student. The committee may ask questions of the Clinical Instructor and the Student. The Clinical Instructor or faculty member and the Student may also ask questions of each other, in a polite and respectful manner.
8. Requests for additional information may be made by the committee to the faculty member and the Student.
9. At the conclusion of the hearing, the committee shall dismiss the participants and deliberate in private. The committee members shall then vote on the outcome of the hearing, with each member having one vote. The chair of the committee will inform the Student of committee's decision within one business day after the hearing.
10. The decision of the committee shall be final.

VII. REINSTATEMENT TO CLINICAL PROGRAM/ACTIVITIES

- A. As a condition for being considered for reinstatement to a Clinical Program and/or participation in Clinical Activities, Students must consent to release to the Nese CON the findings, reports and/or recommendations of any drug and alcohol counselors, physicians, psychiatrists, psychologist, etc. as well as the outcome of any actions undertaken by the Office of Student Accountability and Conflict Response.
- B. A Student who has been removed from a Clinical Program for a violation of this Policy shall be permitted to return to the Clinical Program upon fulfillment of the following conditions:
 1. Expiration of any academic suspension or disciplinary suspension.
 2. Written documentation of successful completion of all drug and alcohol services recommended or any recommendations by the Office of Student Accountability and Conflict Response.
 3. Agreement to voluntarily participate in random Drug or Alcohol screening, the cost of which must be paid by the Student.
- C. A Student's return to any Clinical Program at a non-Penn State Host Facility will be contingent upon re-acceptance by the Host Facility.

VIII. ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS

Students with drug or alcohol problems, whether or not engaged in Clinical Activities, are encouraged to voluntarily seek assistance through University's Center for Counseling & Psychological Services. Professors, instructors and advisers in the Nese CON will assist Students with referrals, as requested.

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

Approved Fall 2005

Revised Fall 2009

Revised Spring, 2013; Spring 2018; Fall 2021

INFECTIOUS DISEASE POLICY

Clinical Agencies

- A. Clinical agencies utilized by the College for clinical practice experiences are to have written infection control plans designed to minimize or eliminate exposure to infectious disease.
- B. The clinical agency's infection control plan shall include:
 - 1. A schedule and method of implementing the infection control plan.
 - 2. A schedule for reviewing and updating the plan to reflect significant changes in tasks, policies, and procedures.
 - 3. A method of dealing with and documenting occupational exposure.
- C. Clinical agencies are required to make the infection control plan available to the College's administration for examination and copying.

Standard Precautions and Isolation Practices

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

Accidental Exposure, Post-Exposure, and Follow-up

- A. Clinical agencies utilized by the College for clinical practice experiences are to have written post-exposure plans including follow-up of the exposed faculty or student, including antibody or antigen testing, testing of the source patient, counseling, illness reporting, and safe and effective post-exposure prophylaxis according to standard CDC recommendations and Pennsylvania State Law.
- B. In the event of significant exposure to blood or body fluid, defined by the CDC as: "a percutaneous injury (e.g., needle stick or cut with a sharp object) or contact of mucous membrane or no intact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids that are potentially infectious",

The nursing student will:

- 1. Immediately and thoroughly wash or rinse (if mucous membrane) the exposed area
- 2. Report the incident to the clinical instructor

The clinical instructor will:

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

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

Revised: 11/06

STUDENT DRESS CODE POLICY

Students enrolled in the RN to BSN option at Penn State represent the University and the Ross and Carol Nese College of Nursing and are expected to dress in a professional manner at all times while in the clinical setting.

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

1. A name pin and photo ID (if required by the facility) should be worn and visible at all times while in any clinical setting. The student's given first name and last name with the student's credentials should appear on the first line and "Penn State University" should appear on the second line. If a facility requires students to wear identification supplied by the facility, it is the student's responsibility to comply with the policy and pay any subsequent costs. Name pins may be purchased from any vendor as long as they follow the guidelines noted above.
2. Attire must comply with the dress policy of the facility and the following guidelines of the Ross and Carol Nese College of Nursing.
 - Various combinations of shirts, pants and skirts may be worn. Shirts should be of a length long enough to be tucked into pants or, if untucked, must completely cover the midriff with no skin showing at any time. No skin should be exposed along midriff area.
 - Lab coats must be clean and pressed with the name pin visible at all times.
 - Shoes should be clean and in good condition. Students are advised not to wear clogs/crocs, as some institutions prohibit them. However, a white leather athletic shoe may be worn. High top athletic shoes may **NOT** be worn. The shoe of choice may not have any openings, including open-toed shoes.
 - Hosiery without patterns may be worn by females when wearing skirts. White socks without patterns or decorations may be worn with slacks. Sweaters may be worn and must be cardigans.
 - Students involved in some clinical courses, such as family, community, mental health, etc. may wear appropriate street attire in accordance with the policy of the facility. Blue jeans, faded clothing, sweatshirts, sweatpants, tank tops, t-shirts, halter-tops, shorts, and tight or revealing clothing may **NOT** be worn.
3. In the clinical area, the following is **NOT** acceptable:
 - strong perfume or aftershave colognes
 - acrylic nails, tips, glue-on nail decorations, or dark colored nail polish
 - dangling earrings, bracelets, necklaces, and rings (other than wedding bands)
 - visible tattoos - **ALL** tattooing on the body needs to be concealed
 - obvious body piercings except ears (limited to **one** pair of earrings)
 - heavy makeup
 - long and/or dirty fingernails - **ALL** nails must be clean and short (not beyond the end of the finger)
 - long and/or unkempt hair. Hair must be neatly worn off the collar. Large ornamental hair attachments are not considered to be proper in the clinical setting
 - Chewing gum

4. Male students should be clean-shaven or have neatly trimmed beards or mustaches.

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

Revised: Fall 2012

RETURN TO CLINICAL

Students enrolled in clinical courses who require surgery, hospitalization, under the care of a physician post-accident, or sick for an extended period of time (5 or more days) must provide verification from a physician that the student may return to clinical activities without restrictions. In addition, any student with limitations or the use of an assisted device will be required to follow the clinical institution's policy.

Approved: 10/2009

Revised 12/2017

STUDENT PREGNANCY POLICY

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

Approved: 11/04

TRANSPORTATION TO AND FROM CLINICAL AGENCIES POLICY

All nursing majors have clinical experiences in a variety of settings that involve travel to a clinical site. The Ross and Carol Nese College of Nursing requires that students assume responsibility for providing their own transportation to and from the clinical site. The use of a car and/or carpooling is a necessity.

SOCIAL MEDIA POLICY

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

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

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

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

References:

ANA (2011). Principles for social networking and the nurse.

ANA (2011). Six tips for nurses using social media.

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

National Council State Board of Nursing (2011). White paper: A nurse's guide to the use of social media.

Approved by Administration: June 2013

Approved by Undergraduate Affairs: Fall 2013

Approved by Graduate Affairs: June 2013

USE OF ELECTRONIC DEVICES IN CLINICAL POLICY

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

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

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

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

Approved: Spring 2008

Revised: Fall 2015

(Formerly Clinical Cell Phone Policy)

CLINICAL CANCELLATION GUIDELINES

(Includes: Inclement weather, other disasters)

1. Penn State's decision to delay or cancel classes is almost always because of hazardous travel conditions. If bad weather requires the University to cancel classes, the local radio and television stations are informed.
2. Decisions are campus-specific (e.g., cancellation of classes at Shenango but not Abington). World Campus students will need to use their best judgment and communicate about clinical attendance with their clinical preceptors.
3. If your campus cancels the next day's classes the day or night before clinical, then clinical is cancelled. For example, if, on Tuesday, the University cancels classes for Wednesday, then Wednesday clinical is cancelled.
4. If faculty and students are at the clinical facility when the campus classes are cancelled, then the instructor should decide, based on current and anticipated weather/travel condition, whether clinical should be cancelled.
5. If the Campus has not cancelled classes, clinical may still be cancelled if hazardous travel conditions exist. In this instance, Faculty will evaluate the weather and travel situation of their specific clinical facility/location and notify students according to an established student notification process previously communicated with the class.
6. Students must additionally use their best judgment in traveling when clinical is not cancelled. Faculty cannot know all weather/travel conditions if the student is traveling from outside the immediate area.
7. Bottom line—Safety First!

CLINICAL FAILURE POLICY

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

GUIDELINES FOR CLINICAL EVALUATION AND REMEDIATION PLAN

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

Approved: Spring 2012
Revised Fall 2019
Revised Spring 2020

**The Pennsylvania State University
Ross and Carol Nese College of Nursing**

Remediation Plan And Outcome

COURSE: _____

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

PLAN

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

Suggested resources and activities:

OUTCOME (if Plan/Objectives are not met)

Instructor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Date of Follow-up Conference: _____

OUTCOME

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

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

Comments:

Instructor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

☐ Copy to Student

☐ Copy to Student File

Revised 06/22/2011

NURSING OPPORTUNITIES

SIGMA THETA TAU INTERNATIONAL - BETA SIGMA CHAPTER MEMBERSHIP

Philosophy of Membership Eligibility

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

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

Purpose of Sigma Theta Tau International

Recognize superior achievement and scholarship

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

Membership Invitation

Candidates for membership from all baccalaureate programs are reviewed annually in late August. Invitations are extended to all BSN students who meet the Sigma Theta Tau International's membership criteria, which include *portion of the nursing curriculum completed, cumulative GPA and rank in class*. Eligible RN to BSN students who will graduate in the Fall are eligible to be inducted while students. All May and August RN to BSN graduates are able to apply for induction post-graduation by submitting their CV to the Beta Sigma President.

SCHOLARSHIPS AND AWARDS

Penn State awards a number of scholarships to undergraduate students each year. In addition, grants, loans, and the College Work-Study program are available for those who qualify. For more information on undergraduate financial aid, contact the Office of Student Aid, 314 Shields Building, University Park, PA 16802-6508, phone: (814) 865-6301, or visit the Web site at: <https://studentaid.psu.edu/>

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

ROTC Scholarships. All branches of the military are located in Wagner Building at the University Park campus and can be contacted for additional information. Air Force: (814) 865-5453; Army: (814) 863-0368; Marines: (814) 865-6289; and Navy: (814) 865-6289.

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

The National League for Nursing has information on financial aid: 61 Broadway, 33rd Floor, New York, NY 10016, phone: (800) 669-1656 or (212) 812-0300, or visit the World Wide Web home page at: <http://www.nln.org/>

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

The Nightingale Awards of Pennsylvania has scholarship information. They are located at 2400 Ardmore Blvd, Ste 302, Pittsburgh, PA 15221. Phone: (412) 871-3353. Web page at: <http://www.nightingaleawards.org/>

The Ross and Carol Nese College of Nursing has scholarship information. Visit the web Scholarships and Financial Aid page at <http://www.nursing.psu.edu/undergraduate/financial-aid>

Many hospitals and other healthcare institutions offer their own scholarship programs. For example, a hospital offers a tuition stipend with the understanding that a student will commit two or three years of continuous employment following graduation. It is the student's responsibility to seek out outside scholarship opportunities.

ALUMNI ASSOCIATION

Students who graduate from Penn State are eligible for membership in the Penn State Alumni Association. More information about the Nursing Alumni Society may be found at <http://www.nursing.psu.edu/alumni/>