



SCHOOL OF NURSING
BACCALAUREATE STUDENT HANDBOOK
2020-2021

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2020-2021 UNIVERSITY STATEMENT

This Academic Catalog/Program Policy serves to familiarize all undergraduate, graduate, and doctoral students with Aurora University's academic policies and procedures as of the date of this Catalog/Policy. A department or program may adopt more specific policies or procedures applicable to the particular program of study. Together, the policies and procedures set forth in this Catalog and in program-specific policies constitute your resource guides regarding the academic requirements of Aurora University.

The policies and procedures in this Catalog/Policy/Handbook are subject to modification, revision, and updates at the discretion of the University or the program in question, to comply with evolving accreditation standards and best practices in the best interests of the University community. These policies and procedures do not constitute a contract, do not reflect binding commitments by the University, and may not be relied upon as such. The University/program will notify students when policies or procedures are revised, but students also have a responsibility to stay current on the applicable policies and procedures for their particular degree or certification programs.

In addition, during the next academic year the entire campus community must recognize that the current COVID-19 pandemic is likely to continue to challenge the operations, as well as the health and safety, of our community. The University has set forth its current plans and expectations in the Spartan Safety guidelines and health questionnaire, with which all students and employees must comply as part of our shared responsibility to help protect the health and safety of the community. The University also reserves the right to change or alter its programs, services, methods of delivering course content, schedules, safety guidelines, and operations to respond to the evolving needs of the campus community. This changes may include: (1) adjusting the method of delivering course content, curricula, or services, including the conversion of some or all coursework or University business to remote instruction or remote operations; (2) modifying, postponing, or temporarily eliminating academic course offerings, program requirements, clinical assignments or experiential learning, access to facilities, student activities, and other services; (3) postponing or adjusting extracurricular activities and offerings, including athletics opportunities; (4) changing or adjusting semester schedules, examination schedules, teaching and academic counseling assignments, and grading protocols; and (5) otherwise changing or adjusting academic operations and student activities when such modifications are deemed to be in the best interests of the students and the greater campus community.

PREAMBLE

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY COMMITMENT

In addition to pursuing a policy of nondiscrimination, Aurora University is committed to a process of affirmative action in all areas of recruitment and employment of individuals at all levels. This policy extends to all employment practices, including but not limited to recruitment, hiring and appointment, selection for training, upgrading, promotion, demotion, job classification, assignment, working conditions, employee treatment, hours, compensation, benefits, transfer, layoff, termination, and all other terms, conditions, and privileges of employment. This policy extends to all individuals, both employed and potentially employed by Aurora University, and whether on full time, part-time, student, or temporary employee status. Questions, comments, inquiries, or complaints should be addressed to: University Affirmative Action Officer, Aurora University, 347 S. Gladstone Ave., Aurora, IL 60506-4892.

NON-DISCRIMINATION POLICY

Aurora University admits qualified students without discrimination on the basis of race, ethnicity, color, creed, national origin, religion, sex, disability, sexual orientation, age, family relationship, or status as a Vietnam Veteran to all the rights, privileges, programs, and activities, accorded or made available at the institution, including but not limited to administration of educational policies, activities, and services, financial aid programs, athletic programs, and student employment programs.

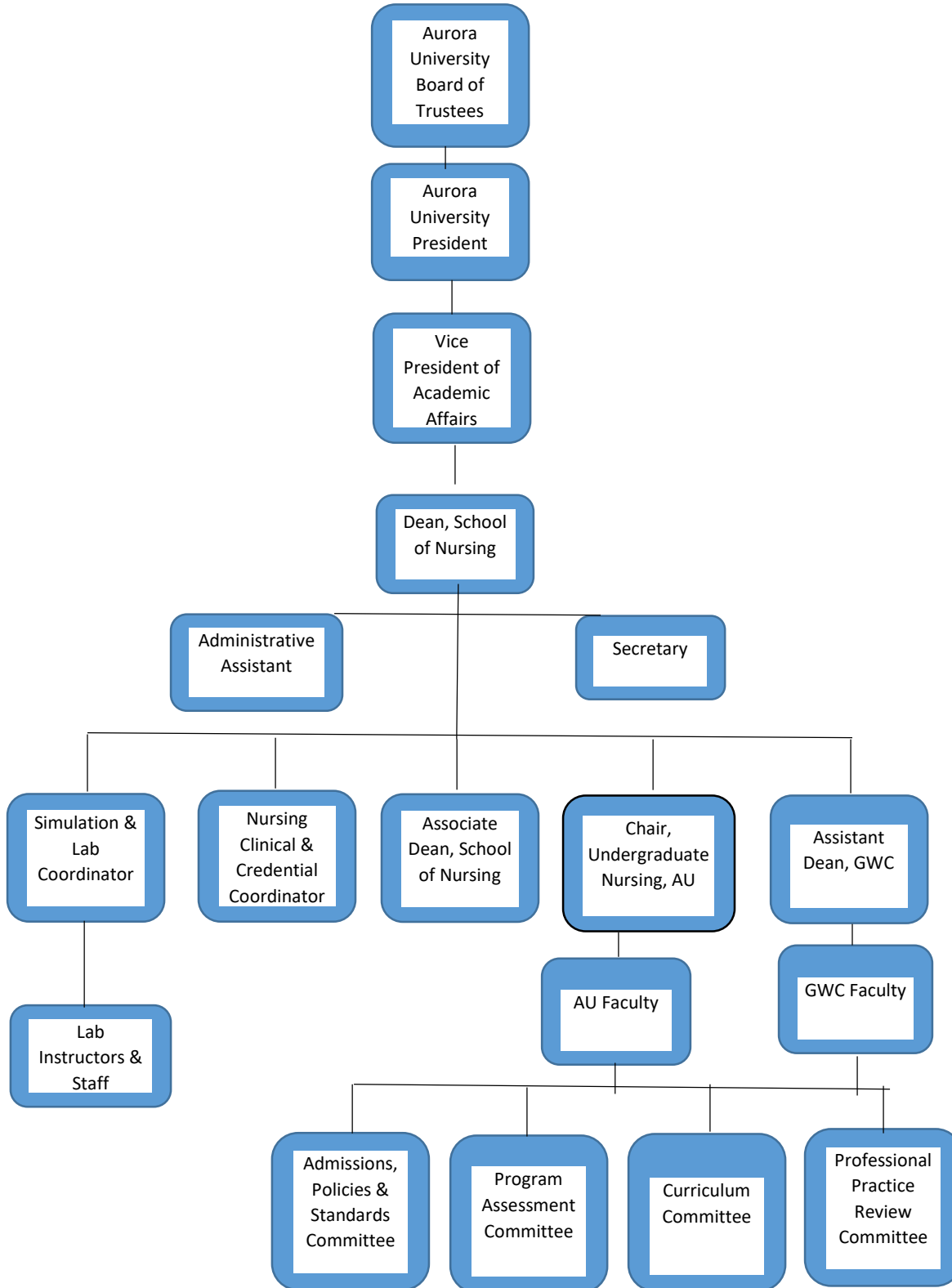
ACCREDITATION

The baccalaureate degree in nursing at Aurora University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

AURORA UNIVERSITY SCHOOL OF NURSING ADMINISTRATION

<p>Dr. Jan Strom Dean of Nursing 630-844-5253 jstrom@aurora.edu</p>	<p>Dr. Janice Gries Assistant Dean of Nursing GWC Undergraduate Nursing, GWC Campus 262-245-8519 jgries@aurora.edu</p>
<p>Dr. Pamela Taylor Associate Dean of Nursing 630-844-5262 ptaylor@aurora.edu</p>	<p>Kara Fenne Chair Undergraduate Nursing, Aurora Campus 630-844-4942 kfenne@aurora.edu</p>
<p>Georgine Maisch Simulation & Lab Coordinator 630-844-6169 gmaisch@aurora.edu</p>	<p>Cindi Dittrich Nursing Clinical & Credential Coordinator 630-844-6146 cdittrich@aurora.edu</p>
<p>Joanna Annerino Administrative Assistant 630-844-5130 jannerino@aurora.edu</p>	<p>Angelica Alvarez Secretary for School of Nursing 630-844-6151 aalvarez@aurora.edu</p>

ORGANIZATIONAL CHART



Aurora University School of Nursing
MISSION, VISION AND VALUES

Alignment of Missions, Visions, and Values of Aurora University and School of Nursing BSN Degree Program

	Aurora University	School of Nursing BSN Degree Program
Mission	<p>Aurora University is an inclusive community dedicated to the transformative power of learning. As a teaching-centered institution, we encourage undergraduate and graduate students to discover what it takes to build meaningful and examined lives. Our singular goal is to empower our students to achieve lasting personal and professional success.</p> <p>Revised Fall 2019</p>	<p>To prepare a diverse population of professional nurses for ethical practice, transformational leadership, and life-long learning.</p> <p>Approved 5/10/2018</p>
Vision	<p>Aurora University will be known and experienced as an exemplary institution of higher learning. We will draw upon the values of integrity, citizenship, continuous learning and excellence to provide our students with life-changing educational experiences. As an inclusive and vibrant community, inspired by the traditions of the past, we hope students will find what matters and build their life around it. In this way, we will help create a promising future for our university and our students.</p>	<p>To prepare baccalaureate nurse generalists to transform healthcare delivery in a rapidly changing world.</p> <p>Approved: 5/10/2018</p>
Values	<p>Integrity</p> <p>Citizenship</p> <p>Continuous learning</p> <p>Excellence</p>	<p>Altruism</p> <p>Autonomy</p> <p>Human dignity</p> <p>Integrity</p> <p>Social Justice</p> <p>Approved: Fall 2017</p>

BSN Degree Program Professional Standards

The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008)

Reviewed and Re-approved: Fall 2017

The Roles for Which the BSN Degree Program is Preparing Its Graduates

Baccalaureate nursing generalist:

- Provider of care
- Designer/Manager/Coordinator of care
- Member of profession

Approved: Fall 2017

BSN Degree Program Goals

- (1) Prepare graduates to practice as baccalaureate generalists to be providers of direct and indirect care; designers, coordinators, and managers of care; and members of the nursing profession who are leaders and advocates for patients and the profession.
- (2) Prepare graduates to practice as baccalaureate generalists through a liberal education in the sciences and the arts and a comprehensive nursing curriculum based on established standards.
- (3) Prepare graduates to practice as baccalaureate generalists committed to lifelong learning, professional excellence, ethical practice, and integrity.

Approved: 5/10/2018

BSN Degree Program Student Learning Outcomes

1. Integrate knowledge from the liberal arts and sciences education into one's professional nursing practice. (*Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice*)
2. Assume a professional nurse leadership role to assure quality nursing practice in the delivery of health services. (*Essential II: Basic Organizational and Systems Leadership for Quality*)
3. Integrate scholarly inquiry and research into evidence-based nursing practice. (*Essential III: Scholarship for Evidence Based Practice*)
4. Ethically manage data, information, knowledge, and technology to achieve desired quality outcomes. (*Essential IV: Information Management and Application of Patient Care Technology*)
5. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments. (*Essential V: Health Care Policy, Finance, and Regulatory Environments*)
6. Utilize multiple interprofessional and intraprofessional methods of communication to collaborate effectively in delivering safe, patient-centered care throughout the lifespan and in a variety of settings. (*Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes*)
7. Perform competently, effectively, and ethically as a baccalaureate nurse to promote, maintain, and restore the health of vulnerable populations. (*Essential VII: Clinical Prevention and Population Health*)
8. Demonstrate caring and culturally sensitive behaviors that create an environment of respect for the dignity

- of patients, families, self and others. (*Essential VIII: Professionalism and Professional Values*)
9. Integrate critical thinking and professional values into the clinical decision making process. (*Essential VIII: Professionalism and Professional Values*)
 10. Accept responsibility for lifelong learning, global citizenship and service in the nursing profession. (*Essential IX: Baccalaureate Generalist Nursing Practice*)
 11. Articulate a personal philosophy of nursing which guides one's practice as an educator, researcher, advocate, manager, and provider of care. (*Essential IX: Baccalaureate Generalist Nursing Practice*)
- Reviewed and Approved: Spring 2018

Reviewed and approved by faculty: October 25, 2019

Congruence of Mission, Goals, Roles, and Expected Student Learning Outcomes/Baccalaureate Essentials

Mission	Goals	Roles	Expected Student Learning Outcomes and Baccalaureate Essentials*
To prepare a diverse population of professional nurses for ethical practice, transformational leadership, and life-long learning.	Prepare graduates to practice as baccalaureate generalists to be providers of direct and indirect care, designers, coordinators, and managers of care; and members of the nursing profession who are leaders and advocates for patients and the profession.	Baccalaureate nursing generalist <ul style="list-style-type: none"> • Provider of care • Designer/Manager/Coordinator of care • Member of profession 	Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments. <i>(Baccalaureate Essential V: Health Care Policy, Finance, and Regulatory Environments)</i> Utilize multiple interprofessional and intraprofessional methods of communication to collaborate effectively in delivering safe, patient centered care throughout the lifespan and in a variety of settings. <i>(Baccalaureate Essential VI: Interprofessional Communication and Collaboration)</i>
	Prepare graduates to practice as baccalaureate generalists through a liberal education in the sciences and the arts and a comprehensive nursing curriculum based on	Baccalaureate nursing generalist <ul style="list-style-type: none"> • Provider of care • Designer/Manager/Coordinator of care • Member of profession 	Integrate knowledge from the liberal arts and sciences education into one's professional nursing practice. <i>(Baccalaureate Essential I: Liberal Education Baccalaureate Generalist Nursing Practice)</i> Integrate scholarly inquiry and research into evidence based nursing practice. <i>(Essential III: Scholarship for Evidence Based Practice)</i> Integrate critical thinking and professional values into the

	<p>established standards.</p> <p>Prepare graduates to practice as baccalaureate generalist committed to lifelong learning professional excellence, ethical practice, and integrity.</p>	<p>Baccalaureate nursing generalist</p> <ul style="list-style-type: none"> • Provider of care • Designer/Manager/Coordinator of care • Member of profession 	<p>clinical decision making process. <i>(Baccalaureate Essential VIII: Professionalism and Professional Values)</i></p> <p>Assume a professional nurse leadership role to assure quality nursing practice in the delivery of health services. <i>(Baccalaureate Essential II: Basic Organizational and Systems Leadership for Quality)</i></p> <p>Ethically manage data, information, knowledge, and technology to achieve desired quality outcomes. <i>(Essential IV: Information Management and Application of Patient Care Technology)</i></p> <p>Perform competently, effectively, and ethically as a baccalaureate nurse to promote, maintain and restore the health of vulnerable populations. <i>(Baccalaureate Essential VII: Clinical Prevention and Population Health)</i></p> <p>Demonstrate caring and culturally sensitive behaviors that create an environment of respect for the dignity of patients, families, self and others. <i>(Baccalaureate Essential VIII: Professionalism and Professional Values)</i></p> <p>Accept responsibility for lifelong learning, global citizenship and service in the nursing profession. <i>(Baccalaureate Essential IX: Baccalaureate Generalist Nursing Practice)</i></p> <p>Articulate a personal philosophy of nursing which guides one's practice as an educator, researcher, advocate, manager, and provider of care. <i>(Baccalaureate Essential IX:</i></p>
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			<i>Baccalaureate Generalist Nursing Practice)</i>
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*Course-level objectives flow from the expected student learning outcomes and Baccalaureate Essentials.

HANDBOOK POLICY

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

Each student receives an electronic copy of the Aurora University School of Nursing Baccalaureate Student Handbook when they begin the program and each August when the Handbook is updated. It is the responsibility of the student to be knowledgeable and observe all policies and procedures related to the program they are pursuing, including those in the Handbook. In no case will a policy be waived or an exception granted because students claim ignorance or contend that they were not informed of the regulations or procedures.

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

CLINICAL PLACEMENTS

Criminal background checks and drug screenings are required for entry into the nursing program. During the program, students may be required to repeat their criminal background checks and drug screenings. Students are obligated to inform the School of Nursing of any changes that occur in their criminal record. The School of Nursing may not be able to place students into a required clinical setting if there are positive findings on the drug screening or criminal background check. As a result, a student may not be able to complete the requirements of the program. If at any time, a student's education is interrupted and not continuous, a repeat drug screen, background check and fingerprints are required for readmission.

PROFESSIONAL RN LICENSURE

Aurora University School of Nursing prepares students for the NCLEX-RN, but does not have a role in issuing RN licenses in any state.

ILLINOIS RN LICENSES

Illinois RN licenses are issued by the Illinois Department of Financial and Professional Regulation (IDFPR) based on current Illinois laws and regulations. When completing the Illinois Application for Professional RN Licensure, each graduate will be asked the following questions:

- Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.
- Have you been convicted of a felony? If yes have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? If yes, attach a copy of the certificate.
- Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, ie: (1) mental or emotional disease or condition, (2) alcohol or other substance abuse, (3) physical disease or condition, that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.
- Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.

- Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.
- In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify under penalty of perjury, that he or she is not more than 30 days' delinquent in complying with a child support order. Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court. Are you more than 30 days' delinquent in complying with a child support order?
- In accordance with 20 Illinois Compiled Statutes 2105/2105-(5), "The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State, however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of the State." (Proof of a satisfactory repayment record must be submitted.) Are you in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State?

For questions about one's eligibility for a RN license go to the IDFRP Illinois Center for Nursing website at <http://www.idfpr.com/profs/Nursing.asp>

For information on felony convictions, see <http://www.idfpr.com/FAQ/DPR/ForcibleFelonyPetitionNewAppsFAQ.pdf>

WISCONSIN RN LICENSES

Wisconsin RN licenses are issued by the State of Wisconsin Department of Safety and Professional Services. The qualification for RN licensure is as follows:

- 1) An applicant is eligible for licensure as a registered nurse if the applicant complies with all of the following requirements:
 - a) Graduates from a high school or its equivalent.
 - b) Does not have an arrest or conviction record, subject to ss.111.321, 111.322 and 111.335, Stats.
 - c) Graduates from any of the following:
 - A board approved school of professional nursing.
 - A comparable school of professional nursing.
 - d) In lieu of meeting the requirement in par. (c), evidence of general and professional educational qualifications comparable to those required in this state at the time of graduation.
 - e) Passes the NCLEX.

For further information, see <https://dsps.wi.gov/pages/Professions/RN/Default.aspx>

HEALTH REQUIREMENTS

Castle Branch

AU/GWC School of Nursing uses Castle Branch services to ensure all students meet health care organizations, School of Nursing, and university requirements for Illinois and Wisconsin. Castle Branch is a reputable, secure, online environment that the program uses to record and track the documents necessary for participation in clinical. All expenses incurred for the background check, online document tracker, immunizations, physical examination, drug screening and tuberculin (TB) tests are the responsibility of the student.

Drug Screen Policy

Nursing students must have a cleared drug screen on file in the School of Nursing by the first day of the school year. A cleared drug screen will be posted to your Castle Branch account. If a drug screen comes back positive, Castle Branch will attempt to contact the student for three (3) business days to discuss the results and ask the student to provide documentation showing they have a prescription or had a procedure that would cause the results to show positive. After three (3) days, Castle Branch will release the results to the School of Nursing. Failure to meet the deadline for drug testing may result in failure to start the nursing program. A positive drug screen result may result in failure to start the program or immediate dismissal from the program.

Effective 1 January 2020, the recreational sale and use of marijuana became legal in the state of Illinois. This new law does not impact the current Aurora University Alcohol and Drug-Free Workplace policy, which states that the university prohibits the unlawful manufacture, dispensation, distribution, sales, possession or use of a controlled substance or alcohol by students, faculty and staff in the workplace or while conducting university business or activities.

Use of alcohol, cannabis, or illegal drugs, or misuse of prescription drugs, are strictly prohibited in the nursing classroom, clinical or laboratory setting. The School of Nursing has a Zero-Tolerance Policy for the use of cannabis. Routine and “for cause” drug screens will include screening for the use of cannabis.

Revised and Approved by the School of Nursing 1/10/2020

“For Cause” Drug Screening

1. If faculty observes a student behaving in a manner that is consistent with the use or misuse of alcohol, illegal drugs, or drugs which impair judgment, affecting either the classroom, clinical or laboratory setting, the student will be removed from the educational setting and required to submit to an appropriate screening immediately.
2. If the behavior is noted in the clinical setting, the student will be removed from patient care. The student will have to submit to the agency’s drug screening and results will be shared with the Dean of the School of Nursing immediately.
3. If the behavior is noted on campus in either the classroom or laboratory setting the university’s campus security will be notified and the student will be transported to the contracted agency for drug testing.
4. If the result of the drug screening is negative, the student shall meet with the Dean of the School of Nursing within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation if warranted, the Dean of the School of Nursing will make a decision regarding return to the clinical, classroom and laboratory setting.
5. If the drug screen is positive, the Dean of the School of Nursing will withdraw the student from all nursing courses. The student will pay the costs associated with the “for cause” drug screening.
6. A student’s failure to comply with any aspect of the “For Cause” Drug Screening Requirement will result in the student’s dismissal from the School of Nursing without option for readmission.

Readmission Following a Positive Drug Screening

1. Students who are withdrawn from the School of Nursing for reasons related to a positive drug screen must submit a letter to the Dean of the School of Nursing requesting readmission to the Nursing Program.
2. Applicants must include documentation from a therapist specializing in addiction behaviors indicating status of recovery and/or documented rehabilitation related to the substances used or abused. Documentation must include a statement by the Therapist that the applicant will be able to function effectively and provide safe, therapeutic care for clients in the clinical setting.
3. If readmitted, the student will be subjected to random drug screening and/or to “for cause” drug screening at the student’s expense for the duration of his or her studies in the School of Nursing.
4. If the student has positive results on a drug screening after readmission to the School of Nursing, the student will be dismissed from the School of Nursing with no option for readmission to the program.

Fingerprinting

All students are required to complete a fingerprint scan as part of the criteria for participating in clinical at health care facilities in Illinois.

Additional Steps

1. Register at www.ibtfingerprint.com to complete fingerprint scan.
2. Select IL, select digital fingerprinting and access the online scheduling link.
3. Application category: select **UCIA Applicant** from the Agency Name drop down box.
4. Employer category: select **Aurora University-Nursing** from the Employer Name drop down box.
5. Select your appointment day and time.
6. Payment method: Select billing & use account number: **ILCB001 (Billing will be invoiced to Castle Branch; you do not pay the fingerprint facility when scanned)**
7. Print and bring confirmation form and valid driver’s license to the appointment.
8. Results will be sent to Aurora University

Background Check

Your Castle Branch account is established when you place your first order for the Background Check Package. If you already have an account with Castle Branch from another school or organization, you will still need to purchase the Aurora University packages, as they specifically match our requirements and we cannot access accounts from other schools/organizations.

It is important to completely disclose all background information to the school and the healthcare setting, even for crimes that have been expunged. Failure to fully disclose and accept accountability may result in losing opportunities to participate in clinical. Any convictions found in your background check will be reviewed by the School of Nursing and forwarded to the clinical site. Flagged background checks will be reviewed individually; however, placement in clinical is not guaranteed. Each clinical facility determines if a student may participate in clinical. For details about convictions that may impact clinical placement, contact the School of Nursing at 630-844-5130.

Please note that Castle Branch will not process an Illinois Statewide Criminal Search request before receiving the signed release form. The downloadable Illinois State Police release form will be provided online during the ordering process. The applicant signed form can be faxed to [910.343.9731](tel:910.343.9731) or emailed to expedite@castlebranch.com

Immunizations

Students in clinical rotations in health care facilities are at higher risk than the general population for acquiring communicable diseases. Any student who has one of these diseases may, in turn, infect other personnel and clients/patients. Thus, healthcare facilities require evidence of immunization or natural immunity against those diseases that can be prevented.

Nursing students must provide proof of immunity for the following diseases upon entrance into the School of Nursing.

- A. Measles (Rubeola) – Titer to prove immunity. Report must include the lab value with a reference range. If negative (non-immune) or equivocal, repeat vaccine series per Center for Disease Control & Prevention (CDC) for Healthcare Workers guidelines. If positive, requirement is complete.
- B. Mumps – Titer to prove immunity. Report must include the lab value with a reference range if negative (non-immune) or equivocal, repeat vaccine series per CDC for Healthcare Workers guidelines. If positive, requirement is complete.
- C. Rubella – Titer to prove immunity. Report must include the lab value with a reference range. If negative (non-immune) or equivocal, repeat vaccine series per CDC for Healthcare Workers guidelines. If positive, requirement is complete.
- D. Hepatitis B – Titer to prove immunity. Report must include the lab value with a reference range. If negative (non-immune) or equivocal, repeat vaccine series per CDC for Healthcare Workers guidelines. If positive, requirement is complete.
- E. Varicella – Titer to prove immunity. Report must include the lab value with a reference range. If negative (non-immune) or equivocal, repeat vaccine series per CDC for Healthcare Workers guidelines. If positive, requirement is complete.
- F. Tetanus, Diphtheria & Pertussis (Tdap) – Must remain current (Vaccine every 10 years) for duration of the program. Booster may be Tdap or Td.
- G. Influenza – Must be completed annually by 10/15 for Fall admission (applicants must get the current vaccine which is not available until mid-August) & by 12/1 for Spring admission and include the following:
 - Administration date
 - Name of facility (ie, Walgreens, Northwestern, etc.) or name of who administered vaccine (ie, RN, MD)
- H. Hepatitis A & Polio (Optional) – Document vaccine history

Tuberculin Test (TB)

Students must submit documentation of negative evidence of TB Test. All subsequent tests must be completed annually (every year). Acceptable negative evidence includes one of the following:

Initially (Upon Admission to the SON)

- 2 step TB test*
- QuantiFeron Gold blood test
- T-Spot test
- IGRA blood test

Annually

- 1-step TB
- QuantiFeron Gold blood test
- T-Spot test
- IGRA blood test

If you test positive for TB, you must have a chest x-ray completed, clearance from a healthcare provider, and submit the symptom free TB questionnaire, which is available to download in Castle Branch.

Proof of immunity must be up to date in the student's Castle Branch account for the School of Nursing at all times.

Students who do not have current documentation of their immunization status can be administratively withdrawn from clinical courses.

In addition to immunization status, students must complete and upload the following documents to Castle Branch:

1. School of Nursing Certificate of Health Examination and Immunity (physical examination) completed within the past 6 months.
2. Proof of Health Insurance – updated annually
3. American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate Basic Life Support (BLS) for Health Care/AED Provider. Including infant, child, adult, cognitive content and skills performance. Students must keep this certification current throughout enrollment in the nursing program and upload renewal of CPR certification prior to the expiration date.
4. A cleared Criminal Background check.*
5. A cleared fingerprinting background check. **
6. A cleared Drug Screen. ***

*, **, and *** The School of Nursing may not be able to place students in a clinical setting if there are positive findings on the background check and drug screen. As a result, a student will not be able to complete the requirements of the program.

*If anything changes regarding criminal background status while in the program, a student must notify the Program Chair/Assistant Dean immediately or jeopardize being dismissed from the program.

***Students with a “for cause” positive drug screening result will not be allowed in the clinical setting.

CPR and TB must remain current during the academic year while in nursing school.

ACADEMIC POLICIES & PROCEDURES

Attendance

The faculty of the School of Nursing is committed to the development of professional values and behaviors in students. Regular and punctual attendance in scheduled classes is a reflection of professional conduct; therefore, students are required to attend class, be on time, and be prepared to actively participate in class. Missed content/classes are the responsibility of the student. Preparation is essential for effective participation.

Didactic Class Attendance Policy

Students are required to attend all didactic classes. Additionally, students must be on time, be prepared, and actively participate. In the event of an unforeseen circumstance in which the student is unable to attend class, it is the student's professional responsibility to notify the instructor via email prior to class.

Any absence will require appropriate documentation which may include a letter from a health care provider, obituary, letter of jury duty or other supporting documentation, such as AU wellness note, as requested by the course instructor. The student will be responsible for any missed content and/or assignments.

A student who is absent from multiple didactic classes without supporting documentation may be referred to the Program Chair/Assistant Dean.

Updated 8/14/20

Lab/Clinical Attendance Policy

Students are required to attend all lab/clinical sessions. Additionally, students must be on time, be prepared, and actively participate. In the event of an unforeseen circumstance in which the student is unable to attend lab or clinical, it is the student's professional responsibility to notify the instructor via email prior to class.

Any absence will require appropriate documentation which may include a letter from a health care provider, obituary, letter of jury duty or other supporting documentation, such as AU wellness note, as requested by the course instructor. Students who miss a clinical/lab session will be required to complete a make-up assignment provided by the course coordinator and graded by the clinical instructor. The assignment will be proportional to the loss of clinical/lab time. A student who is absent from lab/clinical *without* supporting documentation may be referred to the Program Chair/Assistant Dean for additional consequences.

Updated 8/14/20

Tardiness

Tardiness is defined as not being present and ready to begin at the start of class/clinical/lab.

Students are required to be in class on time. This applies to didactic classes, clinical rotations, and laboratories. Tardiness will be recorded for each class session. Multiple instances of being tardy for a didactic class/clinical/lab may result in a referral to the Program Chair/Assistant Dean.

Multiple instances of being tardy or absent to class/lab/clinical may result in course failure.

Updated 8/14/20

TRANSFERRING BETWEEN GWC AND AURORA CAMPUSES

Prior to enrolling in nursing courses, nursing students are admitted to the nursing program at the GWC campus or the Aurora campus. Students are expected to complete the nursing program on the campus where they were first admitted. No transfers in nursing between campuses are allowed.

TESTING/GRADING POLICY

A student who fails to attend a scheduled examination/quiz without **PRIOR** notification will receive a grade of zero for the examination/quiz. Notification of absence must occur by email directly to the course instructor. The student will contact the course instructor for rescheduling within two (2) business days of the originally scheduled examination/quiz. The student will take the examination/quiz by special arrangement with the instructor and academic support center.

Format for make-up examination/quiz may differ from the original examination/quiz (e.g., short answer or essay). The make-up examination/quiz, containing different items dealing with the same general topic, must be taken before the next class period. If it is not or if arrangements are not made to make up this work, a score of zero will be recorded for that examination/quiz. At the discretion of the course instructor, there may be point deductions from a rescheduled examination/quiz.

Exam review will occur up to one (1) week following the exam through posted office hours. **NO EXAMS** may be reviewed following this one-week parameter. No phones or computers will be allowed during test review.

In order to accurately assess a student's progress during the examination process, no sharing of information or using notes allowed, unless specifically authorized. Failure to follow the guidelines established for the examination/quiz will result in a score of zero (0) for that examination/quiz.

Multiple-choice tests are graded using Scantron technology. **The only answers that will be accepted will be those entered on the Scantron sheet.** Students will not be given extra time during the test to fill in the Scantron bubbles.

TESTING GUIDELINES

The School of Nursing uses the same test guidelines as the NCLEX in order to prepare you and minimize the stress you may feel when taking the NCLEX.

1. Students will be assigned seats.
2. Only items allowed are two number 2 pencils.
3. All personal items including phones, Fitbit and Smart watches will need to be stored in backpacks or with the professor.
4. No personal calculators allowed. You must use a calculator provided by the SON.
5. Wireless ear plugs (NOT EAR BUDS) are allowed.
6. NO food or water bottles allowed.
7. Scratch paper will be provided.
8. You are not allowed to leave the room.

Due to the length of AU SON exams we do not provide breaks during the testing process.

The following items are to be placed in the designated area, but may be accessed when class is over (unless otherwise instructed):

1. Cell/mobile/Smart phones, tablets, all watches, MP3 players, fitness bands, jump drives, cameras or any other electronic devices.
2. Bags/purses/wallets
3. Coats/hats/scarves/gloves/hoodies
4. Medical aids/devices
5. Food or drink, gum/candy
6. Lip balm

MEDICATION DOSAGE CALCULATION EXAM POLICY

To meet course learning outcomes, students must be able to administer medications in the clinical setting. Prior to students administering medication in the clinical setting, they must show evidence of proficiency in medication dosage calculations. Students demonstrate proficiency by passing the SON medication dosage calculation proficiency exam in NUR 3110, NUR 4300 and NUR 4800.

Students will have a maximum of three (3) attempts to pass a SON medication dosage calculation proficiency exam specific to each course with a 92%. Students who do not pass the specified SON medication dosage calculation proficiency exam will not administer medications in clinical and risk not being able to meet the course learning outcomes.

1st-Attempt: Students who do not pass the specified SON medication dosage calculation proficiency exam on the first (1st) attempt are required to complete instructor assigned remediation.

2nd-Attempt: Students who do not pass the specified SON medication dosage calculation proficiency exam after the second (2nd) attempt are required to meet with the course instructor for remediation.

3rd-Attempt: Students who do not pass the specified SON medication dosage calculation proficiency exam after a third(3rd) attempt will fail the lab/clinical or “Z” portion of the course, which will result in a course failure.

ATI POLICY & PROCEDURES

What is ATI?

- Assessment Technologies Institute® (ATI) offers resources designed to enhance student academic and NCLEX success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, online practice testing and proctored testing over the major content areas in nursing are also available. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program’s quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. **It is highly recommended that you spend time navigating these valuable orientation materials found on your ATI student home page.**

Modular Study:

ATI provides review modules in all major content areas. Students are encouraged to use these modules to supplement course work. These may be assigned during the course and/or as part of active learning/remediation following assessments.

Tutorials:

ATI offers many unique online tutorials. The tutorial **Nurse Logic** for instance teaches nursing students how to think like a nurse, how to take a nursing assessment and how to make sound clinical decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features embedded in the Learning System tutorial such as hint buttons, a talking glossary, and a critical thinking guide help students gain an understanding of the content. Other tutorials may be available and will be assigned as appropriate.

Assessments:

Assessments will help the student to identify what they know as well as areas requiring active learning/review. There are practice assessments available to the student and proctored assessments that may be scheduled during courses.

Active Learning/Remediation:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student's test report called their **individual performance profile** will contain a listing of the **topics to review**. From their test results, the student can remediate these **topics to review** by using a **focused review**, which contain links to ATI review modules, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written remediation templates as required.

ATI Procedure

Each student must take the assigned ATI RN Mastery Content Proctored Exam during the second half of each semester. To be able to take the exam you must complete the following.

1. Take the assigned Practice Exam (You are to remediate on the score received the first time)
2. Create a focused review by using the "Three Critical Points Method" and complete the remediation on what you have missed.
 - a. Print out your assessment report when you complete the assignment.
 - b. Find topics to review on your report.
 - c. Review each missed item, following the links given to your ATI review modules (books).
 - d. Reflect on what you have read about the missed topic. Use your textbook and class notes to look up missed items to gain more in depth information about the topic.
 - e. Decide upon the three most important things to know about the topic
 - f. Write these three important points to remember in bulleted form, just like you may see in the ATI books. Keep it short, simple, and focused on just that missed item. Utilize a composition notebook.
 - g. Include the NCLEX Category of Client Need for each item missed. This is how you are tested for NCLEX according to the Test Blueprint detailing content in each category.
3. Bring your actual remediation (Composition Notebook) and assessment printout to the Proctored Exam. If you do not have your remediation completed, you will not be allowed to take the exam and will receive a zero for your score.
4. You must achieve a level 2 benchmark. Your score will comprise 5% of your total grade.
 - a. If you reach a level 2 or above, no remediation is necessary.
 - b. If you do not reach a level 2 benchmark, you must remediate over the topics as described above that you missed on the Content Mastery Proctored Exam. This is your ticket to take the final exam. If this is not completed, you may not take the final exam and will be in jeopardy of failing the course.
5. Only your initial score will be applicable to your grade.

ATI Assessment Exam

ATI Content Mastery Proctored exams are given in specific nursing courses to prepare the student to be successful with NCLEX and to assess the extent to which content in the course has been learned. ATI content mastery proctored exams are worth 5% for the course grade in those courses with an ATI exam. (The exception is NUR 4500 – OB is 2% and Peds is 2%) Grades will be assigned as follows:

Level 3 – 100% of 5% plus 1% for exceeding the benchmark = 6%

Level 2 – 100% of 5% = 5%

Level 1 – 50% of 5% = 2.5%

Below Level 1 - 0% of 5% = 0%

GRADING POLICY

At the end of the course, letter grades are awarded as defined in the AU Undergraduate Catalog. The grading scale in the School of Nursing is:

Grading Scale

A	91.50-100
B	83.50-91.49
C	77.00 -83.49
D	69.50-76.99
F	69.49-BELOW

- Students who receive a 77% or below on any exam is required to meet with the course faculty member to discuss the exam and remediation. **Lack of follow through may prevent you from participating in the next exam, which in turn may cause a failure.**
- Students that receive an 83% or below are encouraged to meet with faculty to discuss exam and remediation.
- A minimum average of 77% on course exams is required to pass the course before other assignment grades are added to the total. The total course grade must be 77% or above to pass the course.

There will be no rounding up of grades for any course grades.

FEEDBACK TO STUDENT REGARDING EXAMINATION SCORES & GRADES

Grade notification will be communicated via Moodle. No grades will be posted until a minimum of twenty-four hours after the last section of this course has taken the exam.

ACADEMIC PROBLEM SOLVING

Problems are best resolved at the level on which they occur. If you are having a problem in one of your courses, go to course faculty and talk it over with them. The faculty will want to hear your views and concerns and will welcome an opportunity to talk with you. Most academic problems can be resolved at this level.

If the problem is not resolved with the faculty, then bring it to the Program Chair of the School of Nursing or the GWC Assistant Dean and they will work with you to achieve resolution. Students must follow this procedure in resolving problems. It is important to respect the organizational structure so that problems can be resolved at the level on which they occur.

ACADEMIC ALERTS

When a student's work/behavior falls below acceptable standards, the instructor will send an Academic Alert to the appropriate administrative offices and to the student. The student will be notified by email that an Academic Alert has been entered. The student should use this opportunity to meet with the instructor to discuss the problem and plan corrective action.

ACADEMIC INTEGRITY

Aurora University's core values include integrity and ethical behavior. A community of learners, Aurora University students and faculty share responsibility for academic honesty and integrity. The University expects students to do their own academic work. In addition, it expects active participation and equitable contributions of students involved in group assignments. Aurora University's Code of Academic Integrity (henceforth, the Code) prohibits dishonest and unethical behaviors, regardless of intent. See the current AU Undergraduate Catalog for further information on the AU code of academic integrity.

GRADE APPEAL POLICY

The School of Nursing abides by the AU grade appeal policy and procedure (*see the current AU Undergraduate Catalog*).

FORMAL COMPLAINTS

The School of Nursing follows the Student Complaint process outlined on the AU website at www.aurora.edu/complaint

PROFESSIONAL CONDUCT POLICY

Purpose: The School of Nursing program prepares students for professional practice. Adherence to expected professional conduct prepares students for acclamation to the professional community, and protects patients, faculty, students, and health care staff of undue stress.

Policy: All students enrolled in an Aurora University School of Nursing program are expected to adhere to the following guidelines, in both the classroom as well as in clinical practice. Failure to do so will result in completion of a document of concern with potential consequences.

1. Adhere to the Aurora University “Code of Academic Integrity,” as stated in the Aurora University Handbook.
2. **Demonstrate respect and courtesy with faculty, peers, clients, families, and health care staff in all interactions (in person and electronically).**
 - a. Use the person’s preferred name and title, I e, Professor Smith, Dr. Smith.
 - b. All e-mail communication should be written in professional and respectful manner.
 - c. Texting is discouraged to communicate important concerns. If an immediate response is desired, please use the telephone to communicate concerns.
3. Keep all scheduled commitments with faculty except in cases of illnesses and family emergencies.
4. Demonstrate evidence of the assigned preparation for class, skills laboratory, and clinical practice.
5. Incorporate appropriate suggestions for clinical and academic improvement into learning experiences.
6. Demonstrate initiative and motivation in the classroom and clinical practice areas.
7. Complete assignments on time. Initiate appropriate and timely action when you cannot meet this obligation.
8. Conduct self in a respectful, non-disruptive manner in the academic environment. Cell phone use other than for academic purposes in the classroom is strictly prohibited. Computer use in class is for the sole purpose of classroom activity and note taking.
9. Participate in all classroom and clinical discussions and show a positive attitude in class.
10. Specific to clinical practice:
 - a. Verbally notify the clinical instructor of your own absence or tardiness at least two hours prior to the beginning of the shift (or as indicated in your course syllabus).
 - b. **Maintain client confidentiality and comply with HIPAA regulations. (See confidentiality policy.)**
 - c. Comply with health care agency policies, procedures, and ANA Standards of Practice.
 - d. Arrive to the clinical unit at least 10 minutes prior to scheduled shift (or as indicated by the clinical instructor).
 - e. Provide competent, compassionate, and respectful patient care.
 - i. Do not perform patient care that exceeds your educational preparation.
 - ii. Do not make patient care decisions that exceed your knowledge level or course expectations.
 - iii. The instructor must be present to begin patient care.
 - f. Ask appropriate questions of clinical instructors and the health care team when uncertain regarding patient care.
 - g. Notify clinical instructor of mistakes in a timely fashion, and take appropriate action.

Remote Learning Expectations

1. Synchronous remote classes are live, real-time sessions where all course participants meet during the scheduled class time in the Zoom virtual classroom.
2. Synchronous remote sessions are required and will be held during the scheduled class time noted on WebAdvisor.
3. Students will need to have a camera, microphone, and speakers connected to your computer and working properly before the first class and all classes thereafter. If you do not have access to these materials, please let your professor know immediately and notify ITS. Cameras are to be pointed at the student’s face during the entire class session. If students

would prefer not to show their background, there are Zoom apps that will allow just the face and upper body to show, while disguising the background with various images.

4. Students should download the Zoom application in preparation for the first synchronous remote class.
5. The internet connection and bandwidth can both affect the connection and quality of any Zoom meeting and audio/video quality of Zoom. These factors are local to the area and/or residence. Be sure to verify the internet connection and bandwidth before the first synchronous class.
6. In the event that the instructor gets disconnected during the synchronous remote session, please remain connected for 15 minutes. If at the end of 15 minutes, the instructor was unable to re-join, students may leave the meeting. The instructor will send follow up announcements with directions within 24 hours after the synchronous session.
7. During synchronous remote class students will meet for questions, group discussions, and case studies. Participation is expected. Students will be placed in random groups during the session to work on case studies.
8. Remote classes will be recorded for the benefit of those who are too ill to attend class because of COVID-19. By attending a remote class session, students are giving their implied consent to be recorded for the benefit of others in the nursing program.

Updated 8/14/2020

PROFESSIONAL PRACTICE REVIEW COMMITTEE

The Professional Practice Review Committee (PPRC) serves as a sub-committee to the Faculty Committee and consists of a cross sectional representation of the faculty. As deemed necessary, the PPRC will convene to review problematic student issues. Its main purpose is to review and recommend to the Program Chair (Aurora campus)/Assistant Dean (GWC campus) action to be taken following referrals. A systematic review of problematic student issues in a timely and consistent manner is beneficial to the student, School of Nursing and all the parties involved. The benefits of this review process are:

- To ensure a fair and consistent review of defined problematic incidents across all students and third parties.
- To ensure that safe and therapeutic nursing care is provided to the clients served.
- To ensure due process for the student.

Procedure:

1. A problematic incident is defined as any Student Handbook violation that includes **unsafe, unethical or illegal behavior**. Below is a list (not exhaustive) of problematic incidents that warrant review by the PPRC. A faculty member may bring a problematic incident to the PPRC if they consider the incident is serious enough to warrant peer review. Causes include (but are not limited to):
 1. Failure to adhere to Attendance Policies
 2. Academic dishonesty
 3. Failure to adhere to Aurora University School of Nursing Policies/Procedures
 4. Failure to adhere to clinical agency policies/procedures
 5. Dismissal from a clinical experience
 6. Unsafe clinical practice which is so grave as to seriously jeopardize the health and safety of a patient, agency employee, or another person.
 7. An incident, which involves a gross breach of ethical conduct, behavior that violates the Illinois/Wisconsin Nurse Practice Act, the ANA Code of Ethics, HIPAA regulations or any other statute which governs the practice of nursing.
2. After initial discussion of the identified problematic incident with the Program Chair (Aurora campus)/Assistant Dean (GWC campus), the faculty member contacts the Chair of the PPRC and requests a committee review of the incident.
3. The Chair of PPRC then requests a written summary statement about the incident from the faculty member and the student (APPENDICES C & D). The statement is to be submitted to the Committee Chair within two working days. In addition, the PPRC may request both the faculty and the student to be personally interviewed by the committee member(s).
4. The PPRC will then meet to review the written documentation and make recommendations for a course of action. Immediately following the committee's review, a verbal report will be provided to the Program Chair (Aurora campus)/Assistant Dean (GWC campus). This will be followed by a written report (summarizing the committee's conclusions and recommendations). This report is to be placed in the student's file at the School of Nursing. The Committee Chair will prepare the report.
5. The Program Chair (Aurora campus)/Assistant Dean (GWC campus) will notify the student and faculty involved about the actions that will be taken in regards to the student's progression following the PPRC review.

Reviewed and updated 08/14/2020

PROGRAM PROGRESSION

To be eligible for **progression** to successive courses in the nursing major, the student must meet the following requirements:

1. A minimum average of 77% on course exams is required to pass the course before other assignments are added in. The total course grade must be 77% or above to successfully pass the course.
2. If a student withdraws from a nursing course, they must pass it successfully the second time. A student may only withdraw from two different nursing courses.
3. If a student fails a nursing course, they must successfully pass it a second time before progressing in the program. If the student is unsuccessful the second time, they will be dismissed from the program. The student may not be enrolled in the same course a third time. Two nursing course failures will result in dismissal from the program.
4. Complete all nursing 3000 and 4000 courses within four years from the start of junior level nursing courses.
5. Students must pass all components of the course including didactic, lab & clinical. If a student fails one, they must repeat all components.

PROGRAM/COURSE WITHDRAWAL

The Aurora University Regulations and Policy Catalog allows students to withdraw from courses. See the Aurora University Regulations and Policy Catalog for specific policies related to course withdrawal(s).

The School of Nursing Baccalaureate Student Handbook has program-specific policies regarding nursing course withdrawals.

- Students in the nursing program who desire to withdraw from a nursing course must complete a School of Nursing Course Withdrawal Form See Appendix N-Course Withdrawal Form
- Students who withdraw from a nursing course may request to repeat the course a second time by submitting a written request to the AU Undergraduate Nursing Chair or GWC Undergraduate Assistant Dean; and
- Students who withdraw from a nursing course may be allowed to repeat a course, if space permits; and
- There is a limited number of students who can be enrolled in a nursing course; and
- Students who withdraw from a nursing course and desire to repeat the course are not guaranteed future enrollment in the course.

LEAVE OF ABSENCE

The Aurora University Regulations and Policy Catalog states, in part, “Students who have begun their coursework at Aurora University and must interrupt their course of study for more than one term (excluding summer) must file a Leave of Absence (LOA) form with the registrar in order to be able to resume studies.”

- School of Nursing students must maintain continuous enrollment in the nursing program. A student who interrupts continuous enrollment in the nursing program for more than one term (excluding summer) and does not have an approved LOA from the registrar will be dismissed from the nursing program.
- School of Nursing students must maintain continuous enrollment in the nursing program. A student who interrupts continuous enrollment in the nursing program for one term (excluding summer) must file a Program Leave Form with the School of Nursing. See Appendix O-Program Leave Form A student who interrupts continuous enrollment in the nursing program for one term (excluding summer) and does not have an approved School of Nursing Program Leave will be dismissed from the nursing program.”
- Students who desire to return to the nursing program after a LOA or Program Leave may be able to resume enrollment in the nursing program, space permitting. There is a limited number of students who can be enrolled in the nursing program.

PETITION FOR READMISSION AFTER BEING DISMISSED

A student dismissed from the nursing program has the right to petition for readmission. A written letter requesting readmission into the program must be made in writing to the Dean of the School of Nursing within thirty (30) days of written notification of dismissal from the program.

- Petitions will be considered on an individual basis.
- There is no guarantee of readmission.
- If a student is readmitted, an individualized progression plan will be developed which may include remedial study.
- Readmission is based upon meeting admission criteria, space availability, student motivation, past performance, and faculty recommendation.

Approved: 11/7/2019

DISMISSAL FROM PROGRAM OF STUDY POLICY

Students are expected to comply with all University and School of Nursing rules, regulations, and policies. As pre-professionals, students are expected to comply with the State Nurse Practice Act and the *ANA Code of Ethics*.

From A Single Clinical Experience

Students may be dismissed from a single meeting of a clinical experience, when, in the judgment of the instructor:

1. A student is unprepared and/or under prepared.
2. A student engages in unsafe clinical practice, or potentially unsafe clinical practice, demonstrated by but not limited to:
 - a. Inability to apply theoretical learning to a particular client care situation.
 - b. Failure to follow instructions in the administration of medication and/or the provision of nursing care.
 - c. Impairment of mental function or health, which jeopardizes or threatens to jeopardize the ability to fulfill clinical responsibilities.
 - d. Impairment of mental function or health, which jeopardizes or threatens to jeopardize the health and/or safety of client(s).
 - e. Appearance and/or behavior, which indicates abuse or improper use of regulated substances, drugs, or alcohol.
 - f. Untruthful charting and/or verbal reporting of care administered and/or procedures performed.
 - g. Failure to adhere to HIPAA regulation.
3. Failure to adhere to the established dress code.
4. Failure to provide proof of immunizations, CPR certification, a cleared criminal background check, cleared fingerprinting background check, and cleared urine drug screen. **Current documentation must be up-to-date in the students Castle Branch Account at all times to be able to attend clinical.**

Dismissal from a single clinical experience may result in a referral to the Program Chair/Assistant Dean.

From A Clinical Course

Students may be dismissed from a clinical course under certain conditions. These include but are not limited to:

1. An incident of unsafe clinical practice, which is so grave as to seriously jeopardize the health and safety of a patient, agency employee, or other person.
2. **An incident, which involves a gross breach of ethical conduct, behavior that violates the Illinois or Wisconsin Nurse Practice Act, the ANA Code of Ethics, HIPAA regulations or any other statute, which governs the practice of nursing.**
3. At the request of the clinical agency.

4. Failure to provide proof of immunizations, CPR certification, a cleared criminal background check, cleared fingerprinting background check, and cleared drug screen. **Current documentation must be up-to-date in the students Castle Branch Account at all times.**

Dismissal from the clinical segment of a course automatically results in a course failure.

From The School of Nursing

The School of Nursing abides by the AU Academic and Social Expectations as published in the *AU Student Handbook* and reserves the right to dismiss any student for cause during any term. Causes for dismissal are, but not limited to:

1. Students who fail/withdraw from a nursing course the second time, will be dismissed from the nursing program.
2. Conviction of any crime under the laws of any jurisdiction of the United States: (a) which is a felony; or (b) which is a misdemeanor, an essential element of which is dishonesty, or (c) of any crime which is directly related to the practice of the profession, or (d) fail a criminal background check.
3. A pattern of practice or other behavior, which demonstrates incapacity or incompetency to practice.
4. Engaging in dishonorable, unethical or unprofessional conduct or a character likely to deceive, defraud or harm the public.
5. Unlawful sale, distribution of, or use of any drug, narcotic, or prescription device, or unlawful diversion of any drug, narcotic or prescription device.
6. Habitual or excessive use or addiction to alcohol, narcotics, stimulants, or any other chemical agent or drug, which results in a nurse's inability to practice with reasonable judgment, skill or safety.

CLINICAL & LAB POLICIES

The program does not use preceptors, mentors, guides, or coaches. Instead, qualified full-time or adjunct faculty are available to students while in clinical and are responsible for all clinical teaching, student supervision, and student evaluations.

Dress Code

Students are expected to abide by the School of Nursing's dress code and maintain a professional and business-like appearance while in lab and clinical areas. This means that:

1. Agencies may have dress codes more restrictive than the School of Nursing requirements. Students will comply with the dress code of the agency in which clinical learning activities are scheduled, if stricter.
2. Hairstyle, color and length should portray a professional appearance. Hair should be neat, clean and worn off the shoulder. Extremes in color or un-natural colors are not permitted.
3. Beards, mustaches and sideburns are to be clean and neatly trimmed.
4. Nails should be rounded and short; artificial nails are **strictly** forbidden per health care institutional infection control policies. Gel Nail polish is not allowed. Nail color should be neutral tones. Black, dark or bright nail colors are not permitted.
5. Personal hygiene should be immaculate.
6. Clothing must be professional, clean, pressed and in good condition. Clothing must be loose fitting.
7. Jewelry should be kept to a minimum and pose no risk of injury to either patients or the wearer. This includes earrings (no more than one stud per ear), necklaces and rings. Bracelets are not allowed.
8. Facial or tongue rings/studs are forbidden. All tattoos must be covered during the clinical rotation.
9. Heavily scented perfumes, colognes, aftershaves, lotions, and deodorants are to be avoided.
10. Gum chewing is not acceptable on the clinical units.
11. Smoking/vaping is not permitted at or near the clinical units.

Clinical Attire

Students are expected to wear the AU School of Nursing uniform. The uniform and professional appearance consists of:

1. Navy Blue Cherokee V-neck cardigan warm up jacket.
 - a. Women's – ORDER CODE 4350 or WW 310
 - b. Men's – ORDER CODE 4450 or WW 360

Aurora University School of Nursing Patch (purchased in the bookstore) will be sewn on the **right** sleeve, 2 inches below the shoulder seam of the Navy Blue Cherokee V Neck cardigan warm up jacket.

2. White Cherokee Scrub top
 - a. Women's scrub top – ORDER CODE 4700
 - b. Unisex scrub top – ORDER CODE 4777 or 4876 or 71
 - c. Men's scrub top – ORDER CODE 6070 or 695

Aurora University School of Nursing Patch (purchased in the bookstore) will be sewn on the **right** sleeve, 2 inches above the bottom of the sleeve of the White Scrub top.

3. Navy Blue Cherokee Uniform pants or skirt
 - a. Women's pants – ORDER CODE 4101 or 4005
 - b. Men's pants – ORDER CODE 4000 or 0190
 - c. Unisex pants – ORDER CODE 4100 or 35
 - d. Women's skirt – ORDER CODE – 4509, IN506 or 14231

Other required uniform pieces (to be purchased on your own):

4. Nursing shoes: Clean, white leather or vinyl shoes in good condition. Minimal color logo is permissible. Clogs, Crocs and sandals are not permitted. Shoes must have a back to them.

Alternative Clinical Attire

On selected occasions, students may appear in alternate clinical attire. Alternate attire and professional appearance consists of:

1. Navy blue or khaki colored dress pants with a plain white polo shirt (no logo).
2. Jeans are not acceptable.
3. Exceptions may apply in some practicum courses or in some clinical agencies.

*In lieu of the AU name badge identification badges may be required in and provided by some clinical agencies.

Reviewed 06/01/19

CLINICAL AND LABORATORY SECTIONS INFORMATION

Students are assigned to clinical and laboratory sections. Such assignments are based on maximum learning opportunities, available sections and sites, size and facility constraints. Students may not get the section they desire. Other constraints include clinical agencies that change service areas that are available to students. Students should be prepared to go to a different clinical agency during different hours than they originally requested or planned. Students are expected to provide their own transportation to and from clinical agencies and are responsible for all travel expenses, including parking costs. Usage and possession of cell phones on clinical units are not allowed by the clinical agencies. A Special Circumstances form may be completed to request consideration for clinical placement/scheduling due to conflicts with athletic commitments and/or other special circumstances except work related. Submitting this form does not guarantee that an exception will be made. (See Appendix-M)

PROFESSIONAL BEHAVIOR IN THE CLASSROOM AND CLINICAL AREAS

Nursing students are expected to exhibit professional behaviors both in the classroom and in the clinical areas. Examples of these behaviors include being respectful when the faculty member and/or fellow students are speaking; refraining from initiating discussions that are argumentative and disruptive to the class; and demonstrating accountability for own actions in the classroom and the clinical areas. In turn, the faculty is also expected to design learning opportunities that foster a

climate of mutual respect and caring. Each clinical experience is an opportunity for both faculty and students to provide empathetic, sensitive and compassionate care for individuals, families, groups and communities. Disruptive or disrespectful behaviors may result in dismissal from the class by the faculty member.

Nursing students should check with each instructor to see if his/her lecture can be audio taped; otherwise, cell phones, beepers, or other electronic devices should be turned off in the classroom.

Remote Learning Professional Behavior

Avoid eating, both noise and movement cause distraction. The purpose of synchronous remote classes is to offer an interactive learning environment similar to that of the traditional classroom. For this reason, the standards and behaviors for remote classes are similar to those for in-person classes. The remote and at-home environment should not reduce professionalism, focus, and attentiveness in comparison to face-to-face class discussions and activities. Just like the traditional classroom, synchronous remote classes are a group activity where individual actions can affect the dynamics of the group. In the same way that a student in the face-to-face classroom causes a distraction when receiving a phone call during the lesson, a phone ringing during a remote class session causes all participants to be distracted from the discussion.

During a synchronous remote session, please show respect to other participants by following the suggestions below:

- Alcohol consumption is prohibited since your attention must be full to participate in class activities.
- Consider your clothes, for example, avoid wearing pajamas or sleepwear.
- Pay attention to body language - avoid laying on a bed or sofa.
- Consider a place where you can avoid external noises, such as the sound of a TV.
- Pets can be distracting! Please prevent them from appearing on the screen.
- Avoid participating in conversations or laughing with people who are not part of the class, such as a family member.
- Try not to get up from your seat and/or appear and disappear from the screen

Collaborative Learning

The active verbal and written participation of all students is expected and required to ensure an active, dynamic, and collaborative learning environment. Every time you interact with your instructor or other students, remember the following:

1. Show empathy and respect.
2. All students have the right to participate and contribute their opinions without fear of being ridiculed or quoted on social media.
3. In the synchronous remote classroom, every person is expected to treat others with dignity and respect. Please see the Aurora University A-Book, available at <https://aurora.edu/documents/abook/abook.pdf> for the University's Code of Conduct.
4. Show respect for your instructor and students at all times.
5. The virtual classroom is a safe place to make mistakes.
6. If you have doubts about the meaning of a comment, ask the author of the comment to please clarify what they wanted to express.
7. When appropriate, use specific examples, research material and relevant content in your comments and responses.

At no time will the use of offensive, inappropriate, violent, or aggressive material and/or vocabulary be tolerated.

CORE PERFORMANCE STANDARDS POLICY

Purpose:

Students enrolled in the Bachelor of Science in Nursing (BSN) Program are required to complete experiences in a variety of clinical settings and environments. In accordance with Americans with Disabilities Act (ADA, 1990; 2008), the School of Nursing has established the following core performance standards required of students in the BSN program.

Policy Statement:

Nursing students must demonstrate, with or without reasonable accommodations to policies and practices, the ability to perform the Core Performance Standards listed below during their nursing education.

Core Performance Standards

Issue	Standard	Examples of Necessary Activities (Not All Inclusive)
Critical Thinking	Critical Thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation.	Identify cause effect relationship in clinical situations. Use of the scientific method in the development of patient care plans. Evaluation of the effectiveness of nursing interventions.
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups.	Establishment of rapport with patients/clients and colleagues. Capacity to engage in successful conflict resolution. Peer accountability.
Communication	Communication adeptness sufficient for verbal and written professional interactions.	Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient/client responses.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces.	Movement about patient's room, workspaces and treatment areas. Administration of rescue procedures – cardiopulmonary resuscitation.
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care.	Calibration and use of equipment. Therapeutic positioning of patients.
Hearing	Auditory ability sufficient for monitoring and assessing health needs.	Ability to hear monitoring device alarm and other emergency signals.

		Ability to discern auscultatory sounds and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in patient care.	Ability to observe patient's condition and responses to treatments.
Tactile	Tactile ability sufficient for physical assessment.	Ability to palpate in physical examinations and various therapeutic interventions.

Procedure:

1. The School of Nursing will consider for progression applicants who demonstrate the ability to learn and perform the Core Performance Standards identified in this document.
2. The School of Nursing must ensure the health, safety, and security of all clients/patients.
3. Eligibility to enter or continue in the program will be based on scholastic accomplishments, as well as physical and emotional capacities to perform the core performance standards necessary to meet the requirements of the program's curriculum.
4. The standards are used to assist each student in determining whether accommodations or modifications are necessary. The School of Nursing must determine whether accommodations can reasonably be made. Applicants and current students are responsible for making disabilities known and formally seeking accommodations. If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the School of Nursing must determine, on an individual basis, whether the necessary accommodations or modifications can be made reasonably. Reasonable accommodation might include:
 - a. Assuring that facilities are readily accessible for use by individuals with disabilities
 - b. Restructuring or altering clinical experiences
 - c. Modifying academic program plans
 - d. Modifying examinations including location, timing and testing conditions
 - e. Giving supplementary learning materials
 - f. Providing qualified readers or interpreters
5. Students are required to sign the following statement following admission to the School of Nursing:

I, _____, understand that I must demonstrate mastery of the core performance standards described above prior to graduation. If I have a disability and need an accommodation, I agree to provide appropriate documentation of the disability to the Aurora University Disability Resource Office with a request specifying the desired accommodations.

This request must be presented in a timely manner prior to the need for accommodation to permit the request to be processed by the Director of the Disability Resource Office in collaboration with the School of Nursing. The School of Nursing will determine if any recommended accommodation will fundamentally alter the Program of study.

Signature _____ Date _____

Contact the School of Nursing at 630-844-5130 if you have any questions about the Core Performance Standards and requirements stated above. Questions regarding disability certification and/or requests for accommodation should be directed to the Disability Resource Office the Center for Disability Resources at 630-844-5454. Aurora University is committed to prohibiting discrimination based on disability.

Reviewed 05/2019

SAFETY GUIDELINES FOR CLINICAL SETTINGS

- Listen to your intuition. If you perceive that you are in an unsafe environment, leave that environment as soon as possible and seek safety.
- Report any unusual occurrences to your faculty member immediately.
- Park in the institution's parking facility and in well-lighted areas.
- Before entering an elevator or stairwell, evaluate the area. Do not enter if you feel it is unsafe.
- Carry phone numbers with you, i.e., faculty's cell phone and School of Nursing.

GUIDELINES SPECIFIC FOR COMMUNITY ACTIVITIES

- Know where you are going. Find the site before starting your travel.
- Become familiar with the neighborhood, building or home where you will have your experience.
- Keep your car in good operating condition and with sufficient gas to complete the trip.
- Place valuables, cell phone, purse and personal items in the trunk prior to arriving at your destination.
- Take with you only that which is necessary for the experience.
- Keep your car doors locked at all times.
- Know what you are willing to leave behind if you perceive yourself to be in an unsafe environment.
- Carry phone numbers with you, i.e., instructor's cell phone and School of Nursing.

EXPENSES AND FEES FOR CLINICAL & LAB

1. A laboratory fee is assessed for all clinical and laboratory courses each semester.
2. An ATI testing fee is assessed during each of the four semesters of the nursing program.
3. Nursing students should plan to purchase the following equipment for use during clinical practicum courses:
 - a. School patch x 2
 - b. School of Nursing uniform
 - c. Watch that has a sweep second hand or its equivalent
 - d. Stethoscope
 - e. White leather or vinyl shoes
 - f. Quicklite: Push button Switch (Pen light with batteries)
 - g. 5.5 Bandage scissors
 - h. Gait belt
 - i. Adult BP cuff w/case
 - j. AU/GWC name badge (order from Administrative Assistant)
 - k. Kelly Forceps or Hemostat
 - l. Other supplies as needed
4. A fee is paid by the student directly to Castle Branch for a drug screening, criminal background check, fingerprinting and immunization tracker, repeat costs if registration is not continuous.
5. A fee is paid by the student for random urine drug screening if needed.
6. The cost of the official School of Nursing pin is included in your fees your last semester.
7. A fee is paid directly to Castle Branch for FBI Background Check and fingerprinting required for National Council Licensure Exam (NCLEX-RN)
8. A fee is paid to the State of Illinois (Continental Testing) or Wisconsin to register for NCLEX-RN testing.
9. A fee is paid to Pearson Vue for administration of NCLEX-RN.
10. A fee is paid to the state/Continental testing that you tested in, once you pass NCLEX to obtain your license.
11. Additional costs may be incurred for parking and transportation to clinical sites.
12. Additional costs may be incurred for certain clinical opportunities.

LIABILITY INSURANCE

Aurora University provides, at no additional cost, liability insurance coverage to students enrolled in clinical nursing courses.

STUDENT INJURY OR EXPOSURE IN CLINICAL AREA

Students are responsible for their own health insurance and must remain enrolled in a health insurance plan while attending the School of Nursing. Students injured while at school or clinical are responsible for the cost for any medical treatment.

Students exposed to potential or actual blood borne pathogens are required to comply with clinical agency policies on reporting such incidents. Students must be counseled appropriately regarding presentation and management of blood borne pathogens exposure. Faculty are responsible for submitting a written report to the Chair, Undergraduate Nursing Aurora campus/Assistant Dean Undergraduate Nursing, GWC of any clinical incident for inclusion in the student's records.

POLICY STATEMENT REGARDING STANDARD PRECAUTIONS AND EXPOSURES

To eliminate or minimize occupational exposure to all blood borne pathogens, the most significant being Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV), the School of Nursing faculty and students will follow the recommendations set by the Center for Disease Control and Prevention (CDC) and are adapted for application from requirements set by federal law (OSHA 1910: 1030) For the most recent guidelines, please see the Occupational Safety and Health Administration website at www.OSHA.gov.

POLICY FOR FOLLOW-UP OF SIGNIFICANT EXPOSURE TO BLOOD/BODY FLUIDS

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

1. The student will immediately report the significant exposure to the instructor and will follow the clinical agency's protocol for exposure/injury.
2. It is recommended that the student immediately receive a screening test for HBV, HCV and HIV at the agency where the exposure occurred, if possible.
3. It is recommended that the student receive a physician evaluation and counseling which provides the student information on the Center for Disease Control and Prevention (CDC) recommendations.
4. The student will complete the School of Nursing "Significant Exposure Report", Appendix F. This report will be placed in the student's file.
5. As with all healthcare expenses, payment for treatment is the responsibility of the student.

Reviewed 06/10/2019

STUDENT INJURY OR EXPOSURE IN CLINICAL AREA

Students are responsible for their own health insurance and must remain enrolled in a health insurance plan while attending the School of Nursing. Students injured while at school or clinical are responsible for the cost for any medical treatment.

Students exposed to potential or actual blood borne pathogens are required to comply with clinical agency policies on reporting such incidents. Students must be counseled appropriately regarding presentation and management of blood borne pathogens exposure. Faculty are responsible for submitting a written report to the Program Chair (Aurora campus)/Assistant Dean (GWC campus) of any clinical incident for inclusion in the student's records. The Program Chair, (Aurora campus)/Assistant Dean (GWC campus) will inform Aurora University's risk management office immediately of any incidents in clinical.

Updated and Approved 10/29/19

HIPAA (HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT)

Purpose: To protect privileged and confidential health information.

Policy Statement:

Information regarding clients is highly privileged and confidential. Information about clients **should never** be discussed casually or released to anyone. The HIPAA Privacy Rule holds violators accountable, with civil and criminal penalties if they violate patients' privacy rights. Breach of confidentiality may result in dismissal from the AU nursing program.

Protected Health Information Includes:

If any ONE of the following items is present, the information is considered "Protected".

- Name
- Social Security Number
- Medical record or account number
- Street address, city, state, zip code
- Names of relatives or household members
- Employers or Health plan numbers
- Birth date (except for year) or date of death
- Admission or discharge date
- Vehicle numbers and license plate number
- Photographs and biometric identifiers (i.e. finger prints and voiceprints)
- Any other unique identifying characteristics

Procedure:

1. All students and faculty will sign this confidentiality statement and agree to abide by this statement.
2. All students will complete the ATI HIPAA module annually. Upon receiving a passing grade, they will upload their score to their Castle Branch account.
3. This policy statement will be read and signed at least annually.
4. Students and faculty are prohibited from printing, photocopying, taking photos even if the patient or family insists, or removing client information in any form from the clinical area, or as agency policy indicates. Clinical papers will not identify any person, agency, or agency personnel by name.
5. Students and faculty are prohibited from posting any information regarding their clinical experiences on any social media including, but not limited to: Facebook, You Tube, MySpace, Twitter, Snapchat, Linked-In, AllNurses.com, Blogs, etc.
6. ***Students and faculty who violate the confidentiality policy will be subject to an investigation and possible dismissal from the nursing program.***
7. Persons inquiring whether or not someone is a client should be informed that you cannot release such information.
8. AU nursing students and faculty must maintain a professional relationship with clients, fellow students and faculty.

I have read this Confidentiality Statement and agree to abide by this statement. Failure to comply may result in immediate dismissal from the School of Nursing, Aurora University.

(Date)

(Student's Signature)

(Student's Printed Name)

Please Note: It is the student's responsibility to be knowledgeable about HIPAA.

PENALTIES

The HIPAA Privacy Rule holds violators accountable, with civil and criminal penalties if they violate patient's privacy rights. Simple violation of HIPAA can result in fines up to \$25,000 per person, per year. Federal criminal penalties of up to \$250,000 and one year in prison can be issued for using Protected Health Information (PHI) for commercial advantage, personal gain or malicious harm.

Updated 07/2016

IDENTITY PROTECTION

Aurora University is committed to informing and educating its students, faculty and staff in the prevention of identity theft. To promote this program and in accordance with the Family Education Rights and Privacy Act (FERPA) which requires that colleges and universities protect the privacy of student records and student identity, it is Aurora University's policy to not release certain information to anyone other than the student unless the student has given us express written permission to do so. AU/GWC policies and procedures related to FERPA may be located in the AU/GWC Undergraduate Catalog.

NURSING SKILL AND SIMULATION LABS POLICY & PROCEDURE GUIDELINES

Purpose:

To provide a safe and effective learning experience for all students, staff and faculty using the Nursing and Simulation Labs (NSL)

Policy:

Students, staff and faculty are required to follow the guidelines below as they relate to use of the Nursing and Simulation Labs.

1. All students must know and practice within the safety guidelines at all times while using the NSL. Failure to adhere to general guidelines may result in disciplinary action **and referral to the Professional Practice Review Committee**. A copy of this guideline will be available in the labs and simulation rooms. All students will receive a copy during their NSL orientation. All students must read and agree to the terms of this policy and procedure guide.
2. All labs are locked unless occupied by faculty, staff and/or student workers. There must be a faculty, staff member or designated Lab Assistant present in order for students to use the labs. Unsafe behavior will not be tolerated and should be reported immediately to faculty or NSL staff.
3. Students should be knowledgeable in the care, handling and proper use of equipment prior to using it. Equipment and supplies are to be used only for their intended purposes. **No equipment is to be removed from any lab unless authorized by a faculty or staff member**. Please report any malfunctioning, broken, or low inventory items to a faculty member or the NSL staff.
4. Unauthorized children and personnel are not allowed in the labs at any time. **Only students within the AUSON are permitted to use the labs and the lab equipment**.
5. Access to the doorways in the labs will be free from obstruction at all times.
6. Manikins are to be treated with the same care and respect as live patients.
7. General Guidelines
 - a. Food and Drink
 - i. No food or drink (except water) is permitted in the lab.
 - ii. Simulation Labs: No food or drink (except water) is allowed.
 - iii. Control Room: No food or drink is allowed.
 - iv. All spills must be reported immediately to the NSL staff.
 - b. **ABSOLUTELY NO** ink pens, felt tipped markers, iodine, or betadine near the manikins. These can **PERMANENTLY** stain task trainers and manikins.
 - c. All students will practice proper hand washing technique upon entering the NSL and while using the equipment and manikins within the NSL. This helps to keep manikins and equipment clean, reinforces the habit of hand washing, and decreases the chance of cross contamination.
 - d. Learners will wear exam gloves during any contact with simulated body fluids or manikins.
 - e. Students are responsible for cleaning up after they practice. All used lab equipment should be returned to its original location and all lab and manikin stations should be returned to their proper set up. Beds should be placed in the lowest position with brakes on and upper side rails up. Over bed tables should be cleaned up wiped down and trash thrown away. Bed linens should be straightened and manikins dressed and covered. Due to time constraints, nursing students are not required to clean up after simulation, unless instructed to do so by the simulation lab instructor.
 - f. The NSL is not a health center and may not be used for clinical diagnosis or treatment of students or anyone else.
 - g. Cell phone use is strictly prohibited and cell phones should be powered off and kept in backpack or bag during the lab session. Failure to comply may result in cell phone being removed from students' possession until after the lab session is finished.

- h. Disruptions during class may result in a student or students being asked to leave class. Student(s) are responsible for all material that may be missed if asked to leave the lab period.
 - i. At the discretion of the Instructor a student may be referred at any time to the Professional Practice Review Committee.
8. Safety
- a. All sharps used in the NSL will be disposed of in the sharps containers located in the labs. If a sharps container is full, please notify the NSL staff.
 - b. Students will be instructed in proper body mechanics prior to practice and demonstration. Use caution when practicing lifting skills. Do not lift the manikins without assistance.
 - c. Accidents and injuries should be reported immediately to faculty or NSL staff and a lab incidence form should be completed immediately and given to Lab Coordinator and Course Coordinator.
 - d. Nursing students should report any physical limitations to the lab faculty as soon as possible so that necessary precautions may be taken. Faculty will make reasonable accommodations according to the AU Disabilities Policy. (Nursing students should also refer to the Core Performance Standards Policy in the Student Handbook of the Department of Nursing.)
9. Preparation for Lab
- a. Report to lab on time and dress appropriately: required uniform, including hair, jewelry and shoes.
 - b. Nursing students will adhere to the dress code policy during all labs and testing.
 - c. Nursing students are to have their equipment such as stethoscope, watch, gait belt and any other equipment that is required or necessary for the intended skill being demonstrated or validated during the scheduled lab period.
 - d. Bring ALL required assignments: ATI Pre/Post-test, Active Learning Template (ALT) to class on the scheduled lab day.
 - e. View all required skills videos, tutorials, complete, ALT, Pre/Post V test PRIOR to the assigned skill demonstration, and scheduled lab.
 - f. Nursing students are expected to come to lab prepared. This includes watching the ATI procedure videos and any additional content in the skills module, reading of the patient care skills in the textbook and workbook or any additional skill checklist as assigned. The instructor has the right to NOT permit student to attend lab session if unprepared or without appropriate clinical attire for the scheduled lab period.
 - g. Successful completion of skills and simulation lab assignments and a successful validation of all skills are required.
 - h. In the event of non-compliance of the above policy, the instructor will elevate concerns to the course coordinator and the student may receive a Student Action Plan & Learning Contract and/or referred to the Professional Practice Review Committee.
 - i. Failure to comply with a Student Action Plan & Learning Contract may result in referral to the Professional Practice Review Committee and/or course failure.
 - j. Initial skill validation will occur in class the week after each skill is introduced.
 - k. Students are expected to practice the skill prior to their scheduled lab time to ensure that they can perform the skill proficiently.
 - l. Any student who does not complete the skill validation during the allotted time, does not perform the skill using confidence, or lacks proficiency, will need to complete the remediation process, including a peer reviewed practice, prior to retesting.
 - m. Retesting will be scheduled with your lab instructor. Retesting may need to occur during open lab times. Student must provide evidence that they have completed the Remediation Template and completed a peer reviewed remediation at the time they are scheduled to retest.
 - n. If a student is unsuccessful a second time they should review the skill with their instructor, repeat the remediation process with a peer, and schedule to retest. The student may test with another instructor during open labs.
 - o. Students will only receive 3 attempts to pass each skill validation. Failure of the third attempt will result in an unsatisfactory grade in the lab and result in failure of the course.

- p. **Completion of skill in the skills lab MUST occur prior to the student performing skill/task in any clinical situation.**
- q. **The completed skills check sheet will be uploaded to the Lab Moodle Clinical Skills Checklist Folder at the end of the semester. You cannot take your final exams until the document is submitted to the Moodle folder.**

***AU campus Open Lab:** See Posted Lab Schedule outside Alumni 231 for Open Lab Hours and Nursing Student Lab Worker Hours. Lab hours also available by appointment if needed.

***GWC campus Open Lab:** See posted Lab Schedule outside the lab. Lab hours also by appointment if needed.

10. Lab absence: If a student has to miss a scheduled lab due to an emergency or illness it is the student's responsibility to notify the instructor along with the lab coordinator of the reason for the absence within 1 hour of the lab start time. The student must take the following steps to arrange a make-up lab time:
 - a. Obtain permission from the instructor of the lab they wish to reschedule.
 - b. Obtain permission from their assigned instructor.
 - c. Obtain permission from the lab coordinator.
 - d. Complete a lab absence form (APPENDIX G) and have it signed by the assigned instructor and make-up lab instructor. Turn in the completed, signed form to the Simulation Lab Coordinator.

Failure to complete or comply with any of the above listed requirements will initiate a student action plan (APPENDIX I) as follows:

- 1st time offense: Verbal warning and initiation of FIRST Student Action Plan between instructor and student
- 2nd time offense: Verbal warning with SECOND Student Action Plan or possible direct referral to the Program Chair/Assistant Dean.
- 3rd time offense: Referral to the Professional Practice Review Committee

11. Confidentiality

- a. Students at Aurora University School of Nursing will be participating in clinical laboratory competencies in the form of simulations.
- b. The content of these simulations is to be kept confidential to maintain the integrity of the learning experience for all students.
- c. Students will work side by side with each other and will witness each other's performance. It is unethical and violates the School of Nursing policy for students to share information regarding student performance with any person(s) outside the simulation laboratory.
- d. Students will sign a laboratory confidentiality agreement (APPENDIX H) at the beginning of each semester.

Revised 08/14/20

STUDENT NURSING COMMITTEES & ORGANIZATIONS

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

STUDENT REPRESENTATION ON SCHOOL OF NURSING COMMITTEES

Students are encouraged to participate in the governance of School of Nursing by serving on the Faculty, Assessment and Curriculum Committees. Student input into the policies, planning, and operation of the School of Nursing is strongly valued. Student representatives will serve on the Faculty Committee, Assessment Committee and on the Curriculum Committee. Student representatives are selected each Fall Term in cooperation with the officers of the Student Nurses' Association.

FOCUS GROUPS

Focus groups will be held on an ad hoc basis. All nursing students will be invited to meet with the School of Nursing administration. The focus groups' discussions will provide an assessment feedback forum for student input in program quality.

AMERICAN ASSOCIATION FOR MEN IN NURSING (AAMN)

The purpose of AAMN is to provide a framework for nurses, as a group, to meet, to discuss and influence factors, which affect men as nurses. Their objectives include:

- Encourage men of all ages to become nurses and join together with all nurses in strengthening and humanizing health cares.
- Support men who are nurses to grow professionally and demonstrate to each other and to society the increasing contributions being made by men within the nursing profession.
- Advocate for continued research, education and dissemination of information about men's health issues, men in nursing, and nursing knowledge at the local and national levels.
- Support members' full participation in the nursing profession and its organizations and use this Association for the limited objectives stated above.
- Membership is open to all students enrolled in the School of Nursing. A faculty member from the School of Nursing serves as the chapter advisor by providing support and guidance.

NATIONAL STUDENT NURSES ASSOCIATION

The AU/GWC Student Nurses Association is a constituent of the Student Nurses Association of Illinois/Wisconsin and the National Student Nurses Association. The purposes of each chapter are:

- To promote integrity among nursing students.
- To promote communication with the University and the community.
- To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- To aid in the development of the whole person, and their professional role, and their responsibility for the health care of all walks of life. (AU/GWC SNA Constitution).

Membership is open to all students enrolled at AU or GWC campuses. Participation in this organization provides an excellent opportunity to prepare for the important transition from student nurse to professional nurse. As students work within the organization, valuable skills in communication, collaboration, delegation, and leadership are gained.

These Chapters represent the School of Nursing in the AU or GWC Student Association Council. A faculty member from the School of Nursing on each campus serves as the chapter advisor for their campus by providing support and guidance.

SIGMA (Lambda Upsilon at Large Chapter)

Aurora University co-hosts with Benedictine University the Lambda Upsilon at Large Chapter of Sigma Theta Tau International Honor Society in Nursing (Sigma). Sigma is a prestigious organization of leaders and scholars in nursing. The honor society is committed to improving the health of the public by advancing nursing science. Sigma sponsors nursing research, produces various publications, and hosts scholarly programs on the international, national, regional, and local levels. Outstanding senior students are nominated by faculty to participate in the honor society.

Membership

Membership in the Society is offered to pre-licensure nursing students who achieve high academic achievement as well as potential for leadership and scholarship in nursing. The inductee must have completed at least half of the required nursing curriculum, a minimum 3.0 grade point average in nursing courses and rank in the top 35% of the senior class (Senior 1 & Senior 2 both campuses).

Updated 8/14/20

PINNING CEREMONY

Each graduating class for each campus plans a pinning ceremony to celebrate their completion of the nursing program. The SNA advisor(s) are appointed to assist students with planning for this event. Students may participate in the pinning ceremony when they have completed the nursing program and/or are eligible to participate in the University's commencement ceremony.

SCHOOL OF NURSING AWARDS

Nursing awards are presented annually to students prior to graduation. Students and the nursing faculty participate in the selection of those individuals who exemplify the characteristics recognized by the award.

Sharon Beverly Award

This award is presented in cooperation with the Delta Phi Alpha Sorority to the nursing major from either campus who most exemplifies spirit, determination, and leadership. Sharon was a nursing major who persisted toward her degree despite the hardship of a full leg amputation due to bone cancer. Tragically, Sharon died before achieving her goal, but left us all with the lingering spirit of who she was and what she achieved.

Clinical Excellence Award

Clinical excellence in the School of Nursing is defined by understanding of the role of the professional nurse and by demonstrating cultural competence, inter-professional collaboration, and leadership in the care of the clients. This award is presented to the one student on the AU campus and one student on the GWC campus who most exemplifies the values of the nursing program Altruism, Autonomy, Human Dignity, Integrity and Social Justice.

Gertrude Banaszak Award

This award is presented to a student who is finishing the baccalaureate degree. Mrs. Banaszak was the Director of Copley Memorial Hospital School of Nursing, the forerunner to the Aurora University School of Nursing. The award recognizes commitment to the nursing profession and excellence in the pursuit of higher education, characteristics of Gertrude Banaszak's career.

John Alexander Leadership Award

The School of Nursing was dedicated in the memory of John Alexander on May 22, 1982 one year after his death. At the ceremony, Dr. Alexander was remembered as a man who believed "rights imply a responsibility, opportunities and obligations possess a duty." Dr. Alexander is remembered as "steady, plain speaking, modest, deliberate, kind, honest, and generous. "In 1976, he was awarded an honorary Doctor of Laws degree by Aurora University in recognition of his selfless work to better his community, care for his family, and promote the University's mission. The John Alexander Award for leadership is an award given to a student in nursing from either campus who exemplifies the characteristics for which Dr. Alexander is best remembered.

Dean's Award

The Dean's Award was developed to encourage students to achieve a high RN Predictor score for NCLEX Eligibility criteria include the following:

- An ATI RN predictor score of 69.3% or higher, or ATI Pulse Score of 92% or higher.
- A cumulative nursing GPA of 3.0 or higher
- Have not repeated a nursing course

The award will include:

- A certificate of achievement for outstanding performance
- The ability to include the award on professional resumes
- A professional reference from the School of Nursing Dean to be used in the job search process

ACADEMIC SUPPORT

Academic Support Center – Aurora Campus

The ASC offers free professional writing support for all courses at all levels. Math and science tutoring for specific undergraduate courses is also available. These services are available to all registered AU students at all locations. The instruction and support provided is intended to enhance student learning. To schedule a writing appointment, you may do so at <https://aurora.mywconline.com/>, or you may contact the ASC via the web at <http://aurora.edu/asc> or call (630-844-5520). To access math and science tutoring for select undergraduate courses, students can access www.Tutor.com via their Moodle course shell.

Online students may access www.Tutor.com for their academic support needs.

Academic Support – GWC Campus

Writing assistance and peer tutoring are available to students at no charge, at GWC. If you would like to make an appointment, please email scottlibrary@aurora.edu. In addition, GWC students are eligible to receive tutoring and writing assistance remotely through the Academic Support Center at AU. To schedule an appointment, please go to <https://aurora.mywconline.com/> For questions, contact the Academic Support Center at <http://aurora.edu/asc>

Academic Support Center – Woodstock Campus

Woodstock campus students can access free professional writing support for all courses at all levels via the Aurora campus ASC, or peer writing assistance at the GWC campus. Math and science tutoring for specific undergraduate courses is also available. The instruction and support provided is intended to enhance student learning. To schedule an appointment to receive tutoring and writing assistance remotely through the Academic Support Center at AU, please go to <https://aurora.mywconline.com/>, or you may email scottlibrary@aurora.edu for services via the GWC campus. For questions, contact the Academic Support Center at <http://aurora.edu/asc>

To access math and science tutoring for select undergraduate courses, students can access www.Tutor.com via their Moodle course shell.

Phillips Library

The library is the premier destination for scholarly, credible sources. High quality sources increase the likelihood of producing a high quality paper. Scholarly and popular journals as well as ebooks can be located through the AU library website (<http://aurora.edu/library>), or the GWC Scott Library website (<https://gwc.aurora.edu/academics/library>). Librarians are a valuable resource; please do not hesitate to ask for assistance with any research questions. They are available for all students by chat at (<http://aurora.libanswers.com/>), text (630-796-7615), phone (630-844-5437), or by an online appointment with a librarian <http://libguides.aurora.edu/appointments>. For assistance on the GWC campus, contact Dr. Julie Beyers (jbeyers@aurora.edu). Services for Woodstock campus students are available through both the Aurora and GWC campuses, including courier delivery of materials.

ACADEMIC REGULATIONS

Code of Academic Integrity

Aurora University's core values include integrity and ethical behavior. A community of learners, Aurora University students and faculty share responsibility for academic honesty and integrity. The University expects students to do their own academic work. In addition, it expects active participation and equitable contributions of students involved in group assignments. Aurora University's Code of Academic Integrity (henceforth, the Code) prohibits the following dishonest and unethical behaviors, regardless of intent.

•**Cheating.** Cheating is obtaining, using or attempting to use unauthorized materials or information (for example; notes, texts, or study aids) or help from another person (for example looking at another student's test paper, or talking with him/her during an exam), in any work submitted for evaluation for academic credit. This includes exams, quizzes, laboratory assignments, papers and/or other assignments. Other examples include altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or highly similar papers for credit in more than one course without prior permission from the course instructors.

•**Fabrication.** Fabrication is unauthorized falsification, invention or copying of data, falsification of information, citations, or bibliographic references in any academic course work (for example, falsifying references in a paper); altering, forging, or falsifying any academic record or other University document.

•**Plagiarism.** Plagiarism is representing someone else's work (including their words and ideas) as one's own or providing materials for such a representation, (for example, submitting a paper or other work that is in whole or part the work of another, failing to cite references, presenting material verbatim or paraphrased that is not acknowledged and cited).

•**Obtaining an Unfair Advantage.** This is (a) stealing, reproducing, circulating or otherwise gaining access to examination materials before the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) intentionally obstructing or interfering with another student's academic work; or (d) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

•**Unauthorized Access to computerized records or systems.** This is unauthorized review of computerized academic or administrative records or systems; viewing or altering computer records; modifying computer programs or systems; releasing or dispensing information gained via unauthorized access; or interfering with the use or availability of computer systems of information.

•**Facilitating academic dishonesty.** This is helping or attempting to assist another commit an act of academic dishonesty in violation of this Code (for example, allowing another to copy from one's test or allowing others to use or represent one's work as their own).

Students are advised to consult the University's Code of Academic Integrity at <https://aurora.edu/academics/resources/code.html#.WZTQelGQzIU> to review the consequences of violating these expectations, consequences which will be enforced within this course. In addition, if a student is found guilty of violating any of the above provisions, the student will receive a sanction ranging from an F on the assignment in question, to an F in the course.

Classroom Conduct Policy

Students enrolled in AU courses have the right to learn in an environment where all individuals are treated equitably and with respect. Behaviors at a physical campus, in a remote setting, or in an online learning classroom, or at an internship/clinical placement, that interfere with the learning experience are not permitted. Disruptive or disrespectful behaviors will be referred to the School Dean for consideration of further action, up to and including dismissal from the institution in serious instances.

Attendance Policy

Regular class attendance is expected of all students. Aurora University has no permissible cut policy. Because of the wide diversity that exists among the various courses within the university and the manner in which they are conducted, it is the responsibility of each instructor to establish and maintain his/her own policy in each of his/her classes. Each instructor is highly encouraged to maintain a record of attendance history. Students must comply with attendance requirements established by financial aid sources regardless of the attendance policy established by the instructor.

Authorized Absences from Class Policy

A student representing the university at university-sponsored events may be granted authorized absences from class provided that the student has complied with approved procedures. Note that it is the responsibility of the student to attempt to schedule courses so as to minimize potential class absences. It is generally unacceptable for authorized absences to exceed 20% of the class meetings.

Attendance Policy Considerations for Special Circumstances (COVID-19)

In the event that CDC endorsed community health concerns or other extraordinary circumstances cause the university to transition to remote learning in part or total, the following attendance policy will apply. Synchronous class sessions attended remotely (via Zoom or other means) are treated as in-person class sessions for the purpose of attendance. Appropriate attendance for these class sessions will require that the student's device camera is on with the student clearly visible. The attendance policy listed in the course syllabus will remain in force. Visibility of the student shall serve as evidence of attendance during the remote instruction period.

1. Isolation/Quarantine – In the event that a student is experiencing symptoms, is awaiting test results, has been confirmed to have been exposed to someone who tested positive, or has tested positive for COVID-19, she or he must isolate/quarantine at home or in university-designated space for the duration of time prescribed by the CDC or relevant regulatory authorities. During this time, the student may attend class via Zoom and engage remotely in learning activities as she or he are able, and if the class structure allows. Should the student be too ill to attend via Zoom, or the class structure prohibit such remote attendance or engagement, the class sessions missed shall be excused. A student may return to class from isolation/quarantine when cleared by the university to do so.

2. Documentation – Should a physician's recommended isolation/quarantine time exceed that prescribed by the CDC or other relevant regulatory authorities, documentation must be provided to the university. Once provided, the Special Circumstance Attendance Policy will honor the physician's recommendation in the determination of excused absences.

3. Make-up Work – At minimum, a student whose absences are excused shall be able to make up all work and assignments missed during their illness. Faculty members may authorize additional time at their discretion.

4. Extended Absence for Illness – A student and faculty members may request an I (Incomplete) grade if the student was passing the course prior to the first COVID-19 related absence. Such requests are subject to customary administrative approvals. The university completion deadline for the I (Incomplete) grade stipulations shall apply.

Disability Statement

Aurora University is committed to providing equal access for students with documented disabilities. In order to receive consideration for reasonable accommodations in compliance with the American with Disabilities Act (ADA) students must contact the AU Disability Resource Office. Visit their website at <http://www.aurora.edu/dro> in order to initiate a request for accommodations. More information can be obtained by emailing disabilityresources@aurora.edu.

Electronic Devices

Students are asked to limit use as to avoid disturbing the learning environment. The instructor reserves the right to further limit use if, in their opinion it is interfering with the orderly functioning of the class. Please refer to the specific policy mandated by your instructor.

Final Exam

All traditional and remote classes are required to meet during the assigned final examination period at the end of the semester as this is considered to be part of the required meeting time for the course, with the exception of online students who engage in scheduled learning activities throughout the last week of class and will not meet at a specific time for a final exam or activity. Alternative testing during finals week is provided through the Academic Support Center for

students who receive such accommodations through the Disability Resource Office and for students who receive permission to take the exam after the assigned final examination period due to illness or other emergency.

* Please refer to the Aurora University Catalog for additional information regarding academic regulations and requirement

EMERGENCY PROCEDURES

Students are encouraged to be aware of measures that Aurora University has taken to create a safe learning environment, as well as their own role in emergency preparedness efforts. All classrooms and labs have deadbolt locks installed in entry doors, and university buildings can be placed into a lockdown status. AU has also installed evacuation maps along with emergency response guides in each classroom and building on campus. Maps include the floor plan of that particular building floor; building name and address; fire evacuation routes; and severe weather safety zones. To help prepare for emergency situations, please make sure to review these maps and guides regularly. As the university puts in place other safety procedures, the campus community will be notified.

Aurora University follows the **Run, Hide, Fight** protocol in the event of an active shooter. Run, Hide, Fight is the leading protocol followed across college campuses and is endorsed by both local and federal law enforcement agencies, including the Department of Homeland Security. **Run, Hide, Fight** provides the campus community with clear, actionable steps:

RUN - If there is a clear, accessible escape path, attempt to evacuate.

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Follow the instructions of any police officers.

HIDE - If evacuation is not possible, find a place to hide

- Your hiding place should...
 - Be out view.
 - Provide protection if shots are fired in your direction (Example – an office with a closed and locked door, behind a file cabinet, or a copier).
 - Not trap you, or restrict your options for movement (for a fast escape).
- You should...
 - Silence your cell phone (including vibrate mode) and remain quiet.
 - Lock and barricade the door.
 - Turn off the lights in the room and remain calm and quiet.

FIGHT - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter.

- You should...
 - Act as aggressively as possible against armed intruder. Yell and scream.
 - Improvise weapons or throw items at the armed intruder
 - Commit to your actions . . . your life depends on it.

At Aurora University, everyone is responsible for creating a safe environment, so it is important for students to report suspicious or threatening objects, people, or conditions to Campus Public Safety. At Aurora campus, call 630-844-5450 or 911 for an emergency; in non-emergency situations, call 630-844-6140 or x6140 (if calling from on campus). At GWC, call 262-749-8320 or 911 for an emergency. At Woodstock campus, call 815-338-2131 or 911 for an emergency.

INCLEMENT WEATHER

In the event of campus classes or offices being closed due to inclement weather, or an emergency situation affecting the campus, AU has an emergency alert notification system that will send important messages through text, email, and the university's social media channels. All current students are automatically enrolled to receive both text and email messages. Please make sure to keep your phone number and contact information updated in WebAdvisor, as well as allow your phone to receive short code messages.

If you do not have text messaging enabled on your cellular phone, you can check the AU website homepage and social media channels to see if there is an emergency announcement.

School of Nursing Inclement Weather

AU personnel always monitors the weather closely. In case of inclement weather, watch the university website or register for the university text messaging service for updates on campus closings. Clinical sessions are not held when the university is closed. Safety, however, is always our first goal. Please do not drive to clinical or class if you feel the road conditions in your area are unsafe. Students who cannot make it safely to class or clinical are asked to contact their instructor early, so your instructor knows your situation.

SEX DISCRIMINATION AND SEXUAL MISCONDUCT POLICIES

Aurora University does not tolerate sex discrimination against students, staff, faculty, or visitors, in any form, including but not limited to: quid pro quo sexual harassment, hostile environment sexual harassment, sexual harassment, dating violence, domestic violence, stalking, sexual assault and sexual exploitation. The University also provides assistance for community members reporting sexual misconduct. For additional information, including detailed definitions, reporting options, and support resources, please see AU's Sexual Misconduct website at <https://aurora.edu/sexual-misconduct/>.

The University has designated the following individuals to enforce the sex discrimination and sexual misconduct policies and to educate the community regarding reporting and prevention:

Aurora & Woodstock Campus Title IX Coordinator: Amy Gray, VP for Student Success, agray@aurora.edu 630-844-5467, Eckhart Hall 316B

GWC Campus Title IX Coordinator: Dr. Kate Herrick, VP for Academic & Student Life, kherrick@aurora.edu 262-245-8581, Meyer Hall 203

Confidential on-campus support and resources are provided by the following offices:

Aurora Campus:

Counseling services are provided to students free of charge.

To access support via Counseling and Psychological Services, please call 630-844-4932 or visit aurora.edu/counseling appointment

University Chaplain, Mark Woolfington, mwoolfington@aurora.edu, 630-844-6175, 430 S. Evanslawn

GWC Campus:

Counseling services are provided to students free of charge.

To schedule a counseling appointment, contact Dr. Julie Beyers, jbeyers@aurora.edu or Ashley Lynch, MSW, CAPSW, alynch@aurora.edu.

Woodstock Campus:

Counseling services are provided to students free of charge.

To schedule a counseling appointment at GWC, contact Dr. Julie Beyers, jbeyers@aurora.edu, or call 262-245-8531. To schedule a counseling appointment at AU, call 630-844-4932, or visit aurora.edu/counseling appointment. Alternatively, you may dial 311 to access guidance to obtain services.

AU ACADEMIC SUPPORT CENTER TESTING SERVICES

Instructions and form available on www.auora.edu/asc

The Academic Support Center provides test-proctoring services for students with disabilities and students who have missed an exam. The ability to “make-up” a missed exam is a privilege that must be approved by the instructor. The Academic Support Center serves as a proctor location for the missed exam in instances when the instructor does not have the ability to proctor the test within the academic department.

General Testing Information

- If a computer is required for the exam, students will use the Academic Support Center computers; personal laptops are prohibited.
- No personal belongings may be taken into a testing room. This includes coats, hats, purses, keys, cell phones, Smart Watches, backpacks, etc.
- Student cell phones must be turned off or put on vibrate and left with the ASC staff.
- Students should use the restroom prior to starting the exam; excused breaks are not allowed unless they are an approved accommodation through the disability office.
- If a student is caught cheating, the testing will cease, the instructor will be notified and testing privileges in the ASC may be revoked.
- Finals week make-up exams are limited to students who miss their exam and receive their instructor’s permission to make up the exam. Students wishing to take their exam early must make alternative arrangements with their instructor.

**Testing Services are located on the 2nd Floor of Phillips Library at the AU campus.
(630) 844-6871**

**Testing Services are arranged through Dr. Julie Beyers at the GWC campus
(262)245-8531**

**Aurora University
School of Nursing**

APPENDIX A-PERMISSION FOR RELEASE OF INFORMATION

In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act (FERPA), the School of Nursing at Aurora University requires your written consent before disclosing any personal information. Your consent to share this information may be withdrawn in writing at any time, so long as such documents are specific as to information covered, dated and signed.

I, _____,
Print Name

Hereby give Aurora University's School of Nursing permission to release the following information to clinical agencies and organizations used by the School of Nursing to assist in my education:

- Social Security Number
- Immunization Records
- Proof of Health Insurance
- CPR Certification for Health Care Professionals
- Drug Screen Results
- Criminal Background Check Results
- Fingerprinting Background Check Results
- COVID-19 Status and Test Results
- Birthdate
- Phone number
- Address

Student Signature

Date

**Aurora University
School of Nursing**

APPENDIX B-STUDENT LEARNING CONTRACT

1. I understand that I am responsible for my own learning and that I must participate actively in my education.
2. I understand that I must maintain a 77% average on exams prior to any other assignment grades being added to the grade.
3. I understand that my grade in each course may be derived in part from written exams, service learning, and clinical practicum evaluation as outlined on the course syllabus.
4. I understand that classes will not be graded on a curve and that there are no extra credit assignments.
5. I understand that my success in nursing classes is dependent upon the practical application of concepts, not the memorization of lecture material.
6. I understand that I am accountable for adhering to the School of Nursing attendance policy and that my grade may be affected by absenteeism during the term.
7. I understand that I am responsible for seeking faculty input and guidance if I become concerned about my grade in a particular course at any point during the term.
8. I understand that I am responsible for adhering to the School of Nursing “Health and CPR Policies” and that I must remain current and provide written documentation in order to participate in any clinical and/or community service activities.
9. I understand that I am responsible for notifying my clinical instructor, in confidence, of any physical and/or psychological condition that could affect my safety or my ability to provide safe patient care.

I, the undersigned, am responsible for reading all of the course syllabi during the 2019-2020 academic term and accept responsibility for knowledge of the contents.

Student Signature: _____

Date _____

Print Name _____

**Aurora University
School of Nursing**

APPENDIX E-PPRC-SUMMARY REPORT WITH RECOMMENDATIONS

Professional Incident Review by the Professional Practice Review Committee

Date of PPRC Review: _____

1. Student: _____ **2. Faculty:** _____

3. Type of Occurrence: _____

4. Date/Time of Occurrence: _____

5. Clinical Agency and Unit (if applicable): _____

6. Course Number and Title: _____

7. Reviewers:

Name

1. _____ 2. _____

3. _____ 4. _____

Summary Points of PPRC Review:

Recommendations/Actions to be taken (both short term and long term) & notification of results to: Student:

Clinical Agency (if Applicable):

Faculty:

SON Policy/Procedure Change:

Dean:

Other:

Chair, Professional Practice Review Committee Date

Director

Date

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**Aurora University
School of Nursing**

APPENDIX G-LAB ABSENCE FORM

1. In the event of a lab absence, please complete the following information:

- Name: _____
- Lab Assigned: _____
- Date of Absence: _____
- Reason for Absence: _____

2. Please contact the lab instructor of the lab you would like to attend to make-up your missed lab.

- Date of Make-Up Lab: _____
- Instructor Name: _____
- Instructor Signature and date: _____

Student name _____ has attended lab on _____ to make up for the lab absence noted above.

Instructor Signature: _____ Date: _____

PLEASE RETURN TO YOUR ASSIGNED LAB INSTRUCTOR

**Aurora University
School of Nursing**

APPENDIX H-SKILLS AND SIMULATION LABORATORY CONFIDENTIALITY AGREEMENT

I agree to adhere to the following guidelines:

- All simulated patient/patient information is confidential and any inappropriate viewing, discussion, or disclosure* of this information is a violation of this agreement. *Please note disclosure of information includes sharing information any format, **which includes social network sites.**
- All information is privileged and confidential regardless of format: video recordings, electronic, written, overheard or observed
- The nursing lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner.
- The students involved in the scenario should have everyone's respect and attention. Situations simulated in the lab are used as a learning tool and no discussion of the action(s) of fellow students should take place outside of the lab.
- A debriefing session will be provided for all simulation experience to facilitate the learning experience. It is each student's responsibility to participate in all areas of the simulation including the debriefing session.

Any inappropriate discussion or disclosure of information is a violation of this agreement and will result in an academic alert and referral to Professional Practice Committee.

I acknowledge that I fully understand that the unauthorized release, inappropriate exchange, or mishandling of confidential information is prohibited, and serious consequences may occur if I violate this agreement.

Signature: _____ Date: _____

**Aurora University
School of Nursing**

APPENDIX I-LABORATORY STUDENT ACTION PLAN & LEARNING CONTRACT

Student Name: _____ **Date:** _____

The purpose of the Student Action Plan is to:

- Provide the student with specific, individualized, and mutually agreed upon activities to strengthen performance in the skills lab and clinical setting.
- Promote professional responsibility and accountability.
- Provide additional opportunities to practice and apply skill competency to promote student success and achievement.

The faculty will determine the area (s) that needed strengthening and remediation. **Students will develop a plan with the faculty to practice and refine their skills and schedule remediation within ONE week.**

Professional Development

- Proper Uniform: Clinical Uniform, proper shoes and ID badge
- Required pre/post-tests, checklist and necessary supplies
- Tardiness/repetitive tardiness
- Absenteeism without proper notification, follow-up and make-up session
- Violating confidentiality
- Repetitive failure of skills return demonstration and failure to remediate within ONE week

Comments: _____

Clinical Skills

Skill (s) requiring remediation:

Comments:

Skills Lab/Clinical Faculty Recommendation:

1. Student to complete required remediation process and all components of skills module tutorial prior to the scheduled return demonstration of the skill.
2. Student to schedule time during open lab to practice a minimum of one (1) hour with peer review while student worker is present to ensure all necessary equipment is available for practice of the skill(s).
3. Student and peer are required to sign in on lab attendance sheet when practicing with a peer for the remediation process.
4. Student to make an appointment with Lab Instructor to arrange return demonstration of skill competency:

Remediation Plan Execution Process:

This is the student's: First action plan Second action plan

Student Signature: _____ Date _____

Skills Lab/Clinical Faculty Signature: _____ Date _____

Course Coordinator Signature: _____ Date _____

Action plan must be initiated immediately and remediation must be completed successfully within one (1) week.

GM: rev 5.19

**Aurora University
School of Nursing**

APPENDIX J-LETTER OF RECOMMENDATION REQUEST FORM

Please give this form to the individual from whom you have requested a recommendation.

This form must be completed by the person requesting the letter:

Name _____ Student ID Number _____

Address/City/State/Zip _____

Telephone: Home _____ Cell _____

Email _____

Purpose of Recommendation Letter _____

I waive the right to see this recommendation (check one) Yes No

LETTER OF RECOMMENDATION INFORMATION:

Name of Institution _____

Contact Name _____

Contact's Title _____

Address/City/State/Zip _____

Date Needed _____

Signature _____ Date _____

**Aurora University
School of Nursing**

APPENDIX K-PHOTO/MEDIA RELEASE FORM

I hereby consent to the use of my photograph, image, voice, written and/or verbal statements (materials) by Aurora University in its publications, videotaping, advertisements, brochures, websites, etc. I agree that Aurora University may use my photo with or without my name for lawful purposes including the above. I further acknowledge that there is no agreement or promise on the part of the university to compensate me in any way for the use of my materials in said manner. I hereby release the university from any and every claim, demand, right, or cause of action of whatever kind or nature, either in law or equity, arising from the use of my materials.

I also authorize the use of any information I provide to the university with regard to my career, personal life and accomplishments for use in promotional materials.

In witness, whereof, I have set here my hand and signature:

Student (Signature)

Date

Student (Print Name)

Aurora University School of Nursing

APPENDIX L (1)-STUDENT NURSING BACCALAUREATE HANDBOOK AGREEMENT
--

Aurora University School of Nursing Baccalaureate Student Handbook provides information regarding policies and procedures in effect for the Nursing Program. **Please initial each statement and sign and date your name below.**

_____ I acknowledge that I have received a copy of Aurora University School of Nursing Student Handbook.

_____ I agree that I have read this handbook in its entirety. I understand it is my responsibility to ask questions about the contents of the School of Nursing Student Handbook and to have those questions answered to my satisfaction.

_____ I understand that failure to follow any of the policies in the School of Nursing Student Handbook may result in my dismissal from the Nursing Program.

_____ I understand that I will be informed in writing of any change in policy that occurs prior to the next scheduled handbook revision and will be required to resign this signature page.

_____ I have read and understand the Grievance/Grade Appeal policy.

_____ I have read and understand the Leave of Absence and withdrawal policy.

Student (Signature)

Date

Student (Print Name)

Permission to Survey Future Employer

I hereby give permission to Aurora University/George Williams College to contact and survey my future employer(s) as part of the Nursing Program's graduate assessment process. I understand that this information will be considered confidential and will be used only for purposes of evaluating the quality of nursing education at Aurora University/George Williams College.

Student (Signature)

Date

Student (Print Name)

**Aurora University
School of Nursing**

APPENDIX M-CLINICAL SPECIAL CIRCUMSTANCE FORM
--

This form must be completely filled out.

Student Name: _____

Address (while at school): _____

Student ID #: _____

Date completed: _____

<p>Clinical courses – check appropriate courses. Semester – Fall <input type="checkbox"/> Spring <input type="checkbox"/></p>	<p>Please explain your request in detail. Request due to <i>athletics/school</i> activities MUST have schedule attached. Work schedules will <i>not</i> be considered. General request will be considered, but NOT guaranteed.</p>
<p>Junior 1 NUR 3100 <input type="checkbox"/></p> <p>Junior 2 NUR 3110 <input type="checkbox"/> NUR 3400 <input type="checkbox"/></p> <p>Senior 1 NUR 4200 <input type="checkbox"/> NUR 4300 <input type="checkbox"/></p> <p>Senior 2 NUR 4500 <input type="checkbox"/> NUR 4800 <input type="checkbox"/></p>	

**Aurora University
School of Nursing**

APPENDIX N-COURSE WITHDRAWAL FORM

Policies

The Aurora University Regulations and Policy Catalog allows students to withdraw from courses. See the Aurora University Regulations and Policy Catalog for specific policies related to course withdrawal(s).

The School of Nursing Baccalaureate Student Handbook has program-specific policies regarding nursing course withdrawals. See the Student Handbook for specific policies related to nursing course withdrawals and program progression. In addition, the School of Nursing Baccalaureate Student Handbook states,

- Students in the nursing program who desire to withdraw from a nursing course must complete a School of Nursing Course Withdrawal Form; and
- Students who withdraw from a nursing course may request to repeat the course a second time by submitting a written request to the Nursing Chair or Assistant Dean; and
- Students who withdraw from a nursing course may be allowed to repeat a course, if space permits; and
- There is a limited number of students who can be enrolled in a nursing course; and
- Students who withdraw from a nursing course and desire to repeat the course are not guaranteed future enrollment in the course.

Application for School of Nursing Course Withdrawal

Name _____ Student ID _____

Mailing Address _____

City _____ State _____ Zip Code _____

Cell Phone _____

E-Mail Address _____

Course from which you are requesting a withdrawal: _____

- Fall Term 20__
- Spring Term 20__

I understand that by withdrawing from this nursing course, I am not guaranteed future enrollment in the course.

Student Signature	Date
Nursing Chair/Assistant Dean Signature	Date

**Aurora University
School of Nursing**

APPENDIX O-PROGRAM LEAVE FORM

Policies

The Aurora University Regulations and Policy Catalog states, in part, “Students who have begun their coursework at Aurora University and must interrupt their course of study for more than one term (excluding summer) must file a Leave of Absence (LOA) form with the registrar in order to be able to resume studies.”

The School of Nursing Baccalaureate Student Handbook states, in part,

- “School of Nursing students must maintain continuous enrollment in the nursing program. A student who interrupts continuous enrollment in the nursing program for more than one term (excluding summer) and does not have an approved LOA from the registrar will be dismissed from the nursing program.”
- “School of Nursing students must maintain continuous enrollment in the nursing program. A student who interrupts continuous enrollment in the nursing program for one term (excluding summer) must file a Program Leave Form with the School of Nursing. A student who interrupts continuous enrollment in the nursing program for one term (excluding summer) and does not have an approved School of Nursing Program Leave will be dismissed from the nursing program.”
- Students who desire to return to the nursing program after a LOA or Program Leave may be able to resume enrollment in the nursing program, space permitting. There is a limited number of students who can be enrolled in the nursing program.”

Application for School of Nursing Program Leave

Name _____ Student ID _____

Mailing Address _____

City _____ State _____ Zip Code _____

Cell Phone _____

E-Mail Address _____

Semester you are request a program leave:

- Fall Term 20__
- Spring Term 20__

I understand that taking a program leave from the nursing program for one semester means I may be able to resume my enrollment in the nursing program, space permitting.

Student Signature	Date
Nursing Chair/Assistant Dean Signature	Date