

TOWSON UNIVERSITY DEPARTMENT OF NURSING

UNDERGRADUATE PROGRAM STUDENT HANDBOOK

Basic/Pre-licensure Major

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PREFACE

The Faculty, Students and Staff of the Department of Nursing welcome you as you embark upon the next step toward the Bachelor of Science degree with a major in Nursing. We hope that your terms in the Nursing major will be a challenging, as well as a rewarding time.

This handbook is the effort of many people. Its purpose is to delineate policies, procedures, and protocols adopted by the Department. As in any undertaking of this magnitude, some things may not be as clear as you would like or may raise other questions for you. There may be some additional information which you would like to see included. We welcome your comments and suggestions.

It is your responsibility to abide by the policies and procedures established by the Department of Nursing. The Department of Nursing may amend the information contained in this handbook by modifications, deletions, or additions to it. The handbook and the information within it do not constitute a contract. If you have further questions, please feel free to contact your faculty advisor. Students will be notified of changes to policies and procedures via an email sent through the Nursing Program Community Blackboard site.

Students are expected to familiarize themselves with the Undergraduate Catalog and to satisfy all published degree requirements for each major and minor being completed. Failure to do so does not provide a basis for exceptions to academic requirements or policies. It is expected that students will receive assistance from general academic and faculty advisors, but students must assume responsibility for completing published degree requirements by reviewing their academic requirements report often.

Last handbook revision date: September 30, 2026

INTRODUCTION

MISSION STATEMENT

The mission of Towson University's Department of Nursing is to provide exceptional graduate and undergraduate education in a student-centered, caring environment to meet the diverse health needs of all populations. Graduates are prepared to practice in a rapidly changing health care environment using compassion, ethics, evidence-based care, and inter-professional collaboration. Faculty promote integration of professional values and a commitment to lifelong learning.

Rev. 11/16

PROGRAM OUTCOMES

Upon completion of the Nursing major, the graduate will:

1. Integrate evolving knowledge from nursing and other disciplines in the exercise of clinical judgment and the provision of nursing care across diverse practice environments.
2. Develop a caring relationship with individuals and communities by communicating effectively, applying the nursing process, promoting health, and advocating for person-centered care.
3. Incorporate knowledge of the interplay between population health and the social determinants of health in the care of diverse populations in a variety of settings.
4. Use knowledge of the research process and the resulting evidence base to improve patient health and transform health care.
5. Analyze how quality improvement principles and a culture of safety promote the delivery of high-quality care.
6. Collaborate with professional partners to deliver respectful, high-quality care that aligns with the goals and needs of the individual, family, and/or population.
7. Apply knowledge of healthcare systems to promote safe, equitable, and cost-effective care to individuals and populations across the continuum of care.
8. Incorporate safe and ethical use of information and communication technologies in nursing care.
9. Develop a professional identity reflective of the characteristics and values of nursing.
10. Demonstrate accountability for engaging in activities that foster the acquisition of nursing expertise, personal well-being, and leadership development.

Revised May 2024

ESTIMATED FINANCIAL COSTS

These are **estimated costs** that you can expect in addition to tuition charges provided to help you gain an idea of the money you will need to budget for your education. Fees and prices may change. University tuition and fee information can be found on the [Student & University Billing Office](#) site. The Department of Nursing has no control over university fees not listed here or additional fees charged by other companies. For more details about program requirements for clinical practice, refer to pages 15-22 of this handbook.

DESCRIPTION	ESTIMATED COST	COMMENTS
Textbooks	\$1000	Estimate for the first term of the program.
Parking	\$202-403	Range of annual commuter parking options for the 2026-27 academic year. More information about parking permit options and costs is available on the TU Parking site. New students for spring may receive a prorated parking rate for their first term. Additional off-site clinical parking fees may apply.
CPR Certification	\$80-100	Cost may vary by location and vendor.
Uniform	\$150-200	Approximate cost for purchasing 1-2 required tops and bottoms, nursing student name badge, and a pair of white or black closed-toe sneakers. One uniform top and bottom are required; two are recommended.
Equipment	\$160	Approximate cost for required stethoscope, sphygmomanometer, pen light, and scrub watch with second hand.
Health & Accident Insurance	Varies by provider	Students may purchase through the TU Health Center. Required for program start; must be renewed annually.
Physical Examination Form	Varies by provider	May be completed at the TU Health Center or by your primary care provider.
Student Nurse Professional Liability Insurance	Varies by provider	Many students use CM&F Group, Inc. Other options may be available.
Testing & Simulation Fee (Testing & Remediation)	\$248.50-\$281.50	Assessed by Bursar's office to TU eBill each fall & spring term during the program. Fee is assessed upon registration in nursing courses. This fee covers the cost of NCLEX preparation software used throughout the nursing program.
Educational Testing Fee	\$30-40	Assessed by Bursar's office to TU eBill each fall & spring term during the program. Fee is assessed upon registration in nursing courses. This fee covers the cost of testing software used in nursing courses.
Criminal Background Check and Urine Drug Screen	Approximately \$90 per year	Cost assessed by our compliance vendor. Additional fingerprint costs (approximately \$130) may be required based on assigned location for NURS 476C Public Health Nursing Clinical.
Medical and Certification Compliance Tracker	\$36 per year for the duration of the program	Cost assessed by our compliance vendor.
Facility Compliance Tracker	\$40 one-time fee	Cost assessed by our compliance vendor.

CURRICULUM

FOUR-YEAR PLAN OF STUDY FOR B.S. IN NURSING

PRE-NURSING COURSES – FRESHMAN & SOPHOMORE YEARS

FRESHMAN TERM 1		FRESHMAN TERM 2	
Course	Units	Course	Units
ENGL 102 Writing for Liberal Education <i>(Core 2)</i> OR TSEM 102 Towson Seminar <i>(Core 1)</i>	3	ENGL 102 Writing for Liberal Education <i>(Core 2)</i> OR TSEM 102 Towson Seminar <i>(Core 1)</i>	3
BIOL 191 & BIOL 191L Introductory Biology for the Health Professions Lecture & Lab OR CHEM 121 & CHEM 121L Allied Health Chemistry I Lecture & Lab <i>(Core 7)</i>	4	BIOL 191 & BIOL 191L Introductory Biology for the Health Professions Lecture & Lab OR CHEM 121 & CHEM 121L Allied Health Chemistry I Lecture & Lab <i>(Core 8)</i>	4
PSYC 101 Introduction to Psychology OR SOCI 101 Introduction to Sociology <i>(Core 6)</i>	3	PSYC 101 Introduction to Psychology OR SOCI 101 Introduction to Sociology	3
MATH 115 College Algebra <i>(Core 3)</i>	3	Core Requirement	3
Core Requirement	3	Core Requirement	3
Total Units	16	Total Units	16

SOPHOMORE TERM 1		SOPHOMORE TERM 2	
Course	Units	Course	Units
BIOL 221 & BIOL 221L Human Anatomy & Physiology I Lecture & Lab	4	BIOL 222 & BIOL 222L Human Anatomy & Physiology II Lecture & Lab	4
HLTH 331 Nutrition for Health Professionals	3	BIOL 215 Essentials of Microbiology	4
PSYC 203 Human Development	3	MATH 231 Basic Statistics OR MATH 237 Biostatistics	3-4
Core Requirement	3	Core Requirement	3
Core Requirement	3		
Total Units	16	Total Units	14-15

NURSING COURSES – JUNIOR & SENIOR YEARS

Admission to the nursing major is required before enrollment in all NURS courses with the exception of NURS 416, which may be taken before admission. The nursing curriculum outlined here is approved for students beginning the program in the Spring 2025 term and beyond. Students who began the term prior to Spring 2025 should consult the Undergraduate Catalog [archives](#) for the year they started the program.

JUNIOR TERM 1		JUNIOR TERM 2	
Course	Units	Course	Units
NURS 347 Health Assessment Across the Life Span	3	NURS 333 Writing for Evidence-Based Practice: Issues in Professional Nursing <i>(Core 9)</i>	3
NURS 356 Adult Health Nursing I: Foundations	3	NURS 358 Psychiatric and Mental Health Nursing	3
NURS 356C Adult Health Nursing I: Foundations Clinical	2	NURS 358C Psychiatric and Mental Health Nursing Clinical	2
NURS 361 Pharmacology	3	NURS 360 Adult Health Nursing II	3
NURS 365 Pathophysiology	3	NURS 360C Adult Health Nursing II Clinical	2
		NURS 416 Diversity & Social Justice in Healthcare <i>(Core 13)</i>	3
Total Units	14	Total Units	16

SENIOR TERM 1		SENIOR TERM 2	
Course	Units	Course	Units
NURS 473 Nursing Care of Families and Newborns	3	NURS 435 Nursing Research for Evidence-Based Practice	3
NURS 473C Nursing Care of Families and Newborns Clinical	2	NURS 476 Public Health Nursing	3
NURS 475 Child Health	3	NURS 476C Public Health Nursing Clinical	2
NURS 475C Child Health Clinical	2	NURS 481 Transition to Practice: Leadership Quality and Safety in Collaborative Healthcare Environments	3
NURS 480 Adult Health Nursing III	3	NURS 483 Senior Practicum Immersion	3
NURS 480C Adult Health Nursing III Clinical	2	NURS 488 Preparation for Licensure Exam	2
Total Units	15	Total Units	16

Towson University requires a minimum of 120 units for graduation. The requirements for the nursing major include 61 units of NURS courses, 38 units of prerequisite courses and 21 units of core curriculum and/or elective courses. It is critical for transfer students to review their university transfer credit evaluation to ensure 120 units are included in their plan of study to meet graduation requirements.

STUDENT CLINICAL REQUIREMENTS

STANDARDS AND FUNCTIONAL ABILITIES FOR NURSING STUDENTS

The Towson University Department of Nursing undergraduate nursing major is a rigorous and intense program that will require both mental and physical functional ability as the student accepts responsibility and accountability for the care of clients in a variety of health care settings. The nursing major prepares graduates to function as clinicians at the bedside and in beginning leadership roles. It also provides the foundation for graduate education. The functional standards set forth are the essential standards considered necessary for the student to attain the knowledge, skills, and competencies necessary for the entry-level nurse.

The National Council of State Boards of Nursing has identified functional abilities required for nursing students and professionals. The Department of Nursing has adopted these basic standards as requirements for all nursing students. Students admitted into the nursing major must be able to meet the expectations of the program and clinical sites. Students are required to perform activities with or without reasonable accommodations in the classroom, lab, and clinical settings. In order to be considered for accommodation, the student must submit appropriate documentation of their disability to the Office of Accessibility and Disability Services (ADS) at Towson University. ADS will engage in an interactive process with the student, the Department of Nursing, and the College of Health Professions to determine eligibility and reasonable accommodations, as appropriate.

The following standards and functional abilities are expectations of students in the nursing major; they are not required for admission into the nursing program. Individuals applying for admission to the nursing program should review these functional standards to better understand how they may address any disability or limitation through reasonable accommodation. It is recommended that students consult with ADS as they consider what reasonable accommodation may be appropriate to mitigate the impact of a disability (e.g., amplified stethoscope, writing aids/software, stand-up wheelchair).

<u>Ability Group</u>	<u>Standard</u>	<u>Functional Abilities</u>
Critical Thinking	Ability sufficient for clinical judgment	Identify cause and effect relationship. Problem solving. Predict and evaluation outcomes. Sequence information.
Reading	Ability to comprehend English language via written word and computerized English language skills	Read documents including but not limited to protocols, policies, graphs, computer screens and bedside monitors.
Arithmetic	Ability to perform mathematical computations in order to safely calculate and convert medication dosages, weight, and other forms of measurements	Add, subtract, multiply, and divide whole numbers. Compute fractions and decimals. Measure time, calculate medication dosage and count rates.
Hearing	Ability to clearly receive and interpret sounds	Auscultate and interpret sound from within the organ systems of the body. Physically respond to voices, alarms, and emergency signals.
Visual	Ability to clearly visual the client, equipment, and environment.	Observe and inspect client visible appearance. Observe client response or condition. Distinguish color and intensity. Prepare medications, visualize measuring increments, read monitors and computer screens.
Smell	Ability sufficient to detect environmental odors	Detect foul smelling odors. Detect smoke and gases.
Physical Strength & Endurance	Ability to perform full range of patient care activities	Perform nursing duties for long periods of time at client bedside. Push/pull/support light and heavy objects. Carry equipment. Support clients in ambulation, positioning, and standing.

<u>Ability Group</u>	<u>Standard</u>	<u>Functional Abilities</u>
Motor Skills	Ability to provide safe and effective nursing care	Position clients. Obtain specimens. Calibrate instruments and equipment. Prepare and administer medications. Reach, bend and grasp with ease; fine motor skills
Mobility	Ability sufficient to move within confined space	Move adequately in confined patient care areas. Move quickly. Grasp with ease. Administer repetitive movements (e.g., CPR).
Tactile	Ability to touch and feel	Perform hands-on physical assessment.
Communication	Ability for interaction with others using verbal, written and computerized English language skills	Convey accurate information through speech and writing. Teach and explain procedures. Document and interpret nursing action and client response.
Interpersonal Skills	Ability to appropriately interact with others in a respectful manner	Establish rapport with client, family, staff, and colleagues; respect differences, negotiate interpersonal conflicts.

References

- Adapted from Good Samaritan College of Nursing and Health Sciences. Standards and Functional Abilities for Nursing Students. Retrieved from <https://gscollege.edu>.
- Adapted from Southeast Arkansas College. Functional Ability Requirements for Nursing and Allied Health Students. Retrieved from <http://www.seark.edu>.
- Adapted from Winona State University Graduate Nursing Department. Functional Abilities Statement (Student and Health Care Provider). Retrieved from <http://www.winona.edu/graduatenuising>.
- Adapted from Lakeshore Technical College Nursing Assistant Program. Functional Abilities for Nursing Assistant Program. Retrieved from <https://gotoltc.edu/>.
- Adapted from Towson University Department of Kinesiology. Athletic Training: Technical Standards for Admission. Retrieved from <http://www.towson.edu/kinesiology/athletictraining>.
- Adapted from “A Validation Study: Functional Abilities Essential for Nursing Practices” by Carolyn J. Yocum, National Council of State Boards of Nursing. 1996. Retrieved from <https://www.ncsbn.org>.
- National Council of State Boards of Nursing. (1999). Guidelines for using results of functional abilities studies and other resources. Chicago, IL: Author.

March 2013; June 2013

PROGRAM REQUIREMENTS FOR CLINICAL PRACTICE

Pre-licensure nursing students must meet certain initial and ongoing health, certification, competency, and placement requirements. Clinical practice requirements must be verified and maintained for the duration of the nursing program as specified for each requirement. Students are responsible for obtaining and maintaining these requirements throughout their clinical experience. Students who fail to maintain compliance with the requirements will not be eligible for clinical participation and are at risk for course failure and/or delayed program progression.

Students participate in clinical experiences at partnering facilities during each term of the program. Some clinical placement facilities may require additional health and competency requirements. Failure to meet all program and facility requirements by the due date may compromise participation and progression in the program. Students must regularly monitor their Towson University email for updates regarding document submission deadlines as well as facility-specific requirements.

For any questions or issues concerning program requirements, please contact the program's Clinical Practice Team at nursingdocs@towson.edu.

If any circumstances change during your time in the program that could affect your eligibility to participate in clinical experiences, you must notify the Clinical Practice Team at nursingdocs@towson.edu immediately.

MEDICAL, CERTIFICATION, SCREENING, AND INSURANCE REQUIREMENTS

REQUIREMENT	CRITERIA
DISA CB Account	Requirement: Students are required to complete a background check and drug screening requirement for clinical experiences by purchasing the Towson Nursing Package through DISA CB (formerly known as CastleBranch). Instructions to purchase this requirement are outlined on Blackboard in the Nursing Community Organization under the Clinical Placement Info tab. Stipulation: If you have already created an account through another school or program, a new account for Towson Nursing is required.
Criminal Background Check	Each clinical course requires a placement at one or more of our off campus partnering facilities. The facilities require that all students complete a criminal background check once at the start of enrollment to the nursing program. If there is an interruption in university enrollment, a renewal background check must be completed. Facilities reserve the right to undertake criminal background checks to ensure the student has not been convicted of or is currently charged with a criminal offense relevant to the experience. Students may be required to undergo additional background check(s) in accordance with the facilities' policies. ▪ The criminal background check will be automatically initiated as a result of creating the Towson DISA CB account. ▪ The initial purchase date of the background check will be used as the determinant for renewals, if needed, not the date the results were obtained or posted by the compliance vendor. ▪ Criminal background check results will be available to the student and facilities only. Towson University does not review results. A background check clear of exclusionary offenses is required. Exclusion from placement will result for any of the following offenses that are convicted, not convicted, or pending: ▪ Murder ▪ Arson ▪ Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, or threats to do bodily harm ▪ Burglary ▪ Robbery ▪ Kidnapping ▪ Theft, fraud, forgery, extortion, or blackmail ▪ Illegal use or possession of a firearm ▪ Rape, sexual assault, sexual battery, or sexual abuse ▪ Child abuse or cruelty to children ▪ Unlawful distribution or possession with intent to distribute a controlled substance

REQUIREMENT	CRITERIA
Urine Drug Screen	Each clinical course requires a placement at one or more of our off campus partnering facilities. The facilities require that all students complete a Ten (10) Panel non-DOT Drug Test with negative results once at the start of enrollment to the nursing program. If there is an interruption in university enrollment, a renewal drug screening must be completed. Students may be required to undergo additional urine drug screen in accordance with the facilities' policies. Facilities reserve the right to undertake drug screening to ensure the student is clinically compliant and appropriate to attend the facility. ▪ A drug screen clear of the following is required: Amphetamines (Methamphetamines), Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Methaqualone, Opiates (Codeine and Morphine), Phencyclidine, Propoxyphene). At this time, our facility partners follow federal laws regarding marijuana usage; therefore, it is prohibited for any purpose(s) during enrollment in the program and a medical marijuana card will not be accepted by the facilities. ▪ Following the creation of an account through DISA CB, students will receive an email notification regarding the location for the urine drug screen. The screening facility will be responsible for uploading the results to DISA CB. ▪ Students needing to change the location for the urine drug screen must contact the DISA CB help desk at 1-888-914-7279. ▪ The purchase date for a drug screening will be used as the determinant for renewals, if needed, not the date the results were obtained or posted by the compliance vendor. ▪ It may take up to 3 weeks for the results to be posted on your account. Please ensure sufficient time to complete the screening and allow results to be updated to your account. ▪ The urine drug screen results will be available to the student and facilities only. Towson University does not review results.
Exxat Account	Requirement: Students are required to complete medical and certification requirements for clinical experiences by purchasing an Exxat Approve account. Students are required to complete facility requirements for clinical experiences by purchasing an Exxat One account. Stipulation: If you have already created an account through another school or program, a new account for Towson Nursing is required.
MMR (Measles-Mumps-Rubella) Vaccination	Requirement: A positive antibody titer laboratory result is required as proof of immunity against MMR (Rubeola IgG, Mumps IgG, Rubella IgG). Documentation must include the student's name and date of birth, the name of the antibody tested, the date the results were received, and the antibody result. Stipulations: ▪ Vaccination dates alone are not acceptable. ▪ If the titer result is negative or equivocal, documentation of one booster vaccination is required. A repeat titer is not required.
Varicella (Chicken Pox) Vaccination	Requirement: A positive antibody titer laboratory result is required as proof of immunity against Varicella IgG. Documentation must include the student's name and date of birth, the name of the antibody tested, the date the results were received, and the antibody result. Stipulations: ▪ Vaccination dates alone are not acceptable. ▪ If the titer result is negative or equivocal, documentation of one booster vaccination is required. A repeat titer is not required.

REQUIREMENT	CRITERIA
Hepatitis B Vaccination	Requirement: Proof of immunity to Hepatitis B must be confirmed through a completed vaccination series (2-dose Heplisav-B or 3-dose Hepatitis B) and a positive antibody titer lab report (completed after the vaccine series). Documentation must include the student's name and date of birth, the name of the antibody tested, the date the results were received, and the antibody result. Stipulations: • Vaccination dates alone are not acceptable. • If Hepatitis B vaccination series is in progress, completed, or titer is negative/low/equivocal, a Hepatitis B Declination Waiver is required which is available on Exxat Approve. • If Hepatitis B titer is negative/low/equivocal, defer to CDC guidelines and a healthcare professional (HCP) regarding revaccination.
Tetanus, Diphtheria & Pertussis (Tdap) Vaccination	Requirement: Students must have received a Tdap booster within the last 10 years and receive a Tdap booster upon expiration, if applicable, to remain in clinical compliance. Documentation must include the student's name and date of birth, the date the vaccination was received, and the vaccine name. Stipulation: Td booster is NOT accepted.
Influenza (Flu) Vaccination	Requirement: Flu vaccination for the <i>current</i> flu season is required, no later than September 30th annually for the duration of the program. Flu season is designated as August 1st through March 1st. Documentation must include the student's name and date of birth, the date the vaccination was received, and the vaccine name. Stipulations: ▪ Students starting in the spring will be given a deadline for initial flu vaccination documentation upon admission. ▪ See "Exemptions to Vaccination Policy" below if needed.
Exemptions to Vaccination Policy	Students may request a medical or religious exemption for vaccination requirements. Clinical facilities are not required to recognize these exemptions. Medical and religious exemptions may be reviewed by the Department Chairperson for approval. Documentation and request for Chairperson approval should be submitted to the Clinical Practice Team. ▪ Medical Exemption: When a student has a medical condition that does not permit them to be immunized. A statement is required initially and annually thereafter, as applicable to the requirement. Documentation must include: the student's name and date of birth, a statement from a Health Care Provider that the student has a medical condition that does not permit them to be immunized. The Health Care Provider must sign and date this document. If the medical condition is temporary, the student is expected to comply with the immunization requirement(s) when the exemption expires. ▪ Religious Exemption: When a student has a religious belief that does not permit them to be immunized. Documentation must include the student's name, date of birth, written, notarized, & dated documentation from a religious authority explaining the need for religious exemption.
Government Issued Photo ID	Students must have valid, government-issued photo identification. Documentation must include a copy of a valid driver's license, state ID, or passport that is NOT expired.
Physical Examination Form	Students must have the TU Nursing Physical Examination Form reviewed and completed by their Health Care Provider once within the last 365 days from the date specified on Exxat Approve. This form is available on Exxat Approve.
TU Rights and Responsibilities Form	Students must acknowledge their rights and responsibilities with regards to the criminal background check and urine screen for clinical placement. This form is available on Exxat Approve and must be signed, dated, and submitted prior to the start of the program.

REQUIREMENT	CRITERIA
Health Insurance	Students must provide evidence of health insurance coverage (including Emergency Room coverage) at the start of the program and annually thereafter for the duration of the program. Documentation must include photo evidence of the front and back of the health insurance card is required.
Professional Liability Insurance	Students are required to purchase and maintain Student Nurse liability insurance at the start of the program and annually thereafter for the duration of the program. ▪ Coverage must be occurrence-based (per incident) and provide coverage for a minimum of \$1,000,000/3,000,000. ▪ Coverage may be from any provider. Students may use CMF Group, Inc. A step-by-step instruction guide to purchase this insurance is available on Exxat Approve. ▪ Documentation must include the student's name, the name of insurance company, the start and end date of insurance coverage, and amount of coverage purchased.
TU Liability Waiver and Release Form	This form is required for any TU student in an experiential learning activity. This form must be completed each semester for each clinical course prior to the start of each clinical. The form can be downloaded from Blackboard, signed, dated, and submitted according to the instructions provided on Blackboard.
TU Department of Nursing Student Handbook Attestation	This attestation is required at the start of the program and anytime a handbook policy change is made. This attestation is available on Exxat Approve to be signed, dated, and submitted to your account.
Clinical Medication Administration Policy Attestation	This attestation is required at the start of the program and is available on Exxat Approve to be signed, dated, and submitted to your account.
N95 Fit Testing	An N95 fit test must be completed prior to the start of a clinical rotation at any of the specified facilities listed below: ▪ Holy Cross Hospital (Germantown and Silver Spring) ▪ LifeBridge Health (Northwest Hospital, Sinai Hospital, etc.) ▪ Sheppard Pratt (Baltimore and Elkridge) Instructions to complete an N95 fit test at Towson University will be provided to you by the Clinical Practice Team should you be assigned to a facility that requires fit testing. Documentation must include the student's name, the date of completion for the fit test, and the specific size mask that was fitted.

REQUIREMENT	CRITERIA
Tuberculosis Screening	Requirement: Evidence of a negative tuberculosis test and the TB Questionnaire must be completed once within the last 365 days at the start of the program. Documentation of the negative test must include the student's name and date of birth, the name of the screening test, the date the result was received, and the result. The TB Questionnaire must be completed annually. The TB Questionnaire is available on Exxat Approve. Acceptable documentation: ▪ TB Questionnaire AND one of the following: ○ A 2-step TB skin test (administered 1-3 weeks apart). For example, on day 1, the PPD is placed and read 2-3 later (Step 1). Within 1-3 weeks of initial PPD placement, another PPD is placed and read 2-3 days later (Step 2) ○ QuantiFERON Gold Blood Test ○ T-Spot Blood Test Stipulations: ▪ For those with a history of positive TB test results or a newly positive result, the following documentation is required: ○ Positive TB test result; AND ○ A negative chest X-ray report which shows clear or no sign of disease; AND ○ A completed TB Questionnaire
Cardiopulmonary Resuscitation (CPR)/Basic Life Support (BLS) Certification	Requirement: A current CPR/BLS certification for Healthcare Provider is required. This certification must be completed within the last 2 years at the start of the program. Students are required to maintain current and active certification while enrolled in the program. ▪ The certification course must be approved by the American Heart Association. No other organization will be accepted by the facilities. The course content may be completed online or in-person. The hands-on skills training must be completed in person. ▪ Documentation must include the name of the organization in which the student obtain certification as well as the certification course title (ex: "American Heart Association BLS Provider" or "BLS Healthcare Provider") with the student's name, and date of expiration. Stipulations: ▪ Online skills training, virtual simulations, and courses in Adult/Child/Baby First Aid/CPR/AED or Basic CPR are not accepted. ▪ Heartsaver, RCI, and American Red Cross organizations are not accepted.

REQUIREMENT	CRITERIA
Universal Onboarding Modules	Completion of 11 competency modules with a score of 80% or greater is required at the start of the program and annually by July 31st, for the duration of the program. Evidence of completion for all competencies must be submitted in the form of a Certificate of Completion including the student's name, date of completion, and title of the modules. The modules and instructions to access, complete, and submit the certificate are located on Blackboard in the Nursing Program Community Site under the Clinical Placement Info tab within the "Facility Requirements for Nursing Students" folder. The 11 competencies include the following: ▪ Corporate Compliance & Code of Conduct ▪ Cultural Competency & Respect ▪ Hospital Quality Measures ▪ Infection Control & Exposure Prevention ▪ Patient Bill of Rights & Responsibilities ▪ Patient Confidentiality, HIPAA, & PHI ▪ Personal Protective Equipment & Transmission Based Precautions ▪ Fire/Electrical Safety/Hazmat/Radiation Safety ▪ Safe Patient Handling ▪ Patient Care & Protection ▪ Workplace Safety

CLINICAL & PROFESSIONAL REQUIREMENTS

REQUIREMENT	DESCRIPTION
Changes in Health Status	Students must notify the Department of Nursing of any changes in their health status which may influence their ability to function in the clinical setting. ▪ Faculty have the right to direct a student to leave the clinical setting if they believe a student is not physically or mentally competent to function safely in the clinical area. ▪ The Department of Nursing reserves the right to require an updated physical examination or psychiatric evaluation if the student may not be physically or mentally competent in the clinical setting. ▪ Required documentation/next steps to be determined based on the student's situation.
Standards & Functional Abilities	The National Council of State Boards of Nursing has identified functional abilities required for nursing students and professionals. The Department of Nursing has adopted these basic standards as requirements for all nursing students. ▪ Refer to pages 13-14 of the Student Handbook for the Standards and Functional Abilities for Nursing Students. ▪ The program is a rigorous and intense program of study that requires both mental and physical ability as the student accepts responsibility and accountability for the care of patients in a variety of health care settings. ▪ The Nursing major prepares graduates to function as clinicians at the bedside and in beginning leadership roles. The program also provides the foundation for graduate education. ▪ The functional standards are the essential standards considered necessary for the student to obtain the knowledge, skills, and competencies necessary for the entry level nurse.
Transportation	Students must be able to provide their own transportation to and from clinical settings and between clinical facilities. Students must be on time for clinical experiences. Reliance on public transportation is not an excuse for tardiness.

REQUIREMENT	DESCRIPTION
Cell phones and/or mobile devices	Cell phones and/or pagers are not permitted in the clinical setting except under “special” or “necessary” circumstances. Any exception to this requires faculty approval.

EQUIPMENT & UNIFORM REQUIREMENTS

REQUIREMENT	DESCRIPTION
Nursing Student OneCard	Students in the nursing program must have a TU OneCard that identifies them as a Nursing Student in order to enter clinical settings. ▪ The OneCard office will issue a one-time replacement OneCard with the Nursing Student designation to all new nursing students without charging the standard replacement fee. New TU students must submit an initial OneCard order upon completing their university enrollment. ▪ The Department of Nursing will provide the OneCard office with a list of admitted students each spring and fall at least one week prior to nursing orientation. ▪ Students must state that they need the Nursing Student OneCard when picking it up.
Uniforms & Name Badge	Students are required to wear the TU defined uniform while in any clinical setting: ▪ White V-neck tunic top w/logo ▪ Black scrub pants ▪ Towson University Student Nurse name badge* At least one of each is required; two tops and bottoms are recommended. A student’s name badge must match the name on their TU OneCard. Students may choose the name badge backing of their choice. To purchase uniform, visit Flynn & O'Hara. To purchase name badge, use the Towson University Student Nurse Badge Order Form. *As of May 2025, any new name badge must be purchased via Badges Buttons Plus Inc. Students who purchased a name badge prior to May 2025 from the previous provider are not required to replace their existing name badges. Refer to <i>Dress Code for Clinical Setting</i> below for more details.
Dress Code for Clinical Setting	Students must wear a defined uniform while in the clinical setting. They must also adhere to specific dress code requirements for jewelry, appearance, and shoes: ▪ Timepiece: A wristwatch with a second hand is required. No smartwatches or digital watches without a second hand. Watches must be worn at every clinical experience. ▪ Ear piercings: Only one pair of small, post-type earrings (no hoops or dangling) may be worn. ▪ Body Piercing: No other body piercing jewelry is permitted. ▪ Body Art: Must adhere to the individual agency’s policy. ▪ Nails: No artificial nails or nail polish permitted. Nails must be clean and clipped. ▪ Hair: All students with hair length below the shirt collar must pull their hair back and keep secure when in uniform. ▪ Shoes: Shoes with closed toe and closed back are required. White or black shoes are required for inpatient visits. No clogs or open-toed shoes are permitted at any time. Shoes must be waterproof with a top made of leather or other non-porous material. A specific brand is not required; minimal branding on the shoe is recommended.

REQUIREMENT	DESCRIPTION
Health Assessment Equipment	Students are required to purchase the following health assessment equipment: ▪ Stethoscope ▪ Sphygmomanometer ▪ Watch with a second-hand ▪ Pen light Equipment can be purchased through Flynn & O'Hara or from any vendor. Please keep in mind the following guidelines: ▪ Buy a quality stethoscope that has both pediatric and adult sized bell and diaphragm. The earpieces should point forward and fit comfortably. The ear tips are made in a variety of shapes and materials. You may purchase another type of ear tip if those provided are not comfortable. The sphygmomanometer gauge should not contain a stop pin for the needle. ▪ Any pocket pen light is acceptable. ▪ Smartwatches or digital watches without a second-hand are not permitted.

FACILITY PLACEMENT REQUIREMENTS

REQUIREMENT	DESCRIPTION
Facility Placement Requirements	Throughout the program, students complete clinical experiences in local hospitals and community settings. Based on the clinical location, students may need to complete additional facility-specific requirements prior to the start of their clinical rotations. ▪ Facility requirements vary by clinical location. Clinical placement locations and any facility-specific requirements will be communicated via email and the Nursing Program Community organization on Blackboard. This information will be sent at least 4-6 weeks prior to the start of the clinical rotation. ▪ Facility requirements will be completed on Blackboard, Exxat, or InPlace, depending upon which facility you are assigned to for each clinical course. ▪ Students should not complete any facility-specific requirements until directed to do so by the Clinical Practice Team. ▪ Students must adhere to the due dates and submission instructions for their name to be included on the student roster sent to clinical placement facilities. Once the student roster has been sent to a facility for consideration, the facility has the option to deny any late requests for clinical placement.

POLICIES AND PROCEDURES

CODE OF CONDUCT

Unless otherwise stated, policies refer to both Registered Nurse and Basic students. All Towson University nursing students are held to the standards of practice, professional performance, and ethical behavior described in Maryland Nurse Practice Act and the National Student Nurses' Association.

State law codifies the Maryland Nurse Practice Act. It delineates the roles, responsibilities, and standards of conduct under which all nurses must practice. Students are referred to **The Nurse Practice Act**, which can be accessed at: <http://mbon.maryland.gov/Pages/nurse-practice-act.aspx> (Standards of Practice for Registered Nurses COMAR 10.27.09. Code of Ethics COMAR 10.27.19).

The National Student Nurses' Association Code of Conduct specifically addresses the roles, responsibilities, standards of practice, and professional behavior expected of all student nurses. A summary of professional behavior can be found in *Appendix C*. The National Student Nurses' Association Code of Conduct in its entirety can be accessed online at <http://www.nsna.org/nsna-code-of-ethics.html>.

All students are held accountable to the standards of practice, professional performance, and ethical behavior described in the aforementioned documents as well as department policies and procedures and the Towson University Code of Student Accountability described in *Appendix D* of the [Undergraduate Catalog](#) and on the Student Affairs [website](#).

Revision 12/2016

FORMAL COMPLAINTS

A formal complaint is one received in writing by the Department Chairperson from a student or other constituent about matters other than a grade appeal. Please see *Appendix E* of the Towson University [Undergraduate Catalog](#) for policies and procedures.

COPYRIGHT

Instructor lectures and course materials, including, but not limited to PowerPoint presentations, tests, outlines, and similar materials, are protected by copyright. The instructor is the exclusive owner of copyright in those materials they create. Students may take notes and make copies of course materials for their own use; however, students may not, nor may students allow others to, reproduce, or distribute lecture notes and course materials publicly whether or not a fee is charged without the instructors' express written consent. Similarly, students own copyright in their original papers and exam essays. If an instructor is interested in posting students answers or papers on the course site, the instructor will ask students for written permission.

ACADEMIC PROGRESSION POLICIES & PROCEDURES

TERM REGISTRATION PROCESS

Students are required to meet with their advisor prior to registration for the upcoming term. The following is a description of the advising and course registration process:

1. Schedule an appointment with advisor during the pre-registration period to facilitate registration for the upcoming term and have your academic advising hold removed.
2. Review progress in current courses, remaining academic requirements, and plan for completing your degree.
3. Refer to the Nursing Program Community organization in Blackboard for your assigned schedule.
4. Register online to secure classes.

PROGRESSION AND GRADE REQUIREMENTS

Students must achieve a C (72) or greater in each nursing theory course and a satisfactory (S) in each clinical nursing course to satisfactorily complete the course. Achievement of a grade below a C (72) in a theory course or an unsatisfactory (U) evaluation of a clinical course outcome constitutes course failure.

Students must successfully complete all clinical nursing courses at one level before they can progress to the next level of clinical nursing courses as described in the nursing curriculum. A clinical course includes both theoretical knowledge and application of that knowledge in a clinical practice setting. Thus, students must be successful in both components of the clinical course to progress to the next level of clinical courses.

COURSE ATTEMPT & REPEAT LIMIT POLICY

The Department of Nursing limits the number of nursing course withdrawals, failures, and/or unsatisfactory (U) clinical grades to one course beginning with a student's first term in the major. A student will be dismissed from the nursing major if they have two or more unsuccessful attempts or withdrawals in nursing courses from the time they matriculate into the major. Students who are dismissed from the major can follow the *Appeal of Program Dismissal* policy on page 31 of this handbook. A student's dismissal appeal must be approved before they can receive permission to repeat a course.

Note the following policies in regard to course attempts and repeat limits:

- Individual nursing courses may be repeated only once.
- A withdrawal from a nursing course is considered an attempt of the course.
- A student must request permission from the Admissions and Continuance Committee to repeat a course. If a student is permitted to repeat a course, reenrollment in that course is dependent upon space availability.
- Failure to achieve a passing grade of a C (72) in any repeated or attempted nursing theory or clinical course mandates automatic dismissal from the nursing major.
- A second unsatisfactory grade in any repeated or attempted nursing theory or clinical course mandates automatic dismissal from the nursing major.
- If a student is unsuccessful in two courses, either the same course twice or two separate courses, the student will be automatically dismissed from the nursing major.
- Students who withdraw from a course related to failure of dosage calculation exam are held to the academic policy regarding course failures.

MANDATORY WITHDRAWAL POLICY

Withdrawal from any Junior-1 level course (NURS 347, NURS 356, NURS 361, NURS 365) requires withdrawal from NURS 356C. In subsequent semesters, students must take theory and clinical courses concurrently. If a student withdraws from a theory course, they must also withdraw from the corresponding clinical course. A mandatory withdrawal from a clinical course will not be counted against a student's tally of unsuccessful course attempts or withdrawals under the course attempt and repeat limit policy.

For withdrawals related to dosage calculation exams, only the withdrawal from the clinical course will count against a student's tally of unsuccessful course attempts or withdrawals under the course attempt and repeat limit policy. The mandatory withdrawal from the corresponding didactic course will not be counted against a student's tally of course attempts. Refer to page 34 for the *Clinical Dosage Calculations Competency Tests* policy.

It is the student's responsibility to be fully informed of the Towson University Withdrawal Policy and the impact in the progression of the nursing major: <https://www.towson.edu/about/administration/policies/03-14-00-withdrawal-policy.html>.

GRADING POLICIES

DEPARTMENTAL ACADEMIC GRADING

In accordance with the philosophical tenets and goals of the university, the Department of Nursing supports learners at the undergraduate level in pursuit of those studies that promote critical thought about human affairs and development of cognitive behaviors and values necessary for responsible citizenship and the practice of nursing. Therefore, the student must demonstrate the ability to provide professional nursing care.

GRADE WEIGHT POLICY

To estimate the student's professional growth, Faculty involved in the individual course establish the weighing of the components of each course. The Department of Nursing follows the plus/minus [grading system](#) of the university. Attainment of a minimum grade of "C" or 72.000 is required in each Nursing course.

In any Nursing course with exams, students must also achieve a weighted average of 72% or higher in all course exams prior to the incorporation of any other evaluation methodology (e.g., benchmark assessments, assignments, etc.). If a student does not achieve the 72% weighted grade on the exam average, the exam average grade will be the final course grade.

INCOMPLETE GRADES

The Department of Nursing follows the Towson University [Incomplete Grades](#) policy when issuing an incomplete (I) grade. If an incomplete grade is awarded in a course that is a pre-requisite for a course in the next term, students must successfully complete the incomplete course requirements prior to advancing. Failure to complete these requirements may affect the student's ability to progress in the nursing major.

GRADING SCALE FOR DEPARTMENT OF NURSING**(Conversion from numerical score to letter grade and Grade Points per Unit)**

Numerical Score (%)	University Letter Grade	University Grade Points per Unit
94 – 100	A	4.00
90 – 93	A-	3.67
87- 89	B+	3.33
84 – 86	B	3.00
80 – 83	B-	2.67
77 – 79	C+	2.33
72 – 76	C	2.00
67 – 71	D+	1.33
64 – 66	D	1.00
63 and below	F	0.00

****Note: All nursing courses must be successfully completed with a numerical score (%) of 72 or higher**

DROPPING AND CLASS WITHDRAWAL

Students may drop a class during the university Change of Schedule period. Students may withdraw from a class and receive a W grade on their transcript by the posted University withdrawal deadline. The Change of Schedule period and course withdrawal deadline for current and upcoming terms are posted on the Academic Calendar at <https://www.towson.edu/registrar/calendars/>.

A W grade in a nursing course constitutes an attempt at the course. Students must refer to the following policies within this handbook for details on how withdrawal from a course will impact their progression in the nursing major:

- *Course Attempt & Repeat Limit Policy* (pg. 25) – Policy outlining the limit of repeat attempts in the major and details of how withdrawal from a course will affect a student’s progression in the major and limit
- *Mandatory Withdrawal Policy* (pg. 26) – Policy explaining the circumstances in which a student is forced to withdraw from a clinical or didactic course due to withdrawing from the corresponding clinical or didactic course
- *Course Repeat & Remediation Policy* (pg. 28-29) – Procedure for students to request permission to repeat a course in the nursing major following a withdrawal, failure, or unsuccessful (U) grade

If a student is undergoing departmental review for unsafe clinical practice, the student must complete the review process and abide by the review outcome.

COURSE REPEAT & REMEDIATION POLICY

Repeat attempts of coursework due to course withdrawal, failure, and/or an unsatisfactory (U) grade is permitted if a student maintains satisfactory academic standing within the program and if there is space available in the course. Students may request to enroll in select non-clinical courses out of sequence while repeating courses. Requests for enrollment in other nursing courses outside of the prescribed plan of study are not guaranteed and will only be approved on a space-available basis at the discretion of the Admissions & Continuance Committee.

Students who withdraw from a course due to unsuccessful attempts at a dosage calculation exam are held to the maximum of one repeat course attempts standard of a maximum repeat standard, as described in the Course Attempt & Repeat Limit Policy.

Students must petition to repeat any course they withdraw from, fail, or complete with an unsatisfactory clinical grade. Students required to repeat a course must complete a remediation plan in collaboration with the department’s Student Success Coordinator in order to receive permission to enroll in a repeat course attempt. In the event that the Student Success Coordinator role is vacant, students will complete the remediation plan with their academic advisor.

Remediation Plan Process

- 1) Following the posting of final grades for the term, any student with an unsuccessful/non-passing grade or course withdrawal will be reviewed for eligibility to repeat coursework by the Admissions & Advisement Manager.
- 2) Students who are eligible to repeat coursework will be contacted within five (5) business days of grade review. Students will be given the Academic Progression Remediation Plan form and directions to schedule a meeting.
 - a) The Academic Progression Remediation Plan form requires students to identify the courses they intend to take in the following term. This must include repeat courses as well as any requested off-sequence courses.

- b) Students must schedule their review meeting within 10 business days of being contacted. The Remediation Plan form may be completed in advance of the meeting by the student or collaboratively during the meeting. Students who are planning to appeal their grade should still schedule a meeting in the event that their appeal is denied.
- 3) After the remediation meeting, a copy of the approved remediation plan will be sent to the Admissions & Continuance Committee. Remediation plans, course repeats, and enrollment in any courses off sequence courses are subject to final approval by the Admissions & Continuance Committee. The committee reserves the right to add additional stipulations to a remediation plan or deny registration in off-sequence courses.
- 4) Following the committee's review, the Admissions & Advisement Manager will email the student a copy of their approved remediation plan and registration permissions for the term. The student's faculty advisor will be copied on the review notification email.

Course Repeat Guidance

Students who are approved to repeat a nursing course are expected to submit original work in their repeat attempt. Any reuse of work from the first attempt is considered self-plagiarism and a violation of the university's [Student Academic Integrity Policy](#). Please work closely with your course faculty to ensure you are meeting the course requirements and avoiding self-plagiarism.

The Department of Nursing reserves the right to impose additional stipulations on a repeat attempt, such as a required meeting with the student's advisor or a clinical course coordinator, if the circumstances of a student's first course attempt merit those stipulations.

If a student is repeating a clinical course for unsafe clinical practice or unprofessional behavior, the student may be required to meet with their advisor and clinical course coordinator prior to re-entering the clinical setting.

LEAVE OF ABSENCE

The Department of Nursing supports a continuous enrollment policy for baccalaureate degree students. If a student is unable to enroll in a particular term but wishes to continue in the nursing major, they must request a leave of absence (LOA) from their studies. A leave of absence may be granted for only one term at a time. Reinstatement may be limited by space availability. Please refer to the procedure for reinstatement following a leave of absence for more details.

A written request for an LOA must be submitted to the Admissions and Continuance Committee for review. The reasons for the LOA and plan for completion of course work should be included in the request letter. Requests must be sent via email to the Admissions and Advisement Manager (nursingadmissions@towson.edu) with the academic advisor copied on the email. An interview with the student may be requested. The Department Chair and the Admissions and Continuance Committee will review the request and send written notification of decision via email. If approved, students must follow refer to the procedure for reinstatement following a leave of absence (see below) to resume their studies.

Students who neglect to request an LOA before a break in coursework or who do not follow the proper reinstatement process after an LOA will be administratively reverted to pre-nursing standing and required to complete the

Department of Nursing Return Review Process on page 32 if they wish to resume their studies.

Reinstatement Following a Leave of Absence

It is the student's responsibility to contact their academic advisor after a one term leave of absence to meet for an advisement and registration review. If approved for the LOA, a student will be given a date by which to contact their advisor to initiate their reinstatement for the next term. Registration permission for nursing courses is issued on a space available basis. If a student does not enroll in any Towson University coursework during their LOA, they must also complete the university reenrollment process.

University Reenrollment

Degree-seeking undergraduate students who do not attend TU for two consecutive terms (spring and fall) must submit a reenrollment application to resume their studies at the university. Students must adhere to the reenrollment deadlines, policies, and procedures outlined at <https://www.towson.edu/registrar/reenrollment.html>. Reenrollment does not guarantee reinstatement to the nursing major; the policies in this handbook must be followed to resume nursing studies.

Clinical Re-immersion Course

If the LOA extends beyond one term, the student is required to successfully complete the NURS 325 Clinical Re-immersion course:

NURS 325C CLINICAL RE-IMMERSION (2 UNITS)

Focuses on the nursing care of patients in the healthcare setting and skills competency for physical and psychosocial assessment across the lifespan. Course is required to review and evaluate competency in nursing assessment and skill mastery prior to entering the clinical area if there has been a gap of two consecutive traditional academic clinical semesters. Graded S/U.

APPEAL PROCEDURES

COURSE APPEALS

Students who feel they have been treated unfairly in regard to their academic performance, whether in the classroom or clinical setting, are entitled to appeal for an impartial review and reconsideration of their achievement.

Procedures to be followed in such circumstances are given below:

1. A student should first confer with the faculty member(s) involved in the course primarily responsible for assigning grades.
2. If the matter is not satisfactorily resolved through this approach and the issue warrants further consideration, then the student may direct a written letter of appeal to the Department of Nursing Chairperson within 5 business days of receiving a response from the faculty member or members.
3. If the student is not satisfied with the resolution at the Department level, they should follow the Appeal Procedure as outlined in the Undergraduate catalog: <http://catalog.towson.edu/undergraduate/academic-policies/grades-grading/>.

Ultimately, if the grade in the nursing theory course remains below a C (72) or a nursing clinical course grade remains unsatisfactory (U), the student must follow the *Course Repeat & Remediation Policy* on pages 28-29 of the handbook. Students appealing a grade are strongly encouraged to complete the remediation plan process concurrently with their appeal to ensure that they are able to register promptly in the event of a denied appeal. Students must complete the remediation plan process within five (5) business days of receiving their appeal approval. If the appeal is within five (5) business days of the start of the term, students must complete the remediation plan process prior to the start of the class.

APPEAL OF PROGRAM DISMISSAL

Students are entitled to appeal for reinstatement to the major following dismissal from the program. To appeal their program dismissal, students must write a letter of appeal directly to the Department of Nursing Chairperson. Appeal letters must address the factors that led to their dismissal from the program and how they plan to be successful if reinstated. Letters must be submitted within five (5) business days of receiving their dismissal letter from the Admissions & Continuance Committee. Late appeals may be considered at the discretion of the chairperson. Students appealing their dismissal may be required to meet with the chairperson to discuss the appeal before a decision can be made. Students who are not satisfied with the outcome of their appeal at the departmental level may choose to appeal to the Associate Dean of the College of Health Professions. This appeal must be submitted within five (5) business days of the chairperson's decision. Decisions of the Associate Dean are final.

If the appeal is approved, the student must follow the *Course Repeat & Remediation Policy* on pages 28-29 of this handbook. Students must complete the remediation plan process within five (5) business days of receiving their appeal approval. If the appeal is within five (5) business days of the start of the term, students must complete the remediation plan process prior to the start of the class.

DEPARTMENT OF NURSING RETURN REVIEW PROCESS

A student who neglects to follow the leave of absence process must participate in the return review process:

- Submit an official transcript(s) of all course work taken toward degree attainment.
- Provide letters of support from two nursing faculty, one of whom evaluated clinical performance.
- Develop a personal statement explaining the reasons interrupting nursing studies and a description of activities undertaken in the interim period.
- Apply for reenrollment through the Registrar's Office if they have not enrolled for one or more regular academic term (fall/spring) at Towson University.
- Materials must be emailed to the Admissions and Advisement Manager (nursingadmissions@towson.edu) in order to be reviewed by the Admissions and Continuance Committee.

CLASS ATTENDANCE/ABSENCE

All students must follow the [Class Attendance/Absence Policy](#) of the University. Furthermore, students are held accountable to specific requirements outlined in individual course and clinical syllabi/packets.

EVALUATION OF STUDENT PERFORMANCE: CLASSROOM & CLINICAL PRACTICE

CLASSROOM COURSES

- Performance expectations are outlined in each theory course syllabi.
- Student evaluation includes but is not limited to student performance on examinations, written assignments, and other projects.
- Students who earn less than a 72 on an exam or other assignments are encouraged to meet with the course faculty to review the exam or assignments and strategize to enhance exam performance.

CLASSROOM EXAMS

Most exams are computer-based and will be administered in a proctored campus computer lab. Students must keep their Examplify/ExamSoft login and password information current. Some exams may be administered outside of normal class hours. Students should refer to their course syllabi for exam location and schedule.

CLINICAL COURSES

- Performance expectations are outlined in each clinical course syllabi.
- Student evaluations are based on student's clinical performance and related written assignments.
- A clinical absence places a student at risk for failure in the clinical course.
- Students and faculty are expected to complete a record of the student's performance.
 - Students are expected to complete a mid-term and final self-evaluation using the department clinical evaluation tool.
 - Evaluations are discussed in the student-faculty conference.
- Students considered at risk for clinical failure based on their clinical performance are required to meet with their clinical instructor prior to the next clinical day to develop a learning contract and plan for success in the course.

DEPARTMENTAL CLINICAL POLICIES

CLINICAL PLACEMENT & PLACE OF EMPLOYMENT

Students employed at a healthcare facility are subject to restrictions on their clinical and practicum placements. A student may not complete any clinical experience at their facility of employment, and they may not complete any practicum experience on their unit of employment. If a student is placed at their facility and/or unit of employment, they must notify the Clinical Practice Team at nursingdocs@towson.edu within one (1) week of receiving the placement. Failure to notify the Clinical Practice Team of the conflict may put a student's clinical placement in jeopardy and hinder their progression in the major. Students may not request a clinical placement location under any circumstances. Exceptions to this policy will only be considered at the discretion of the Clinical Placement Coordinator and nursing department leadership.

CLINICAL DOSAGE CALCULATIONS COMPETENCY TESTS

Competency in drug dosage calculation will be evaluated as a clinical component in designated clinical courses:

- To be eligible to take the proctored dosage calculation exam, students must first complete the required self-assessment. J1 students will have unlimited attempts to score a minimum of 90% on two required non-proctored self-assessments.
- J1 students will have three opportunities to achieve a passing grade of 90% on the proctored dosage calculation exam in order to progress through the course.
- Each proctored dosage calculation exam is 20 questions.
- Calculators will be provided. No electronic devices (including cell phones, tablets, smart watches, smart pens, smart glasses, etc.) are permitted in the testing area.

For students who are unsuccessful on the proctored dosage calculation exam:

- Students who do not achieve a minimum score of 90% on the first proctored dosage calculation exam are not permitted to give medications in the clinical setting. J1 students will receive two additional attempts on the proctored dosage calculation exam to achieve a minimum score of 90%.
- Students who are unsuccessful on the first proctored dosage calculation exam will not be permitted additional proctored exam attempts until they have completed remediation activities.

MEDICATION ADMINISTRATION

Medication administration is a licensed nursing function, therefore nursing students may participate in medication administration only under the direct supervision of a clinical instructor (RN) or preceptor (RN), in accordance with the Maryland Nurse Practice Act and COMAR regulations. At no time may a nursing student independently administer medications. Staff RNs are not permitted to supervise student medication administration in a group clinical setting. If the student is in the last semester of nursing school and participating in an independent learning experience, the assigned preceptor must provide direct supervision of student medication administration.

Prohibited Activities

Students may **not** administer any of the following therapies, regardless of supervision:

- Administer medications independently

- Accept verbal or telephone medication orders
- Administer medications in unstable or rapidly changing patients
- Administer medications without direct supervision of the clinical instructor or preceptor
- Administer any of the following therapies, regardless of supervision:
 - Blood products
 - IV push medications
 - Initiate, bolus, change, or discontinue any IV infusion that requires a dual RN sign-off
 - Initiating, bolusing, changing, discontinuing, or wasting medications administered via Patient Controlled Analgesic (PCA) pump
 - Administering medications that require additional certification (e.g., chemotherapy)
 - Performing venipunctures

CLINICAL PERFORMANCE AND PROFESSIONAL BEHAVIOR

The Maryland Nurse Practice Act regulates standards of practice for registered nurses in the State of Maryland. When providing clinical care, nursing students are expected to adhere to professionals standards of practice and code of ethics that have been developed to guide the profession of nursing. A client and their family have a right to expect safe, competent nursing care consistent with knowledge of scientific principles and guided by the nursing process. University Students agree to reimburse Hospital for the repair or replacement cost of any equipment or supplies damaged as a result of University Student's negligence.

UNSAFE CLINICAL PERFORMANCE

A student who demonstrates unsafe clinical nursing practice may be dismissed at any time from the clinical area. Unsafe clinical practice is defined as any behavior that is actually or potentially detrimental to the client, family, self, peers, or health care agency. Behaviors may include but are not limited to contributing to physical injury or mental distress; performing acts beyond the level of nursing practice for which the student has demonstrated competency; engaging in clinical activities while under the effects of alcohol, drugs, or chemicals; lack of preparation to ensure effective clinical practice; or deficits in problem-solving skills.

UNPROFESSIONAL BEHAVIOR

All students are accountable for maintaining professional behavior in the clinical and/or classroom setting as a representative of Towson University, The Department of Nursing, and the nursing profession. Unprofessional behavior is defined as any behavior that violates the Maryland Nurse Practices Act or is a violation of course, university or clinical site policies. Behaviors may include but are not limited to a student under the influence or suspicion of both legal and illegal substances, repeated tardiness, late clinical assignment submission, unexcused clinical absence, language, or actions that do not display courtesy or respect to patients, staff, faculty, or peers, unprepared to deliver care as a representative of Towson University Department of Nursing or not fully engaged in clinical practice.

DEPARTMENTAL REVIEW POLICY FOR DISMISSAL FROM CLINICAL SITE

Faculty members who dismiss a student for unsafe clinical practice and/or unprofessional behaviors must notify the course coordinator and department chair within 24 hours of the initial occurrence. The faculty member must document

in a factual manner the unsafe clinical practice and/or unprofessional behavior and develop in collaboration with the student strategies for addressing the deficiencies. If appropriate, the faculty member will refer the student for evaluation and support services. The document must be signed by both the faculty member issuing unsafe clinical practice and/or unprofessional behavior documentation and the student, representing that a conference for remediation was held. A copy of the documentation is given to the student, the course coordinator, the student's advisor, and the department chairperson.

A student may return to the clinical area or class only if the recommended remedial action is completed. If circumstances prevail that require further review of the incident that necessitated the initial removal of the student from the clinical area or classroom, additional documentation describing the incident must be prepared by the faculty member. The documentation will be sent to the department chair, the course coordinator and the student's advisor within 5 days of the occurrence. During the incident review period, the student may not engage in clinical practice.

CLINICAL ABSENCE

All students are expected to be physically present on all clinical days. The Department of Nursing supports the Towson University (TU) [Class Attendance/Absence Policy](#) and applies it to classroom/clinical attendance requirements. The Department of Nursing may require students to provide appropriate documentation when an absence occurs due to circumstances beyond the student's control or when there is concern regarding student safety, competency, or fitness to participate in the clinical setting. Acceptable documentation may include, but is not limited to, a note from a health care provider, a letter from a university department indicating official involvement, or court documentation. Any clinical absence may result in an unsatisfactory (U) grade for the clinical course. If a clinical experience is canceled due to an administrative decision, the clinical instructor reserves the right to assign a written alternative in lieu of the clinical day. Clinically canceled days due to administrative decisions will not be counted against the student. Failure to meet Department of Nursing clinical practice requirements may result in an unsatisfactory grade for the clinical course.

INCLEMENT WEATHER GUIDELINES: CLINICAL PRACTICE

Clinical courses will adhere to the inclement weather policies of the university. Towson University main campus information is posted by 6am. For practicum courses, if students are already at the clinical site and feel comfortable completing their shift, they may decide whether to finish the shift or leave.

If clinical practice is cancelled due to inclement weather, students will be notified by clinical faculty to complete an assignment. If students are dismissed from clinical practice while in a facility, there will be no additional make-up work. It is at the discretion of the faculty member to decide on the type of assignment that will meet the clinical course objectives identified.

Use the following university resources for information regarding closings:

- Towson University homepage (www.towson.edu)
- TU Emergency Text Message Alert (Sign up at www.towson.edu/textalerts)
- Campus-wide email (Check at <https://outlook.towson.edu/>)
- University Facebook account (<https://www.facebook.com/towsonuniversity>)
- University X (formerly Twitter) account (<https://x.com/TowsonU>)
- University Instagram account (<https://www.instagram.com/towsonuniversity/>)

The following local news channels or websites also provide closing information for school closings:

- WBAL-TV (Channel 11): <https://www.wbalv.com/weather/closings>
- WJZ-TV (Channel 13): <https://baltimore.cbslocal.com/school-closings/>
- WMAR-TV (Channel 2): <https://www.wmar2news.com/weather/school-closings-delays>

TU Emergency Closing Information

For an overview of the main campus closing policies and practices, including the status of campus events and resources in the event of a closing, and frequently asked questions, visit <https://www.towson.edu/news/emergency.html>.

Inclement weather guidelines updated April 2025. URLs updated August 2024.

BLOOD BORNE PATHOGEN EXPOSURE PLAN

Blood Borne Pathogen Exposure Control Plan

Exposure Incident means exposure to a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials via needle stick, scalpel, razor, or other puncture to or contact with non-intact skin that results from the performance of an employee's or student's duties in the clinical setting. (US Department of Labor Occupational Safety and Health Administration, 2016, www.osha.gov).

In the event that a student is exposed to bloodborne pathogens, the following procedure should be followed.

First Aid:

Start immediate first aid. Any emergency care needed should be provided by the clinical agency where the incident has occurred and **at the student's expense. This means the student should be instructed to report directly to the emergency facility at the clinical agency for complete evaluation as would befit the clinical agency employees. If the clinical agency does not have an emergency department the student should report to closest hospital with an emergency room for evaluation and treatment at the student's expense.**

Student should NOT be sent to the university Health Facility.

Parenteral Exposure

EXPOSED PERSON: Should complete the following:

1. Soap and water wash for one minute.
2. Allow injury to bleed while washing.
3. Follow with disinfectant, such as betadine, iodine, or alcohol.

EMERGENCY DEPARTMENT: Agency should follow protocol as follows:

1. Administer tetanus vaccine if there has been none received in the past five (5) years.
2. Follow agency protocols for Hepatitis and HIV exposure follow-up.
3. Wound care as per emergency department protocols.

Mucous Membrane Exposure

EXPOSED PERSON: Should complete the following:

1. Flush with a heavy stream of normal saline or water immediately and for 4 to 5 minutes.

EMERGENCY DEPARTMENT: Agency should follow protocol as follows:

1. Follow agency protocols for Hepatitis and HIV follow-up care.

1. As soon as feasible, the incident should be reported to the Towson University, clinical instructor, and the RN/clinical nurse faculty in charge of the area where the student is assigned for clinical experiences.
2. The following procedures should be completed by the exposed student and the clinical instructor: The incident must be reported directly, whether it has occurred on or off campus, to the Chair of the Nursing Department, Dean of the College of Health Professions, and the Course Coordinator. If there has been a written report or documentation at the facility, a copy should be filed within the Department of Nursing at the office of the Department chair. A Towson University Incident Report must also be filled out and given to the office of the Department Chair.
3. The policies and procedures of the agency in which the student is assigned for clinical should be followed by the student with the assistance of the RN in charge and the clinical instructor. The exposed student and the clinical instructor will complete an incident report (or the appropriate documentation) for the clinical agency. A copy of this report should be made for the Department of Nursing at Towson University.

4. If source blood has been tested, every effort will be made to have results made available to the exposed student. The student will be informed that they are prohibited by law from disclosing the identity of the source individual.
5. The exposed student will be referred to their private health care provider for follow-up care. This follow-up care will be at the student's expense. The student will be provided with the following information for their provider by the Department of Nursing Chair:
 - Information on the student's Hepatitis B vaccination status.
 - A copy of the Exposure Incident Report, which includes documentation of the route(s) of exposure and circumstances under which exposure occurred.
 - A description of the student's duties as they relate to the exposure incident.
 - A copy of the student's completed Student Health Requirements Form.
 - Results of the source individual's blood testing if available.
6. It is the student's responsibility to get follow-up care from their private health care provider following an exposure incident and to pay for the cost of that care. Verification that follow-up care has been done should be documented and provided to the Chair of the Department of Nursing.

In the event that a student is involved in a medical emergency on Towson University campus, treatment should follow policy as defined by the Towson University Emergency Resources Guide (<https://www.towson.edu/public-safety/emergencies/>).

The Office of Environmental Health and Safety (EHS) and Department of Nursing Chair should be notified of incidents. To report to EHS:

1. Download the Incident Report Form at <https://www.towson.edu/public-safety/environmental-health-safety/forms/>
2. Complete and return the form to the Office of Environmental Health & Safety
 - a. Mail: Towson University Office of Environmental Health & Safety, 8000 York Road, Towson, MD 21252
 - b. Fax: 410-704-2993
3. Notify Department of Nursing Chair and file a copy of the incident report in the Department of Nursing office.
4. To notify the university's Insurance Administrator, contact 410-704-6377 or safety@towson.edu.

Office of Environmental Health and Safety

<https://www.towson.edu/public-safety/environmental-health-safety/contact.html>

- Phone: 410-704-2949
- Email: safety@towson.edu
- Location: Public Safety Building, Room 205

Jan. 2011; Rev. 6/22

Occupational Health and Safety Administration (OSHA) Standards - Bloodborne pathogens:
[https://www.osha.gov/laws-regs/interlinking/standards/1910.1030\(c\)/regulations](https://www.osha.gov/laws-regs/interlinking/standards/1910.1030(c)/regulations)

GENERAL EXAM POLICIES

ATTENDANCE AND LATENESS

- Exams are scheduled to begin and end at a designated time.
- Attendance at all course exams is mandatory. If absent, the student is responsible for notifying the faculty prior to the exam. If the student provides documentation supporting that the absence is an excused absence (as defined in the Attendance/Absence policy of the Towson University Catalog), the student may take a make-up exam.
- Make-up exams are provided only for students with an excused absence. The student must take the exam within 5 business days, excluding weekends, after returning to the university or a grade of "0" will be assigned. Students are responsible for making make-up testing arrangements with the instructor. The student may receive an alternate form of the exam as a make-up at the faculty's discretion.
- Lateness: Students may be permitted entry to the computer lab after an exam has started only at faculty discretion, thus limiting the time period to finish an exam. Students are not permitted to leave the testing environment until completion of their exam or at the designated times per instructor/test monitor.
- No breaks are allowed during exams.

EXAM INTEGRITY

- All Department of Nursing exams are proctored.
- Students testing on-campus will test in the Computer Lab or Accessibility & Disability Services (ADS) Testing Center. The on-campus exams are proctored by faculty or Testing Center employees. A seating chart may be implemented at the discretion of the faculty.
- Students testing online are subject to all Department of Nursing Testing Policies. This includes exam proctoring. Students testing online in courses that use Exemplify will be proctored with ExamID and ExamMonitor software. Students testing online in courses that test through Blackboard will be proctored by faculty electronically. Audio and webcam functionality are required for online testing.
- All hats/caps must be removed during exam time. Personal items, such as purses, books, backpacks, pagers, notebooks, drink bottles, laptops and briefcases are not allowed in the testing environment.
- Electronic devices such as cell phones, tablets, or smartwatches are prohibited in the testing environment except under the direction of faculty for the purpose of online proctoring.
- A calculator and notepad are available in the Exemplify testing software.
- Any student suspected of violating the Academic Integrity Policy (whether in class or online) will be subject to Towson University's Academic Integrity Policy. Strict enforcement of the integrity policy is maintained. This policy is available online at <https://www.towson.edu/about/administration/policies/03-01-00-student-academic-integrity-policy.html>.
- Examinations are the property of the Department of Nursing. A student may not remove a test from the classroom or copy or create an image of any exam item. Students may not share any information about any exam items, exam topics, or exam results with other students or make any of this exam information publicly available. If the student is found to have violated this policy, the Student Academic Integrity Policy will be enforced and may result in failure of the test/s with a 0, failure of the course and /or other academic sanctions.

EXAM GRADES AND REVIEW

- The testing software may show the student's grade after the exam. This grade may change after faculty analyze the exam. Exam scores will be posted on Blackboard after faculty review of the test. Every effort will be made to post the scores in a timely manner.
- An exam review may be conducted by course faculty. The method of review is at the faculty's discretion. The environment during exam review is the same as during testing. Academic integrity, civility, and professional behavior is expected during an exam review.
- Once an exam grade has been posted, students will have five business days to review the exam with faculty. Students must email faculty to request an exam review. Once the exam review period is over, students will not be able to review their exam.

TESTING ACCOMMODATIONS

- Students requiring testing accommodations through the Office of Accessibility & Disability Services (ADS) should notify faculty at the beginning of each term.
- Information about ADS testing accommodation services at Towson University can be found at <https://www.towson.edu/accessibility-disability-services/>.

STANDARDIZED TESTING POLICY

POLICY

All pre-licensure students enrolled in the Department of Nursing are required to take nationally standardized benchmark assessments throughout the curriculum and an NCLEX-RN predictor assessment in the last term of the program. The standardized benchmark assessment will account for a percentage of the course theory grade in the course where the assessment is administered. Students are required to take the NCLEX-RN predictor assessment during scheduled assessment dates. See course syllabi and assessment schedule.

PURPOSE

The purpose of standardized benchmark assessments is to:

1. Evaluate student competency in achievement of curricular outcomes
2. Compare students' abilities to national standards for specific content areas and for the overall program
3. Assess outcomes for the Department of Nursing systematic program evaluation.

In addition, standardized benchmark assessments increase students' familiarity with a computerized test methodology used for the licensure examination (NCLEX-RN). The question formats and the time allowed for completion of an assessment mimic the requirements of the NCLEX-RN assessment.

PROCEDURES

The Department of Nursing provides the publisher of standardized benchmark assessments with a student roster. Students will receive information from the publisher directly to their Towson University email address. Students are responsible for following the instructions in the email to set-up their account to access their benchmark assessments. Students should be aware that their ability to pass the NCLEX-RN is supported by completing practice benchmark assessments and remediation related to needs assessments. Students should prepare for each standardized benchmark assessment by reviewing content presented in theory courses and content outlined in the standardized benchmark assessment resources.

BENCHMARK ASSESSMENT POLICY

- Standardized benchmark assessments measure students' abilities to apply concepts related to specific clinical nursing content areas throughout the curriculum.
- NCLEX-RN predictor assessments evaluate students' readiness for the NCLEX-RN examination. The question formats and test blueprint of the predictor assessment matches the latest NCLEX-RN test plan. The predictor assessment will help identify each student's strengths and opportunities for improvement and recommend individualized remediation to address knowledge deficits to help students maximize their chances of success on the NCLEX-RN examination.
- Benchmark and predictor assessments are secure, proctored, computerized assessments.
- Course faculty provide mandatory dates for benchmark assessments in the course syllabi or assessment schedule.
- Complete feedback, reporting, and remediation are available to the students immediately upon completion of the assessment.

DEPARTMENTAL AND EXTERNAL RESOURCES

HONORS AND SCHOLARSHIPS

HONORS

Sigma Theta Tau International Honor Society of Nursing

[Sigma Theta Tau International](#) is an organization of nurse leaders, scholars, and researchers. Membership in the society is by invitation. The Society's mission statement is as follows:

Sigma Theta Tau International is committed to fostering excellence, scholarship, and leadership in nursing to improve health care worldwide. The society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest knowledge in nursing care.

At Towson University, the Sigma Theta Tau International Chapter is [Iota Epsilon](#). In order to identify nominees for this honor, academic records are evaluated during the S1 or S2 term in the program. Students must maintain high ethical standards as outlined by the American Nurses Association Code of Ethics, uphold the moral code of conduct of the National Student Nurse Association and the State Nurse Practice Act, rank in the upper one-third of their class, and have a minimum GPA of 3.0 on a 4.0 scale. Once approved for membership, an induction ceremony is held for new members. The induction fee of \$60 includes dues for one year to the local chapter and the international society. A key, charm, or pin of the Society is also available for purchase. Sigma Theta Tau International encourages and actively supports further professional development and promotes nursing scholarship, leadership, creativity, and commitment among its members.

SCHOLARSHIPS AND LOANS

Students should check with the [Financial Aid Office](#) for information about scholarships and loans during the academic year. Students should note that loans and many scholarships will require submission of the FAFSA.

The Department of Nursing's Student Recognition Committee posts information about available scholarships on the Nursing Program Community organization on Blackboard. Scholarship announcements can be found under the Scholarships section of the Announcements page. Towson University scholarship opportunities can also be found via the [Towson University Foundation](#).

The Department of Nursing also maintains a [Scholarships](#) page to help students search for external scholarships. This page does not constitute an exhaustive list of every nursing scholarship resource or opportunity available to students, nor does it indicate any affiliation with or endorsement by the Department of Nursing.

Students are also encouraged to contact area hospitals for scholarship information. Many area hospitals provide scholarships to students currently enrolled in the Nursing major. Most require that the student be employed by the hospital upon graduation.

Many government agencies, such as the Veterans Administration, the U.S. Public Health Service, and the armed services, offer scholarship programs available for students interested in working at those agencies upon graduation. Some of these scholarships may be competitive.

Distinguished Presidential Scholarship in the College of Health Professions – Department of Nursing

(Donors: Robert H. and Ruth S. Sander)

This scholarship is awarded to recognize, encourage, and reward students who demonstrate the highest levels of academic achievement. These scholarships will be awarded to outstanding juniors and are renewable for their senior years. Graduate nursing students may be considered in addition to juniors and seniors. The scholarship will cover all annual tuition and fees for either in-state or out-of-state recipients. The recipients will be identified and selected by the department based on the highest levels of academic achievement.

NURSING STUDENT ASSOCIATION

The Nursing Student Association (NSA) was established in the Fall of 1987 as an SGA-affiliated organization. In accord with the National Student Nurses' Association's Mission, the mission of the [Towson University Student Nurses' Association](#) (TUSNA) is to:

Organize, represent, and mentor Towson University students preparing for initial licensure as registered nurses, as well as those nurses enrolled in Towson's degree completion options; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality health care in a multicultural society.

A central goal of TUSNA is to facilitate unity, leadership, and active participation within the student body. To facilitate this goal of TUSNA, members organize community and social activities and promote professional growth through educational experiences and affiliation with the Maryland Association of Nursing Students (MANS) and the National Student Nurses' Association (NSNA). TUSNA's structure allows for attainment of the aforementioned mission and goal and provides for class representation and overall membership involvement. All nursing students are eligible to become members of TUSNA.

Towson University is in compliance with federal and state regulations regarding nondiscrimination on the basis of race, color, national origin, religion, sex, marital status, age, political affiliation, veteran status, condition of handicap, or other prohibited reason.

For further information contact the TU Office of Fair Practices at (410) 704-2361 or the 504 Officer at (410) 704-2000.

The university does not discriminate on the basis of sexual orientation.

CAMPUS-WIDE RESOURCES

Towson University offers a wide range of services and resources to enhance student life and support academic success. The services outlined in this section are not a comprehensive list of campus resources. The following information is provided to highlight select services and resources that may appeal to nursing students. Students can find a full list of academic support and advising resources online at the [Academic Services & Resources](#) site. For a complete list of student life and support services, visit the [Student Services & Resources](#) site.

LIBRARY RESOURCES

There are substantial numbers of research and information resources that TU students can access. On campus, the Albert S. Cook Library offers a variety of resources to support learning and scholarship, including a vast collection of books, electronic databases, videos, and electronic journals. Through the Interlibrary Loan (ILL) program, TU students can also access materials throughout the University of Maryland System (USM) and a worldwide network of libraries. Students can learn more about library resources at [Cook Library](#).

STUDENT OUTREACH AND SUPPORT

[Student Outreach and Support \(SOS\)](#) promotes student success by accompanying students through life challenges and connecting them with university and community resources. Students who are facing challenges with academics, finances, life and housing needs, mental health, and more can contact SOS directly for assistance with navigating the resources available to them at TU.

STUDENT EMERGENCY FUNDS & RESOURCES

Student Outreach and Support (SOS) offers several [emergency resources](#) to support students facing an emergency. These resources include the Student Emergency Grant Fund for students experiencing immediate financial hardship and the Chromebook Loaner Program for students who are experiencing technological emergencies and unable to afford a computer.

STUDENT COMPUTING SERVICES

Students in need of computer support can contact [Student Computing Services \(SCS\)](#). The SCS Service Desk provides technical support to students experiencing login, laptop, or mobile device problems. Laptop services include software support, malware removal, diagnosis of hardware issues, and loaner laptops in the event of prolonged laptop repair. SCS also provides guidance for purchasing new computers and may connect students to available discounts with select computer providers.

OFFICE OF ACCESSIBILITY & DISABILITY SERVICES

Students with a disability who believe they may need accommodations for this course should notify faculty with a memo from the [Office of Accessibility & Disability Services \(ADS\)](#). Since accommodations are not retroactive, it is strongly recommended that students provide faculty with notification as early as possible in the term. To register with ADS, or seek answers to questions about accommodations and services, contact the Office of Accessibility & Disability Services at 410-704-2638 or tuads@towson.edu.

ADVISING AND COUNSELING SERVICES

All nursing students are assigned to a faculty advisor upon entrance into the program. In addition, the university offers many advising and counseling services to meet students' needs in the areas of academic advising, career guidance, and personal counseling.

The [Counseling Center](#) offers flexible, culturally responsive, and solution-focused care to meet every student's unique needs. Counseling services include individual counseling appointments, after-hours crisis support, self-help programs, massage chairs, peer support, wellness workshops, meditation services, support groups, therapy groups, same-day mental health consultations, solution-focused support, and referrals services. There is no fee for most services at the Counseling Center.

The [Career Center](#) offers a comprehensive range of free services to assist TU students and alumni with their career-related needs. All students and alumni have access to services including career planning, career and personality assessment, career counseling, resume and cover letter review, mock interviews and interview training, job, and internship searches, finding student employment, and graduate school essay review. The Career Center can also connect students with identity-based resources to ensure equal access to opportunities. Through the Tiger Mentor Network, students can connect with TU alumni for relevant career advice.

The [Health Center](#) provides health and wellness services for TU students, including medical care, testing, illness treatment, health counseling, smoking cessation, and referrals. The Health Center also offers health education programs and resources on sexual health, dating safety, wellness and more.

DIVERSITY RESOURCES

Towson University is committed to increasing the diversity among its students, faculty, and staff, addressing the needs and concerns of its varied populations, and promoting multicultural learning for all students. Diversity at TU is broadly defined as including race, ethnicity, country of origin, religion, gender identity, gender expression, age, ability, and sexual orientation. The Office of Inclusion & Institutional Equity (OIIE) offers many student diversity resources such as ally training, anti-racism resources, gender identity resources, chosen name resources, and hate/bias prevention education and support. For more information, visit the Office of Institutional Equity & Inclusion (OIIE) [Student Diversity Resources](#) site.

In collaboration with the OIIE, the Center for Student Diversity (CSD) works to support the access and academic success of historically under-represented groups through programs and services that enhance the student experience. The CSD provides academic, social and transition support for underserved students, promotes exchanges and dialogue between individuals of diverse backgrounds and identities, and works to eradicate bias, discrimination, and intolerance. Students are encouraged to explore their many programs, services, and events to find support and celebrate diversity on campus. For more information, visit the [Center for Student Diversity](#).

NOTE: Students who have experienced, witnessed, or learned of a hate crime or bias incident can file a report using the [Hate Crimes and Bias Incident Report Form](#).

DEPARTMENTAL RESOURCES

NURSING FACULTY ADVISOR

All pre-licensure students are assigned to a Department of Nursing faculty advisor beginning in their first term of the program. Students must meet with their advisor for intentional advising at least once every fall and spring term prior to course registration.

In addition to guiding students through registration each term, faculty advisors are available as a resource for students throughout the academic year. Students in need of guidance or support are encouraged to contact their advisor for help. The advisor's role is to help students, celebrate their successes, connect them with resources, and guide them toward success in the program. New nursing students will be provided with their assigned advisor's name and contact information at nursing orientation. This information can also be located in the online Student Dashboard under the Academics menu after the first week of classes.

ACADEMIC SUCCESS SUPPORT

The nursing major is a rigorous and challenging program. Students are encouraged to avail themselves of the resources in the Department of Nursing early on to support their academic success. Academic success resources in the department include the Student Support Coach, assigned faculty advisors, and course instructors. A proactive approach to student success is recommended; students are encouraged to communicate their academic needs to their advisor throughout the term. Nursing faculty may provide additional help with course material or refer students to other campus or departmental resources. Students should connect with their course faculty and advisor as soon as they experience any academic struggles.

Students at risk in coursework may be referred to the department's Student Support Coach when appropriate. This faculty member is available to students to connect them with university resources and provide individual academic coaching. Academic coaching helps students identify strategies to meet their academic needs, such as time management, test taking, study preparation, test review, or test anxiety management.

SIMULATION INSTRUCTION

The Department of Nursing has multiple simulation lab environments designed to reflect a variety of health care settings and provide students with a breadth of experience. [Simulation](#) supplements the traditional clinical education that students receive at assigned clinical facilities. Simulation instruction is incorporated into clinical courses throughout the program.

SKILLS LAB

Students are required to participate in a weekly skills lab for the first seven weeks of their foundations clinical course. Scheduled hours of operation are posted on the lab door. The purpose of lab utilization is to ensure safe student performance of selected psychomotor nursing skills necessary for client situations in order to maintain health, promote a higher level of wellness or facilitate coping with illness or death. As an additional learning resource, nursing faculty and student preceptors are available in the learning lab, outside of class time, to supervise students' practice of nursing skills.

NURSING DEPARTMENT AWARDS

The following department awards are available to pre-licensure students. Students who do not adhere to the clinical compliance guidelines are ineligible for departmental nursing awards granted at the Pinning Ceremony.

NURSING PRACTICE AWARD

Criteria:

- ❖ Demonstrates professional behaviors when caring for adults and families.
- ❖ Demonstrates critical thinking skills and problem solving when providing care for adults and families.
- ❖ Demonstrates sensitivity and compassion with clients and families.
- ❖ Displays perseverance and determination.
- ❖ Demonstrates a broad scope of nursing knowledge and has good written and verbal communication skills.

Eligibility:

- ❖ Undergraduate pre-licensure, undergraduate degree completion, and graduate pre-licensure nursing students

NURSING LEADERSHIP AWARD

Criteria:

- ❖ Applies coordinated leadership skills in clinical and academic setting.
- ❖ Assertive and initiates clinical independence.
- ❖ High academic proficiency and standing.
- ❖ Serves as a role model for fellow students.

Eligibility:

- ❖ Undergraduate pre-licensure and graduate pre-licensure nursing students

SCHOLASTIC ACHIEVEMENT AWARD

Criteria:

- ❖ The student demonstrates the highest cumulative grade point average (GPA) in the senior nursing class.
- ❖ To receive a Department of Nursing Scholastic Achievement Award, a student must be eligible for university honors (i.e., GPA must be at least 3.4).

Eligibility:

- ❖ Undergraduate pre-licensure, undergraduate degree completion, and graduate pre-licensure nursing students

COMMUNITY AT LARGE LEADERSHIP AWARD

Criteria:

- ❖ Functions as a leader enhancing the role and image of nursing in the community at large, beyond the roles and responsibilities at the department, college, or university level.
- ❖ Demonstrates outstanding leadership skills in the community.
- ❖ Volunteers in community related activities.
- ❖ Participates as a member of student organizations.

Eligibility:

- ❖ Undergraduate pre-licensure and graduate pre-licensure nursing students

GRADUATION

In accordance with the degree requirements specified in the *Undergraduate Catalog* to satisfactorily meet the requirements of the Bachelor of Science degree, a student must complete a minimum of 120 units, including 32 units of upper division course work (300-499). The final 30 units of course work must be completed at Towson University. The student will be eligible for graduation and the conferring of the degree at the conclusion of the term when all University requirements and completion of courses, as described in the *Undergraduate Catalog*, have been completed.

Degree conferral does not occur automatically. All students must apply for graduation in order to have their academic record reviewed for graduation eligibility and to have their degree conferred. Graduation applications are due prior to the start of the term and must be submitted by the deadlines posted at <https://www.towson.edu/registrar/graduation/>. Students with approved graduations applications will have the opportunity to register for the university's commencement ceremony midway through their graduating term. Students with incomplete minors or second majors on file must also submit a [Change of Major/Minor](#) form to remove those plans in order to avoid a delay in the graduation clearance process.

LICENSURE AS A REGISTERED NURSE

Upon completion of the Nursing program, each student who wishes to become a registered nurse must take and pass the NCLEX-RN. These examinations, often referred to as "State Boards", are offered throughout the year and administered through the State Board of Nursing in conjunction with educational testing services. Registration for the NCLEX-RN exam is completed in May and December. There is a fee for sitting for the NCLEX-RN exam. Faculty will distribute registration information during the last term of the program.

Examination results are mailed directly to the candidate. Once the exam is successfully completed, information is sent from the Board of Nursing about obtaining the nursing license.

State Board

Please note the following information regarding the Board of Nursing and application for licensure:

According to the Nurse Practice Act of the Annotated Code of Maryland, Health Occupations Article Title 8-316 (a):

“...the Board may deny a license to any applicant...who is convicted of or pleads guilty or *nolo contendere* to a felony or to a crime involving moral turpitude, whether or not any appeal or other proceeding is pending to have the conviction or plea set aside.”

APPENDICES

APPENDIX A

GENERAL INFORMATION

ADDRESS:	Department of Nursing Towson University 8000 York Road Towson, Maryland 21252-0001
TELEPHONE:	410-704-3528
APPROVED BY:	Maryland Board of Nursing
DEGREE GRANTED:	Bachelor of Science, Nursing Major
ACCREDITED BY:	Commission on Collegiate Nursing Education
INITIAL ACCREDITATION:	April 21, 2001
MOST RECENT ACCREDITATION:	November 5, 2018
NEXT ON-SITE EVALUATION:	Fall 2028

APPENDIX B

NURSING FACULTY AND STAFF

Faculty

Name	Title	Office	Phone	Email
Dr. Lavonne Adams	Associate Professor	HP 3140T	410-704-6995	lavonneadams@towson.edu
Dr. Hyang (Hailey) Baek	Assistant Professor	HP 4140Y	410-704-4208	hbaek@towson.edu
Dr. Nasreen Bahreman	Assistant Professor	HP 5110C	410-704-6541	nbahreman@towson.edu
Katelyn Bell	Clinical Instructor	HP 3110R	410-704-2063	kbell@towson.edu
Dr. Sarah Caro	Clinical Assistant Professor	HP 5110H	410-704-4354	scaro@towson.edu
Dr. Elizabeth (Beth) Crusse	Clinical Associate Professor & Assistant Chairperson	HP 5110G	410-704-4205	ecrusse@towson.edu
Prof. Mary Sharon Curran	Clinical Associate Professor	HP 5120CC	410-704-5314	mcurran@towson.edu
Prof. Megan Duffy	Clinical Assistant Professor & Clinical Placement Coordinator	HP 3110Q	410-704-6539	meduffy@towson.edu
Dr. Karen Frank	Clinical Associate Professor	HP 5110N	410-704-4387	kmfrank@towson.edu
Dr. Renada Gilliard	Clinical Assistant Professor	HP 4110N	410-704-4974	rgilliard@towson.edu
Dr. Susan Hammond	Clinical Assistant Professor	HP 3110P	410-704-4388	shammond@towson.edu
Dr. Nancy Hannafin	Clinical Associate Professor	HP 5110D	410-704-5348	nhannafin@towson.edu
Prof. Emily Hoppe	Clinical Assistant Professor	HP 4110G	410-704-5351	ehoppe@towson.edu
Dr. Melanie Horning	Assistant Professor	HP 4110P	410-704-5424	mhorning@towson.edu
Dr. Stacey Iobst	Assistant Professor	HP 5110Q	410-704-4095	siobst@towson.edu
Dr. Christin Iroegbu	Assistant Professor	HP 3140FF	410-704-2513	cironogbu@towson.edu
Dr. Isatu Kargbo	Clinical Assistant Professor	HP 3110N	410-704-2144	isatukargbo@towson.edu
Dr. Mary Lashley	Professor	HP 5110E	410-704-4206	mlashley@towson.edu
Dr. Ji Won Lee	Assistant Professor	HP 3140EE	410-704-4209	jiwonlee@towson.edu
Dr. Marguerite Lucea	Assistant Professor & Graduate Program Director	HP 4110M	410-704-5671	mlucea@towson.edu
Dr. Hayley Mark	Professor	HP 5120AA	410-704-4514	hmark@towson.edu
Dr. Mona Mohammadifirouzeh	Assistant Professor	HP 4110R	410-704-4713	mmohammadifirouzeh@towson.edu
Dr. Michelle Ness	Assistant Professor	HP 5110P	410-704-5575	mness@towson.edu
Jacqueline (Jackie) Nolan	Clinical Instructor	HP 3120W	410-704-4210	jacquelinenolan@towson.edu
Dr. Kathleen Ogle	Associate Professor	HP 5110K	410-704-4389	kogle@towson.edu
Prof. Nana Omole	Clinical Assistant Professor	HP 4110Q	410-704-4207	nomole@towson.edu
Dr. Hyunjeong Park	Associate Professor & Chairperson	HP 5110T	410-704-3028	hpark@towson.edu
Dr. Alison Pirie	Clinical Assistant Professor	HP 3110M	410-704-3160	apirie@towson.edu
Dr. Laura Sessions	Associate Professor	HP 5110R	410-704-5672	lsessions@towson.edu
Dr. Briana Snyder	Associate Professor	HP 5110M	410-704-4851	bsnyder@towson.edu
Dr. Goma Thapaliya	Clinical Assistant Professor	HP 5110J	410-704-5350	gthapaliya@towson.edu
Dr. Mark Walker	Clinical Associate Professor	HP 5110S	410-704-4556	mswalker@towson.edu

Staff

Name	Title	Office	Phone	Email
Deanna McKeiver	Administrative Assistant	HP 5121C	410-704-3528	dmckeiver@towson.edu
Katherine Patti	Administrative Assistant	HP 5101A	410-704-2068	kpatti@towson.edu
Amy Roche	Clinical Practice Coordinator	HP 3120E	410-704-2692	aroche@towson.edu
Lisa Shue	Academic Program Manager	HP 4120G	410-704-4384	lushue@towson.edu
Molly Sisson	Admissions & Advisement Manager	HP 4120E	410-704-4170	msisson@towson.edu
Angela Tate	Academic Advising Specialist (Pre-Nursing)	HP 4120F	410-704-5780	atate@towson.edu

APPENDIX C

NATIONAL STUDENT NURSES' ASSOCIATION, INC. CODE OF PROFESSIONAL CONDUCT

As a member of the National Student Nurses' Association, I pledge myself to:

- Maintain the highest standard of personal and professional conduct.
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- Uphold all bylaws and regulations relating to the student nurses' association at the chapter, state, and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision making and management at all levels of the student nurses' association.
- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the student nurses' association impartially; provide no special privilege to any individual member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by the virtue of an elected or appointed position in the association
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
- Refrain from any form of cheating or dishonest and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses' association.
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty understanding of the role of the student nurses association.
- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.
- Promote and encourage entering nursing students to join and become active in NSNA.
- Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as Registered Nurses.

Adopted by the 1999 House of Delegates
Pittsburgh, PA at the 47th Annual NSNA convention

References: American Society of Association Executives and the National Society for Fund Raising Executives