

TOWSON UNIVERSITY DEPARTMENT OF NURSING

GRADUATE PROGRAM STUDENT HANDBOOK

Entry-Level Master of Science (ELMS)

Revised January 2024

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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 Master 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 it contains do not constitute a contract. If you have further questions, please feel free to contact the Graduate Program Director. 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 Graduate Catalog and to satisfy all published degree requirements. 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: January 29, 2024

GRADUATE STUDENT WEBSITES

[Office of Graduate Studies](#)

[Graduate Catalog](#)

[ELMS Program Site](#)

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

GRADUATE PROGRAM OUTCOMES

The graduate of the Entry Level Master of Science (ELMS) Program will:

1. Incorporate knowledge from the sciences and humanities in the provision of care as an advanced generalist nurse in diverse settings.
2. Apply leadership skills in the coordination of care of diverse populations.
3. Collaborate with members of interdisciplinary teams to improve the quality and safety of care provided.
4. Apply research and evidence-based practice to improve the quality and safety of care.
5. Utilize information technology in the delivery and evaluation of nursing care.
6. Advocate for health policy to promote the health of diverse populations.
7. Demonstrate advanced clinical reasoning and health promotion in the provision of holistic nursing care.
8. Assess the economic impact of improved efficiency, quality and safety in healthcare.

ESTIMATED FINANCIAL COSTS

These are **estimated costs** that you can expect in addition to tuition charges. These estimates are provided for you to have an idea of the money you will need to budget for your education. Remember, these are only estimated costs; 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	COST	COMMENTS
Textbooks	\$1000	Estimate for the first term of the program. Core textbooks for the entire program are purchased at this time.
Parking	\$202-403	Range of annual commuter parking options for the 2023-24 academic year. More information about parking permit options and costs are available on the TU Parking site. Additional off-site clinical parking fees may apply.
Nursing Tote (Skills Bag)	\$105	Required for skills practice. Available at the UStore or at the Towson UStore site after August 1.
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.
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 Health Center. Required for program start and must be renewed annually.
Physical Examination & Immunization	Varies by provider	May be completed at the Health Center or by your primary care provider.
Student Nurse Professional Liability Insurance	Varies by provider	Many students use Nurses Service Organization (NSO) or CM&F Group, Inc. . These are suggestions. Other options may be available.
Educational Testing Fee	\$148-\$223	Annual fee assessed by Bursar's office to TU eBill. Fee is assessed in the fall terms (M1 and M3) upon registration in nursing courses.
Simulation Learning Fee	\$204-\$250	One-time fee assessed by Bursar's office to TU eBill upon registration in NURS 608C The Practice of Fundamental Nursing Care.
Shadow Health Simulation	\$120	One-time fee due at time of registration for NURS 604 Health Assessment.
Criminal Background Check, Urine Drug Screen, and Student & Facility Document Tracker	\$154.59 for initial check \$100 annually thereafter	Cost assessed by CastleBranch. Additional fingerprint costs (approximately \$130) may be required based on assigned location NURS 718C The Practice of Public Health Nursing.
CastleBranch Bridges – ProAdvantage Tracker	\$50 per academic year	Cost assessed by CastleBranch to cover facility placement requirements managed through Bridges.

CURRICULUM

PLAN OF STUDY

FALL TERM — YEAR 1 (M1)

REQUIRED COURSES	UNITS
NURS 602 Basic Concepts in Nursing Quality and Safety	3
NURS 604 Health Assessment for the Advanced Generalist Nurse	3
NURS 606 Advanced Pharmacology for Clinical Practice	2
NURS 607 Advanced Pathophysiology	3
NURS 608 The Science of Fundamental Nursing Care	3
NURS 608C The Practice of Fundamental Nursing Care for the Advanced Generalist Nurse	2
Total Units	16

SPRING TERM — YEAR 1 (M2)

REQUIRED COURSES	UNITS
NURS 620 The Science of Mental Health Nursing: A Population-based Perspective	3
NURS 620C The Practice of Mental Health Nursing for the Advanced Generalist Nurse	2
NURS 622 The Science of Adult Health Nursing: A Population-based Perspective	3
NURS 622C The Practice of Adult Health Nursing for the Advanced Generalist Nurse	2
NURS 625 Biostatistics for Healthcare Research and Evidence-based Practice	3
NURS 626 Advanced Concepts in Quality and Safety in Healthcare	3
TOTAL UNITS	16

SUMMER TERM — YEAR 1 (M3)

REQUIRED COURSES	UNITS
HLTH 630 Epidemiology and Public Health	3
NURS 702 The Science of Nursing Care of Families and Newborns: A Population-based Perspective	3
NURS 702C The Practice of Nursing Care of Families and Newborns for the Advanced Generalist Nurse	2
NURS 704 The Science of Pediatric Nursing Care: A Population-based Perspective	3
NURS 704C The Practice of Pediatric Nursing Care for the Advanced Generalist Nurse	2
Total Units	13

FALL TERM — YEAR 2 (M4)

REQUIRED COURSES	UNITS
NURS 716 The Science of Comprehensive Adult Health Nursing: A Population-based Perspective	3
NURS 716C The Practice of Comprehensive Adult Health Nursing for the Advanced Generalist Nurse	2
NURS 718 The Science of Public Health Nursing: A Population-based Perspective	3
NURS 718C The Practice of Public Health Nursing for the Advanced Generalist Nurse	2
NURS 720 Nursing Research for Evidence-based Practice and Quality Improvement	3
Elective*	3
Total Units	16

*Course selections for the elective requirement will be made in consultation with the program director or assigned faculty advisor. Electives must be a graduate course at the 600-level or above.

SPRING TERM — YEAR 2 (M5)

REQUIRED COURSES	UNITS
NURS 722 Nursing Leadership and Management for the Advanced Generalist Nurse	3
NURS 723 Practicum for the Advanced Generalist Nurse	6
NURS 724 Health Policy: Implications for Population Health and Quality Improvement	3
Total Units	12

STUDENT CLINICAL REQUIREMENTS

STANDARDS AND FUNCTIONAL ABILITIES FOR NURSING STUDENTS

The Towson University Department of Nursing graduate program 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 requirements 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 <http://www.gscollege.edu/admissions/standards-and-functional-abilities-for-nursing-students/>
- Adapted from Southeast Arkansas, College Functional Ability Requirements for Nursing and Allied Health Students. Retrieved from <http://www.seark.edu/sites/default/files/FunctionalAbilityCommonActivities2014.pdf>
- Adapted from Winona State University Graduate programs in Nursing, Functional Abilities Statement by Health Care Provider. Retrieved from http://www.winona.edu/graduatenuresing/media/health_-_funct_abilities_statement_provider_11-12-10.pdf
- Adapted from Lakeshore Technical College Nursing Assistant program, Functional Abilities for: Nursing Assistant program. Retrieved from <http://gotoltc.edu/Assets/gotoltc.edu/pdf/functional-abilities/nursingAssistant.pdf>
- Adapted from Towson University Department of Kinesiology Athletic Training Major, Technical Standards for Admission. Retrieved from <http://www.towson.edu/kinesiology/athletictraining/prospectivestudents/techstandards.asp>
- 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/1996_Part4.pdf
- National Council of State Boards of Nursing. (1999). Guidelines for using results of functional abilities studies and other resources. Chicago, IL: Author.

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PROGRAM REQUIREMENTS FOR CLINICAL PRACTICE

Pre-licensure nursing students must meet certain initial and ongoing health, certification, competency, and placement requirements. These requirements include vaccinations (see “Health & Vaccination Requirements” below). Clinical practice requirements must be verified or completed annually (unless otherwise stated) and maintained for the duration of the nursing program. 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 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 the CastleBranch document submission deadlines and process as well as course placement requirements.

For any questions or issues concerning program requirements, please contact the Clinical Placement Team at nursingelmsplacement@towson.edu.

HEALTH & VACCINATION REQUIREMENTS

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
MMR (Measles-Mumps-Rubella) Vaccination	<p>Positive antibody titer for Measles, Mumps and Rubella.</p> <p>The series in process is not acceptable for clinical assignment.</p> <p>Vaccination dates are not acceptable in lieu of positive antibody titer results.</p>	<p>Positive antibody titer laboratory report. The titer must contain the titer value as well as the reference norm. The required titers are as follows:</p> <ul style="list-style-type: none"> ▪ Rubeola IgG ▪ Mumps IgG ▪ Rubella IgG <p>If titer results are negative or equivocal, student must receive one booster shot. Documentation of repeat booster required from Health Care Provider. Repeat titers are not required.</p>
Varicella (Chicken Pox) Vaccination	<p>Positive antibody titer for Varicella.</p> <p>Vaccination dates are not acceptable in lieu of positive antibody titer results.</p>	<p>Positive antibody titer laboratory report. The titer must contain the titer value as well as the reference norm. The required titer is as follows:</p> <ul style="list-style-type: none"> ▪ Varicella IgG <p>If titer results are negative or equivocal, student must receive one booster shot. Documentation of repeat booster required from Health Care Provider. Repeat titer is not required.</p>
Hepatitis B Vaccination	<p>Proof of immunity to Hepatitis B must be confirmed through blood work. Immunity may be achieved through immunization or previous exposure.</p> <p>One of the following is required:</p> <ul style="list-style-type: none"> ▪ Positive antibody titer ▪ 3 vaccinations with a negative antibody titer and completion of the <i>Declination Waiver</i> ▪ Decline the series by completing the <i>Declination Waiver</i> form. <p>The series in process is acceptable only with a completed <i>Declination Waiver</i> form.</p>	<p>Positive antibody titer laboratory report. The report must contain the titer value and the reference norm for the following:</p> <ul style="list-style-type: none"> ▪ Positive Hepatitis B surface antigen (anti-HBs) <p>If the titer is negative or equivocal, documentation of receipt of one booster shot is required. Repeat titer not required.</p> <p>If series is in process, students must complete and sign the <i>Declination Waiver</i> form.</p>

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Tuberculosis Screening	Evidence of a negative tuberculosis test is required at the start of the program.	<p>There are four options for documentation:</p> <ul style="list-style-type: none"> ▪ Option 1: A non-reactive Tuberculin Skin Test (Mantoux PPD test). This test must be renewed yearly (no greater than once every 365 days). ▪ Option2: QuantiFERON Gold Blood Test. This test must be renewed yearly (no greater than once every 365 days). ▪ Option 3: T-Spot Blood Test. This test must be renewed yearly (no greater than once every 365 days). ▪ Option 4: Chest X-Ray report which shows clear or no evidence of disease. <p>If a test result is newly positive, the student must submit a chest X-Ray and TB symptom assessment statement that is obtained from and signed by the student's Healthcare Provider verifying the student is free from Tuberculosis. The Chest X-Ray date must be after the date of the positive test.</p>
Tuberculosis Screening Renewal	Evidence of a negative tuberculosis test is required annually for the duration of the program.	<p>There are four options for documentation:</p> <ul style="list-style-type: none"> ▪ Option 1: A non-reactive Tuberculin Skin Test (Mantoux PPD test). ▪ Option 2: QuantiFERON Gold Blood Test. ▪ Option 3: Chest X-Ray which shows clear or no evidence of disease. ▪ Option 4: If previous screen was positive and CXR is within 5 years, a statement from a Health Care Provider which describes freedom from communicable disease is required.
Tetanus, Diphtheria & Pertussis (Tdap) Vaccination	Students must have received a Tdap booster within the past 10 years.	Documentation of a Tdap booster within the past ten (10) years.
Influenza (Flu) Vaccination	Flu vaccination is required annually. Students must verify receipt of the influenza vaccine for the current flu season each year. Flu season is designated as August 1 st through March 1 st .	<p>Documentation of an influenza vaccine for current flu season.</p> <p>All students in the program must submit no later than September 30th annually.</p>
COVID-19 Vaccination	Students participating in clinical experiences must be fully vaccinated against COVID-19.	Documentation must include the date(s) and manufacturer of vaccine(s) and booster(s).
Physical Examination	Students must have the <i>Health Examination Form</i> reviewed and completed by their Health Care Provider to start the program.	Completed <i>Health Examination Form</i> must be signed and dated by Health Care Provider within the last six (6) months. A blank form is available in the Nursing Program Community site on Blackboard.

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Polio Vaccination	<p>This is only required for international students from the countries which have been identified as endemic for poliovirus by the Centers for Disease Control and Prevention (CDC). This includes the following countries:</p> <ul style="list-style-type: none"> ▪ Afghanistan ▪ Pakistan 	<p>Documentation of a completed series of at least three (3) vaccinations of IPV or OPV or a positive antibody titer laboratory report is required. The report must contain the titer value and as the reference norm.</p> <p>If the titer is negative or equivocal, documentation of receipt of one booster shot is required. A repeat titer is not required.</p>
Exemptions to Vaccination Policy	<p>Students may request a medical or religious exemption for vaccination requirements. Clinical facilities are not required to recognize these exemptions.</p> <p>Medical or religious exemption may compromise student eligibility for placement at assigned clinical facilities, which in turn may hinder progression through the program.</p> <p>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.</p> <p>Religious Exemption: When a student has a religious belief that does not permit them to be immunized.</p>	<p>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 placement team.</p> <p>Medical Exemption: Requires a signed and dated statement from a Health Care Provider that the student has a medical condition the does not permit them to be immunized. If the medical condition is temporary, the student is expected to comply with the immunization requirement(s) when the exemption expires.</p> <p>Religious Exemption: Requires written documentation from a religious authority explaining the need for religious exemption.</p>

CERTIFICATION, SCREENING, AND INSURANCE REQUIREMENTS

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Cardiopulmonary Resuscitation (CPR)/Basic Life Support (BLS) Certification	<p>Current CPR/BLS certification for Healthcare Provider is required. Students are required to maintain current and active certification while enrolled in the program.</p> <p>The certification course must be approved by the American Heart Association or the American Red Cross. The course must be completed in person.</p> <p>Online trainings, virtual simulations, and courses in basic CPR or Adult/Child/Baby First Aid/CPR/AED are not accepted.</p>	<p>If a card is provided following the completion of the course, a copy of the signed card (both sides as applicable) is required.</p> <p>If a certificate is provided following the completion of the course, a copy of the certificate (unsigned) is required.</p> <p>Certificates or letters from the provider may be temporarily accepted until card arrives with a renewal date of 30 days.</p> <p>The card/certificate must read: “American Heart Association BLS Provider” or “American Red Cross BLS Healthcare Provider”.</p>
Health Insurance	Students are required to carry health insurance which includes Emergency Room benefits.	Students must submit evidence of health insurance coverage (includes Emergency Room coverage) at the start of the program. Evidence of ongoing health insurance is required annually.
Professional Liability/Malpractice Insurance	<p>Students are required to purchase and maintain Student Nurse malpractice liability insurance. Coverage must be occurrence-based (per incident) and a minimum of \$1,000,000/3,000,000 coverage.</p> <p>Coverage may be from any provider. Many students use one of the following:</p> <ul style="list-style-type: none"> ▪ Nurses Service Organization ▪ CM&F Group, Inc. 	Students must submit evidence of malpractice liability insurance meeting the coverage minimums at the start of the program. Evidence of ongoing malpractice insurance coverage is required annually.
Government Issued Photo ID	Students must have valid, government-issued photo identification.	Copy of valid driver’s license or passport. ID must be active and cannot be expired.
CastleBranch Account	Students are required to complete program requirements for clinical practice through CastleBranch . Some facility-specific requirements may be completed through CastleBranch as well.	<p>New students must purchase the Towson Nursing Package through CastleBranch. This package includes the criminal background check, urine drug screen and <i>Document Tracker</i>.</p> <p>The CastleBranch Bridges subscription must be renewed annually for the duration of the program.</p>

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Criminal Background Check	<p>Each clinical course requires a placement at one of our off-campus sites or facilities. These locations require that each student meet certain criteria, including a criminal background check. A criminal background check must be completed prior to starting the program and on an annual basis for the duration of the program.</p> <p>Students may be required to undergo another background check and drug screen after the clinical placement has begun in accordance with the facilities' policies. Facilities reserve the right to undertake criminal background checks and drug screening to ensure the student has not been convicted of or is currently charged with a criminal offense relevant to the experience.</p> <p>Exclusion from placement will result for any of the following offenses:</p> <ul style="list-style-type: none"> ▪ 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 	<p>The initial criminal background check will be automatically initiated as a result of the creating the CastleBranch account. Continuing students will be required to renew their background check and urine drug screen annually.</p> <p>Criminal background check and urine drug screen results are only available to students and placement facilities. Towson University does not review results.</p> <p>The criminal background check will be done automatically as a result of creating your account.</p> <p>If you have already created an account through another school or program, a new account for Towson Nursing is required.</p> <p>Criminal background check and urine drug screen results will be available to student and placement facilities only. Towson University does not review results.</p>
Urine Drug Screen	<p>Each clinical course requires a placement at one of our off-campus sites or facilities. These locations require that each student meet certain criteria, including a urine drug screen. A Ten (10) Panel non-DOT Drug Test with negative results is required prior to starting the program and on an annual basis for the duration of the program.</p> <p>Students may be required to undergo another background check and drug screen after the clinical placement has begun in accordance with the facilities' policies. Facilities reserve the right to undertake criminal background checks and drug screening to ensure the student has not been convicted of or is currently charged with a criminal offense relevant to the experience.</p>	<p>Following the creation of an account or renewal purchase through CastleBranch, students will receive an email notification regarding the location for the urine drug screen.</p> <p>Students needing to change the location for the urine drug screen must contact the <i>CastleBranch Student Support Help Line</i> at 1-888-914-7279.</p> <p>Urine drug screen results will be available to student and placement facilities. Towson University does not review results.</p>

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
TU Rights and Responsibilities	Acknowledgement of a student's rights and responsibilities with regards to the criminal background check and urine screen for clinical placement.	Signed & dated form submitted in CastleBranch. Form can be downloaded from CastleBranch.
TU Liability Waiver and Release Form	This form is required for any TU student in an experiential learning activity.	Signed and dated form submitted according to instructions provided on Blackboard. Must be submitted prior to clinical placement.
Universal Onboarding (Annual Student Modules/Competencies)	<p>Completion of 11 competencies with a score of 80% or greater is required annually. Each module may be repeated as many times as needed to reach an 80%.</p> <p>Competencies:</p> <ul style="list-style-type: none"> ▪ 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 <p>Modules are located in the Nursing Program Community site on Blackboard. To access them, go to the Clinical Placement Information section and click on the folder titled Universal Onboarding (Annual Student Modules/Competencies).</p>	Evidence of completion for all competencies must be submitted as one document. Results must be submitted as a PDF file. Files must use the file name format: LastnameFirstInitial_Competencies.

CLINICAL & PROFESSIONAL REQUIREMENTS

REQUIREMENT	DESCRIPTION
Changes in Health Status	<p>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.</p> <ul style="list-style-type: none"> ▪ 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	<p>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.</p> <ul style="list-style-type: none"> ▪ Refer to page 13-14 of this 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	<p>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.</p>
Cell phones and/or mobile devices	<p>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.</p>

EQUIPMENT & UNIFORM REQUIREMENTS

REQUIREMENT	DESCRIPTION
Uniforms & Name Badge	<p>Students are required to wear the TU defined uniform while in any clinical setting:</p> <ul style="list-style-type: none"> ▪ White V-neck tunic top w/logo ▪ Black scrub pants ▪ Towson University Student Nurse name badge. <p>Students must purchase at least one, but two tops and bottoms are recommended.</p> <p>To purchase uniform online: https://www.flynnohara.com/school/MD190</p> <p>To purchase Student Nurse name badge: https://towson.lonestarbadge.com/</p>
Nursing Student OneCard	<p>Students in the nursing program must have a TU OneCard that identifies them as a Nursing Student in order to enter clinical settings.</p> <ul style="list-style-type: none"> ▪ The TU 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. ▪ The Department of Nursing will provide the OneCard office with a list of admitted students each spring and fall prior to the start of the term. Students must pick up their Nursing Student OneCard at New Nursing Student Orientation. New TU students must still submit an initial OneCard order upon completing their university enrollment. ▪ Students must identify themselves as a new nursing student and state that they need the Nursing Student OneCard.

REQUIREMENT	DESCRIPTION
Health Assessment Equipment	<p>Students are required to purchase the following health assessment equipment:</p> <ul style="list-style-type: none"> ▪ Stethoscope ▪ Sphygmomanometer ▪ Watch with a second-hand ▪ Pen light <p>Equipment may be purchased through any vendor. Please keep in mind the following:</p> <ul style="list-style-type: none"> ▪ Buy a quality stethoscope that has both an 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.
Nursing Tote for Skills Lab (NURS 608C)	<p>Students must purchase a customized bag of nursing/medical equipment prior to the start of the program. This is required for NURS 608C Foundations and must be brought to every skills lab session. This tote does not include any nursing assessment items listed under the “Health Assessment Equipment” requirement. Health assessment equipment must be purchased separately.</p>
Dress Code for Clinical Setting	<p>Students must wear defined uniform while in the clinical setting. They must also adhere to specific dress code requirements for jewelry, appearance, and shoes:</p> <ul style="list-style-type: none"> ▪ 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 small, post-type (no hoops or dangling) earrings may be worn. ▪ Body Piercing: No other body piercing jewelry is permitted. ▪ Body Art: Must adhere to individual agency 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 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 leather top or other non-porous material. A specific brand is not required; minimal branding on the shoe is recommended.

FACILITY PLACEMENT REQUIREMENTS

REQUIREMENT	DESCRIPTION
Facility Placement Requirements	<p>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.</p> <ul style="list-style-type: none"> ▪ Additional requirements may 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 4-6 weeks prior to the start of the clinical rotation. ▪ Students should not complete any facility-specific requirements until directed to do so by the Clinical Placement 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

All Towson University graduate 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 Conduct described in *Appendix E* of the Graduate Catalog at <https://catalog.towson.edu> or on the Student Affairs website at <https://www.towson.edu/studentaffairs/policies/conduct.html>.

Revision 10/2021

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 F* of the Towson University Graduate Catalog <https://catalog.towson.edu/graduate/> 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.

PROGRESSION AND ACADEMIC STANDING

PROGRESSION IN THE GRADUATE NURSING PROGRAM

This is a full-time program. Students must complete the program within four consecutive years.

SEMESTER REGISTRATION PROCESS

Students are required to meet with their advisor prior to registration for the upcoming semester. The following is a description of the 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 course progress, program offerings and plans for degree attainment.
3. Register online to secure classes.

ACADEMIC STANDING

In order to remain in satisfactory academic standing, graduate nursing students must maintain a Towson University cumulative grade point average of 3.0 every term. Students who fail to attain the minimum Towson University 3.0 cumulative grade point average while matriculating through the nursing program are subject to the following actions:

1. **Departmental Academic Warning.** Students who fail to attain the minimum 3.0 cumulative grade point average while matriculating through the graduate nursing program will receive an academic warning and will be required to meet the terms of a learning contract the subsequent term in the nursing major. The learning contract is established between the student and their advisor in collaboration with the department's Student Success Coordinator. Academic warning notification will be communicated to the student and their advisor by the Admissions and Continuance Committee.

Students must attain the minimum 3.0 cumulative grade point average by the end of the term in which the student is placed on academic warning. An academic warning will only be granted once. If a student does not attain the minimum 3.0 cumulative grade point average by the end of the term in which the student was placed on academic warning, it will result in **program dismissal**.

2. **Departmental Program Dismissal.** Students failing to attain satisfactory academic standing after a period of academic probation are academically dismissed from the nursing program. Academic dismissal is a final action. Students who are academically dismissed from the nursing major may not be readmitted to the nursing program in any capacity.

PROGRESSION AND GRADE REQUIREMENTS

Students must achieve a minimum of 75% in each nursing theory course and a satisfactory (S) in each clinical nursing course to satisfactorily complete the course. Earning a grade below a 75% 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.

Academic Policies and Guidelines

- Individual nursing courses may be repeated only once, and a withdrawal from a course is considered an attempt of the course.
- Failure to achieve a passing grade of a 75% in any repeated or attempted theory course mandates automatic dismissal from the nursing major.
- A second unsatisfactory (U) grade in any repeated or attempted clinical course mandates automatic dismissal from the nursing major.
- A student must request permission from the Graduate Program Director to repeat a course. If a student is permitted to repeat a course, reenrollment in that course is dependent upon space availability.
- A second unsatisfactory grade in any repeated or attempted nursing theory or clinical course mandates automatic dismissal from the program.

- 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 program.
- Students who drop or withdraw from a course related to failure of dosage calculation exam are held to the academic policy regarding course failures.

PROGRAM DISMISSAL

Failure to Meet Program Requirements

The Graduate Nursing Program limits the number of course withdrawals and/or failures to **two courses** beginning with the first semester that a student enrolls. Students who are academically dismissed from the Graduate Nursing Program cannot be readmitted to the Graduate Nursing Program in any capacity.

Appeal Process

Students who wish to appeal an assignment or course grade will follow the appeal process outlined in *Appendix F* of the Graduate Student Catalog at <https://catalog.towson.edu/graduate>.

Correspondence regarding appeals should be in the form of a written letter delivered to the Department of Nursing and include any supporting documentation.

Students who wish to withdraw from a course after the official withdraw date should see the Towson University *Withdrawal from a Course* policy in the Graduate Catalog at <https://catalog.towson.edu/graduate/procedures-policies/policies-academic-progress/course-withdrawal/>.

CHANGE OF SCHEDULE POLICIES

WITHDRAWAL FROM A COURSE

Refer to the Towson University Graduate Catalog for specific policies on course withdrawals at <https://catalog.towson.edu/graduate/procedures-policies/policies-academic-progress/course-withdrawal/>.

Re-enrollment in a course is permitted if a student maintains satisfactory standing and if there is space available. Students who withdraw from a course related to unsuccessful passing of a dosage/calculations exam are held to the two course maximum repeat standard as described in the Academic Standing Policy. Students must follow the reinstatement procedure below. If a student is undergoing Departmental review for Unsafe Clinical Practice, the student must complete the review process and abide by the review outcome. Please refer to the procedure for reinstatement following course withdrawals.

PROCEDURE FOR REINSTATEMENT

Students must petition to repeat any course they drop, withdraw from, fail, or complete with an unsatisfactory clinical grade. Any student who must repeat a course must follow this procedure:

- 1) Submit a professional business letter addressed to the Graduate Program Director that includes the following details:
 - a. Specific request identifying the course(s) you wish to retake
 - b. Factors that contributed to course withdrawal, failure and/or unsatisfactory grade
 - c. Your plan to be successful if allowed to repeat the course(s)
- 2) Submit your letter to the Graduate Program director as a Word or PDF file attached to an email.
- 3) The request must be submitted within one (1) week of the end of the semester in which the course was taken.
- 4) The Graduate Committee will review your request and you will receive written notification of the decision.

CLASS ATTENDANCE/ABSENCE POLICY

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.

1. Students are expected to attend all classes. Consistent attendance offers the most effective opportunity for students to understand concepts, materials, and expectations of those courses in which they are enrolled. Although some courses do not use attendance as a criterion for grading, there are others where in-class participation is an integral part of the course. Examples include, but are not limited to, seminars and courses that require public speaking, laboratories, language learning, group discussions or internships. Frequent absences from these types of courses, whether excused or unexcused, may affect the final grade.
2. Faculty who use absences as a factor in grading must explain in the course syllabus what effect even an excused absence might have on the evaluation of a student's work.
3. Students may not attend a class until they are registered for the class, and they must satisfy all financial obligations to the institution before they register.
4. Family members, including children, of students are not permitted to attend classes. On rare occasions, this might be permitted if related to a course activity such as a presentation.
5. It is the policy of the university to excuse the absences of students for the following reasons:
 - a. illness or injury when the student is unable to attend class
 - b. death of a family member (see the [Student Bereavement Procedure](#) on the website)
 - c. religious observance where the nature of the observance prevents the student from attending class
 - d. participation in university activities at the request of university authorities (e.g., Intercollegiate Athletics, Forensics Team, Dance Company, etc.). Students who will be representing TU at events, conferences, or other official activities should obtain a Notification of Absence from Class Form from the Office of Campus Life, University Union 232, to be given to their instructors to verify the excused absence. Students are encouraged to notify faculty of anticipated class absences as soon as they learn they will be missing class.
 - e. compelling verifiable circumstances beyond the control of the student
6. Students requesting an excused absence must provide documentation to the instructor two weeks prior to the scheduled absence when known in advance or as soon as possible when not known in advance. Absences that do not fall into any of the above categories are unexcused. Faculty may set a limit on the number of unexcused absences.
7. Students who are absent from class are responsible for any missed work, assignments, or assessments (e.g., quizzes, tests, papers, etc.). Faculty members are required to allow students with documented excused absences to make up missed work or assignments when this is feasible. When the nature of the assignment makes this impossible, faculty members should attempt to make a reasonable adjustment of the assignment.

For a copy of this policy and current links to related resources, refer to the Towson University Undergraduate Catalog at <https://catalog.towson.edu/undergraduate/academic-policies/class-attendance-absence-policy/>.

EVALUATION POLICIES

THEORETICAL 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 75 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.

CLINICAL COURSES

- Performance expectations are outlined in each clinical course syllabi.
- Student evaluations are based on student's clinical performance and related written assignments.
- An unexcused 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.

GRADING

Department of Nursing Grading Scale

All graduate nursing courses are graded on a +/- scale. The quality points and letter grade assigned to each number grade are listed below. Please see course syllabi for grading criteria for individual courses and assignments.

Letter Grade	GPA Equivalent	Numerical Value
A	4.0	95-100
A-	3.67	90-94.9
B+	3.33	85-89.9
B	3.00	80-84.9
C	2.00	75-79.9
F	0.00	74.9 and below
FX	0.00	74.9 and below

All graduate nursing courses must be successfully completed with a numerical score (%) of 75 or higher. Changing to the Pass/No Pass grading option is not available for graduate students.

Refer to the Graduate Catalog for university grading policies at <https://catalog.towson.edu/graduate/procedures-policies/policies-academic-progress/grading/>.

DEPARTMENTAL CLINICAL POLICIES

CLINICAL PLACEMENT ON UNIT OF EMPLOYMENT

Students may not participate in any clinical or practicum experience on a unit where they are currently employed. The student must notify the Clinical Placement Team at nursingclsplacement@towson.edu within five (5) business days of receiving a placement on their unit of employment. Failure to notify the Clinical Placement Team of the conflict may put a student's clinical placement in jeopardy and hinder their progression in the major. Requests for exceptions to this policy may be considered at the discretion of the Clinical Placement Coordinator.

CLINICAL DOSAGE CALCULATIONS COMPETENCY TESTS

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

- Students will have two opportunities to achieve a passing grade of 90% in order to progress through the course.
- The initial test will be administered during clinical course orientation (excluding NURS 608C when students will take the exam during the course).
- Students who fail the initial dosage calculation test must pass a second dosage calculation test prior to the next clinical day.
- If the student fails the second attempt, the student fails the clinical course and will receive a grade of "U."
- Calculators will be provided; however, all smart devices (e.g., phones, watches) are not permitted in the testing area.

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, students are expected to adhere to professional 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 the facility 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.

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 refers 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 remedial action recommended 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 five 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) Policy Chapter Seven/Section X: Student Class Attendance/Absence* and applies it to classroom/clinical attendance requirements. The Department of Nursing requires all students to notify and provide acceptable documentation in the event a clinical day is missed due to illness, injury, religious services, University activities, or circumstances beyond the student's control. These are identified in the TU policy as excused absences. Appropriate documentation includes, and is not limited to, a note from the health care provider who delivered care, a letter from a University department indicating involvement, or court records of attendance.

Any unexcused clinical absence will result in an unsatisfactory (U) grade for the clinical course. Absences not falling into the previously noted categories are unexcused, as noted in the TU policy. In the event an administrative decision is made to cancel clinical, the clinical instructor reserves the right to require a written assignment in lieu of the clinical day. The cancellation of clinical via administrative decision will not be held against the student; however, absences not designated as excused, in accordance with TU policy, are regarded as a clinical absence. Failure to meet Department of Nursing program requirements for clinical practice will result in an unsatisfactory grade for the clinical course.

OTHER KEY POLICIES

HEALTH INSURANCE

It is the policy of Towson University's Department of Nursing that for duration of enrollment in the graduate program, each student is required to carry health insurance which includes Emergency Room benefits. A University Sickness and Accident Plan is available to all students who are not covered by another individual or group plan. For information about this plan or other services, contact the Health Center at (410) 704-2466 or <https://towson.edu/healthcenter>.

PLAGIARISM

Plagiarism is an often-misunderstood kind of cheating. It is a form of theft in which another person's ideas or words are presented as one's own. It involves copying material word for word from a book or article and failing to use quotation marks and proper documentation. Additionally, phrases, ideas or sequences of ideas, which one borrows from a written source, require documentation. Plagiarism often results more from carelessness than deliberate dishonesty; however, plagiarism in any form is a serious offense. Students are expected to read, understand, and follow requirements for source documentation found in the APA Manual (APA, 2019). Repeated incidences of plagiarism will result in significant grade reductions for the paper and can lead to academic sanctions according to the Towson University Academic Integrity Policy.

ACADEMIC INTEGRITY

Academic and professional integrity is expected. The Towson University Student Academic Integrity Policy is enforced by the Department of Nursing (DON). Any violation of the policy may result in failure of the assignment, failure of the course and/or other academic sanctions. Academic dishonesty will be reported to the Towson University Office of Student Conduct and Civility Education. *Students who believe that students have cheated on any course work have the responsibility to themselves, their classmates, and their profession to notify the instructor.* Review the Towson University Student Academic Integrity Policy online at <https://www.towson.edu/about/administration/policies/03-01-00-student-academic-integrity-policy.html>.

ACCOMMODATING STUDENTS WITH DISABILITIES

The Department of Nursing is in compliance with all Towson University policies, which are published in the Towson University Catalog. If you are a student with a disability, please note that the University follows the guidelines in section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1999. Students with disabilities are encouraged to register with [Accessibility & Disability Services](#) (ADS), 7720 York Road, Suite 232, 410-704-2683. Students who suspect that they have a disability, but do not have documentation are encouraged to contact ADS for advice on how to obtain appropriate evaluation. A memo from ADS authorizing your accommodation is needed before any accommodation can be made. Documentation must be provided to the professor/instructor of the class.

UNIVERSITY-WIDE EMERGENCIES

In the event of a University-wide emergency, classes, deadlines and grading schemes are subject to changes that may include alternative delivery methods, alternative methods of interaction with the instructor, class materials and/or classmates, a revised attendance policy and a revised semester calendar and/or grading scheme. In case of a University-wide emergency, please refer to the following about changes in the course:

- The instructor's email or telephone numbers (as appropriate)
- Blackboard site for the course

For general information about any emergency situation, please refer to the TU Office of Public Safety at <https://www.towson.edu/public-safety/emergencies/>.

For information related to university closings, please refer to the Emergency Closing Information at <http://www.towson.edu/news/emergency.html>.

For information related to University emergency notifications, please refer to the Emergency Communications site at <https://www.towson.edu/public-safety/police/emergency/>.

STUDENT COURSE EVALUATIONS

Student evaluations play a crucial role in the delivery of the courses. All course evaluations will be administered during the last two weeks of the course. It is vitally important that you complete the evaluation as the results are used to modify the course and assess teaching. The University uses the results to address technology and facility needs. You can be assured that your responses will be confidential as the results will be transmitted to the instructor after the grading period and they will not include any identifying information.

CIVILITY CODE

Towson University places a priority on learning. We value the inherent worth and dignity of every person, thereby fostering a community of mutual respect. Students have the right to a learning environment free of disruptive behaviors. Faculty have the right to define appropriate behavioral expectations in the classroom and expect students to abide by them. Faculty have the responsibility to manage and address classroom disruption. We believe that in order to achieve these ideals, all students and faculty are expected to exhibit and practice civil behaviors that exemplify: (1) respecting faculty, staff, fellow students, guests, and all university property, policies, rules and regulations; (2) taking responsibility for one's choices and actions; (3) delivering correspondence – whether verbal, nonverbal, written, or electronic – with respectful language and in complete sentences; and (4) accepting consequences of one's inappropriate choices and actions. Examples of demonstrating civility in the classroom as a student include:

- Being respectful of the professor and other students
- Not texting or using cellular phones and other electronic devices
- Not using your laptop for activities other than class work
- Not eating or drinking in class
- Not reading newspapers or listening to music during the class
- Not sleeping in class

The use of offensive, threatening or abusive language, writing, or behavior will not be tolerated and can lead to academic dismissal. Further information on the Code of Student Conduct can be found in Appendix E of the Graduate Catalog at <https://catalog.towson.edu/graduate/>. Policies against gender discrimination are online at <https://www.towson.edu/titleix>.

TRANSPORTATION

Graduate nursing students are required to furnish their own travel to and from clinical facilities. Reliance on public transportation is not an excuse for tardiness.

SMOKING

Towson University is a non-smoking campus.

INCLEMENT WEATHER GUIDELINES: CLINICAL PRACTICE

Towson University main campus information is posted by 6am. In the event that the university is closed in the morning, students will not attend clinical practice. In the event that the university closes later in the day, students will be released from clinical practice.

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://webmail.towson.edu/>)
- University Facebook account (<https://www.facebook.com/towsonuniversity>)
- University Twitter account (<https://twitter.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.wmar2news.com/weather/school-closings-delays>
- WJZ-TV (Channel 13); <https://baltimore.cbslocal.com/school-closings/>
- WMAR-TV (Channel 2); <https://www.wmar2news.com/weather/school-closings-delays>

County school delays typically are announced by 5 am.

- If Baltimore County schools are 2 hours late or closed, then students will arrive at clinical practice by 9am and work throughout the day.
 - Note: Students will not follow Baltimore County closings.
- If clinical practice is cancelled 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 the discretion of the faculty member to decide on the type of assignment that will meet the clinical course objectives identified.

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 is 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)

TESTING GUIDELINES

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 return 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 Examplify 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 Examplify 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. For this policy, visit <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.

WRITING REQUIREMENTS

The Department of Nursing has adopted the American Psychological Association's (APA) Publication Manual as its standard for style. All students are expected to purchase the latest edition of the APA publication manual (available in the TU Bookstore and at online resources). The Manual is a **required text** for all of the graduate nursing courses and shall be followed in all written assignments. Please refer to the manual for all questions regarding APA style of documentation.

CAMPUS COMPUTER ACCESS

Students may use computer facilities on campus to compose course papers. Computers for student use are located in Linthicum Hall, in Cook Library, and various other sites across campus.

APA WEBSITE

Students are encouraged to visit the APA website to access free APA style tutorials.

<http://www.apastyle.org/learn/tutorials/index.aspx>

EVALUATION OF STUDENT WRITTEN WORK

Student writing will be evaluated according to the following criteria:

- I. Thought (Content)
 - A. Breadth of Knowledge (may involve research)
 - B. Depth of Understanding
 - C. Clear, logical thinking
 - D. Ability to analyze and synthesize
 - E. Avoidance of stereotyped thinking, such as ethnic slurs and sexist patterns of thought
 - F. Sufficient Development (support for generalizations, hypotheses, conclusions, or proposals)
- II. Purpose and Audience
 - A. Use of writing formats appropriate to discipline (e.g., case studies, lab reports, research articles, etc.). This may involve accurate use of appropriate documentation procedures of the discipline and effective use of direct quotations and paraphrasing.
 - B. Ability to adapt writing to appropriate audience and writing situations: analysis of intent or purpose and of reader needs.
 - C. Use of the special vocabulary of the field, while avoiding jargon and overblown language.
 - D. Achievement of clarity and conciseness.
- III. Organization (of whole paper, section, and paragraph)
 - A. Unity (clear thesis, hypothesis, and/or main ideas)
 - B. Focus (subparts, paragraphs, and parts of paragraphs closely linked to main ideas)
 - C. Logical Arrangement of Parts (clear and effective order of presentation)
 - D. Transitions and Coherence (smooth connections from paragraph to paragraph and sentence to sentence)
- IV. Literacy and Style
 - A. Diction: vocabulary, usage, precision, appropriateness, effectiveness, and avoidance of sexist and racist language
 - B. Syntax: correct sentence structure; appropriately varied and effective sentences
 - C. Grammar: acceptable forms of verbs, pronouns, adverbs, and other parts of speech
 - D. Mechanics: spelling, punctuation, capitalization, etc.

DEPARTMENTAL AND EXTERNAL RESOURCES

HONORS AND SCHOLARSHIPS

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. For more information, visit STTI at <https://www.sigmanursing.org/>.

SCHOLARSHIPS

Students can check with the Financial Aid Office for information about scholarships during the academic year. Additional scholarship opportunities are posted on the Nursing Program Community Blackboard site under the Scholarships section in the Announcements page.

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.

The Veterans Administration, the U.S. Public Health Service, and the armed services, have scholarship programs available for students interested in working at those agencies upon graduation. Some of these scholarships may be competitive. Lastly, students can refer to the Department of Nursing site at for a list scholarships and scholarship resources for nursing students: <https://www.towson.edu/chp/departments/nursing/scholarships.html>.

NURSING DEPARTMENT AWARDS

The following department awards are available to students in the ELMS program.

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

DEPARTMENT COMMITTEE OPPORTUNITIES

Graduate Nursing students are eligible and encouraged to serve on several Department of Nursing committees. Please contact the Program Director if you are interested.

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 serve on committees of the Faculty Organization and the College of Health Professions Council; 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). The 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.

For a list of academic and advising resources, visit <https://www.towson.edu/academics/resources/>. For a list of student life and support services, visit <https://www.towson.edu/studentlife/services/>.

TOWSON UNIVERSITY WRITING CENTER

The Writing Center provides individual writing support to all members of the Towson University community, including undergraduate and graduate students as well as faculty and staff members. For more information, visit www.towson.edu/writingcenter.

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. More information is online at www.towson.edu/ads.

ADVISING AND COUNSELING SERVICES

Graduate students are assigned to the Graduate Program Director for academic advising. 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.

Counseling Center

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.

Career 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.

Health Center

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. Visit the Office of Institutional Equity & Inclusion (OIIE) Student Diversity Resources site at <https://www.towson.edu/studentlife/services/diversity.html> for more information.

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 site at <https://www.towson.edu/studentdiversity/>.

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 at <https://www.towson.edu/inclusionequity/hate-bias.html>.

DEPARTMENTAL RESOURCES

TUTORIAL HELP

Students who require assistance should approach the instructor of the course. The instructor can either provide the needed help or refer the student to the Writing Center or the Nursing Department's Student Success Coordinator.

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 the nursing program.

SKILLS LAB

Scheduled hours of operation are posted on the skills lab door. The purpose of lab utilization is to ensure safe student performance of selected psychomotor nursing skills necessary for client situations 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 skills lab, outside of class time, to supervise students' practice of nursing skills.

GRADUATION

In accordance with the degree requirements specified in the Graduate catalog, to satisfactorily meet the requirements of the Master of Science degree, a student must complete a minimum of 73 credits. The student will be eligible for graduation and the conferring of the degree at the conclusion of the semester when all University requirements have been completed.

LICENSURE AS A REGISTERED NURSE

Upon completion of the ELMS program, each student who wishes to become a registered nurse must take and pass the NCLEX-RN. These examinations 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 can be completed after the awarding of the degree in May. There is a fee for sitting for the NCLEX-RN exam. Faculty will distribute registration information during the last semester of the program. Examination results are communicated directly to the candidate. Students should refer to the Board of Nursing in the state in which they are applying for licensure.

APPENDICES

APPENDIX A

GENERAL INFORMATION

ADDRESS:	Department of Nursing Towson University 8000 York Road Towson, Maryland 21252-0001
TELEPHONE:	410-704-2067 (recorded information)
APPROVED BY:	Maryland Board of Nursing
DEGREE GRANTED:	Master of Science, Nursing
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

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