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Preface

The Faculty, Students and Staff of the Department of Nursing welcome you as you embark upon the next step toward the Bachelor of Science degree with a major in Nursing. We hope that your semesters 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 a Faculty Advisor or the Admissions and Continuance Committee. Students will be notified of changes to policies and procedures via an email sent through the Nursing Student Community Blackboard site.

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

With input and approval from the Department of Nursing Faculty Organization, components of the Student Handbook have been reviewed and revised by members of the Admissions and Continuance Committee for the fall 2019 semester.

INTRODUCTION

MISSION STATEMENT

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

Rev. 11.16

PROGRAM OUTCOMES

Program Outcomes Upon completion of the Nursing major, the graduate will:
1. Demonstrate knowledge and skills necessary to provide and manage effective patient-centered nursing care of the individual, community, or population as a member of the inter-professional team.
2. Incorporate psychosocial-cultural knowledge and sensitivity in the care of the individual, community, or population.
3. Promote a culture of caring in diverse settings for the individual, community, or population.
4. Participate in quality improvement and patient safety initiatives in a variety of health care settings.
5. Assist all clients who are experiencing stress to move towards adaptation through the use of evidence-based nursing practice.
6. Use and manage information and clinical technology to deliver effective and efficient patient-centered care.
7. Evaluate the impact of socio-economic, ethical, legal and political factors on health care delivery and professional nursing practice as it relates to the individual, family, community or population.
8. Use communication, leadership and collaborative skills in the delivery of high-quality, patient-centered care for the individual, family, community or population.
9. Demonstrate clinical reasoning, management and evaluation skills in the development and delivery of patient-centered care for multiple clients with complex needs.
10. Implement holistic, patient-centered care across the life span that reflects an understanding of the sciences, nursing and the humanities.
11. Integrate profession values and a commitment to lifelong learning into one's professional practice.

ESTIMATED FINANCIAL COSTS

These **estimates** are provided for you to have an idea of the additional amounts of money you will need to budget for your education. Remember, these are only estimated costs. The Department of Nursing has no control over University fees and/or additional fees charged by other companies.

DESCRIPTION	FEES	COMMENTS
Student Classification Fee	\$200	One-time assessment by the University to all degree candidates who have attained junior standing (60 units)
Textbooks	\$1000	Approximate cost for first semester of the Program
Parking (on-campus)	\$303	Hagerstown student costs may vary Does not include costs (if any) for off-site clinical placement parking fees.
CPR Certification	\$80	Approximate cost – vary by location/vendor
Nursing Skills Bag	\$90	Approximate cost - Contains supplies needed for skills practice
Uniform	\$150	Approximate cost
Equipment	\$150	Approximate cost - Stethoscope, sphygmomanometer and watch with second-hand required
Health & Accident Insurance	Varies by provider	Required. Students may purchase through the Health Center
Physical Examination and Immunization	Varies by provider	May be completed at the Health Center
Student Nurse Professional Liability Insurance	Varies by provider	Options to consider (others available) <ul style="list-style-type: none"> • Nurses Service Organization (NSO) • CM&F Group, Inc.
Education Testing	\$150/semester	Each semester, at the time of registration for the clinical course, a testing fee will be assessed through the Bursar's office. If any clinical courses are repeated, the student will be charged an additional \$150.
Simulation Learning Fee	Approximately \$250	Due at time of registration for NURS 356 – Foundations. Fee assessed through Bursar's office.
Criminal Background Check, Urine Drug Screen and Document Tracker	Approximately \$100- \$125	Assessment through CastleBranch

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CURRICULUM

**CURRICULUM OUTLINE
FOUR-YEAR PLAN OF STUDY
B.S. DEGREE WITH A MAJOR IN NURSING--BASIC STUDENTS**

Freshman Term 1

ENGL 102 Writing for Liberal Education <u>OR</u>	
TSEM Towson Seminar	3
BIOL 191/191L Intro Biol for the Health Prof lecture and lab	4
MATH 115 College Algebra	3
PSYC 101 Introduction to Psychology <u>OR</u>	
SOCI 101 Introduction to Sociology	3
Core Requirement	3
	Units
	16

Freshman Term 2

TSEM Towson Seminar <u>OR</u>	
ENGL 102 Writing for Liberal Education	3
CHEM 121/121L Allied Health Chemistry I lecture and lab	4
SOCI 101 Introduction to Sociology <u>OR</u>	
PSYC 101 Introduction to Psychology	3
Core Requirement	3
Core Requirement	3
	Units
	16

Sophomore Term 1

BIOL 221/221L Human Anatomy and Physiology I lecture and lab	4
PSYC 203 Human Development	3
MATH 231 Basic Statistics <u>or</u> Math 237 Biostatistics	3/4
Core Requirement	3
Core Requirement	3
	Units
	16/17

Sophomore Term 2

BIOL 222/222L Human Anatomy and Physiology II lecture and lab	4
BIOL 215 Essentials of Microbiology	4
Health 331 Nutrition for the Health Professionals	3
Core Requirement	3
	Units
	14

Admission to the nursing major is required before enrollment in these courses, with the exception of NURS 416, which may be taken before admission.

Junior Term 1

NURS 332 Professional Nursing I: Introduction to Nursing	3
NURS 340 Pathopharmacology	5
NURS 347 Health Assessment Across the Lifespan	3
NURS 356 Nursing & Healthcare I: Foundations	3
NURS 356C Nursing & Healthcare I: Foundations Clinical	2
	Units
	16

Junior Term 2

NURS 333 Professional Nursing II: Issues (Core 9)	3
NURS 358 Nursing & Healthcare III: Mental Health	3
NURS 358C Nursing & Healthcare III: Mental Health Clinical	2
NURS 360 Nursing & Healthcare II: Adult Health and Illness	3
NURS 360C Nursing & Healthcare II: Adult Health and Illness Clinical	2
NURS 416 Cultural Diversity in Healthcare (Core 13)	3
	Units
	16

Senior Term 1

NURS 435 Professional Nursing III: Research in Nursing*	3
NURS 472 Nursing & Healthcare V: Family Health	3
NURS 472C Nursing & Healthcare V: Family Health Clinical	2
NURS 474 Nursing & Healthcare VI: Child Health	3
NURS 474C Nursing & Healthcare VI: Child Health Clinical	2
NURS 480 Nursing & Healthcare VII: Adult Health & Complex Illness	3
	Units
	16

Senior Term 2

NURS 460 Nursing & Healthcare IV: Older Adult	2
NURS 476 Nursing & Healthcare VIII: Community Health	3
NURS 476C Nursing & Healthcare VIII: Community Health Clinical	2
NURS 484 Nursing Leadership and Management	3
NURS 485 Clinical Practicum	3
	Units
	13

*Statistics must be completed prior to taking NURS 435: Professional Nursing III: Research in Nursing.

STUDENT CLINICAL REQUIREMENTS

POLICY: STANDARDS AND FUNCTIONAL ABILITIES FOR NURSING STUDENTS

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

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

The following standards and functional abilities are expectations of the nursing major, 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 Disability Support Services 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).

	Standards	Functional Abilities
Critical Thinking	Ability sufficient for clinical judgment	Identify cause and effect relationships; Problem solve Predict/evaluate 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, divide whole numbers; compute fractions and decimals. Measure time, calculate medication dosage, 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 visualize 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

	Standards	Functional Abilities
Smell	Ability sufficient to detect environmental odors	Detect foul smelling odors; detect smoke/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.
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 (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/graduatenuing/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.

March 2013; June 2013

PROGRAM REQUIREMENTS FOR CLINICAL PRACTICE

Undergraduate pre-licensure nursing students must meet certain initial and ongoing health, certification, and competency and placement requirements. Students are responsible for obtaining and maintaining these requirements throughout the Program. Students who fail to maintain compliance with the requirements will not be eligible for clinical participation and are at risk for course failure.

Students begin clinical experiences at our partnering facilities during the first semester of the Program. Based on the facility specific requirements, all students must meet health and competency requirements for these facilities. Some requirements may vary by clinical placement site. Failure to meet all Program and facility requirements by the due date may compromise participation and progression in the Program.

Students must regularly monitor their Towson University email for updates regarding document submission deadlines and process through *CastleBranch.com* and course placement requirements. For any questions or issues concerning Program requirements, please contact the Program's Clinical Placement Coordinator.

HEALTH REQUIREMENTS:

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
MMR (Measles-Mumps-Rubella)	<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)	<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	<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>. <p>The series in process is acceptable as long as there is a completed and signed <i>Declination Waiver</i>.</p>	<p>Proof of immunity to Hepatitis B must be confirmed through blood work. Immunity may be achieved through immunization or previous exposure.</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"> • Positive Hepatitis B surface antigen (anti-HBs) <p>The lab report of the titer is required.</p> <p>If the titer is negative or equivocal, documentation of receipt of one booster shot is required. Repeat titer not required. Series in process is acceptable. In this scenario, students must complete the <i>Declination Waiver</i>.</p>

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
Tuberculosis (Main Campus)	Initial and ongoing annual evidence of freedom from Tuberculosis.	<p>Option 1: A non-reactive Tuberculin Skin Test (Mantoux PPD test). This test must be renewed yearly (no greater than once every 365 days).</p> <p>Option 2: QuantiFERON Gold Blood Test. This test must be renewed yearly (no greater than once every 365 days).</p> <p>Option 3: T-Spot Blood Test. This test must be renewed yearly (no greater than once every 365 days).</p> <p>Option 4: Chest X-Ray report which shows clear or no evidence of disease.</p> <p>If any test is returned positive (new), the student must submit a chest X-Ray and TB symptom assessment statement that verifies the student is free from Tuberculosis signed by a Health Care Provider. The date of the Chest X-Ray must be after the date of the positive test.</p>
Tuberculosis (Hagerstown Campus)	Initial and ongoing annual evidence of freedom from Tuberculosis.	<p>Option 1: A two-step non-reactive TB skin test. To complete the two-step TB test, you must have two separate TB skin tests done within 3 weeks. Both negative PPD results must be submitted to meet the requirement. This is the initial requirement; annually thereafter a single PPD is required.</p> <p>Option 2: QuantiFERON Gold Blood Test. This test must be renewed yearly (no greater than once every 365 days).</p> <p>Option 3: T-Spot Blood Test. This test must be renewed yearly (no greater than once every 365 days).</p> <p>Option 4: Chest X-Ray report which shows clear or no evidence of disease. Chest X-Ray is required every five years.</p> <p>If any test is returned positive (new), the student must submit a chest X-Ray and TB symptom assessment statement that verifies the student is free from Tuberculosis signed by a Health Care Provider. The date of the Chest X-Ray must be after the date of the positive test.</p>

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
Tuberculosis Renewal (Hagerstown and Main Campus)	Tuberculosis Screening	Option 1: A non-reactive Tuberculin Skin Test (Mantoux PPD test). Option2: 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)	Documentation of a TDaP booster within the past ten (10) years.	Documentation of a TDaP booster within the past ten (10) years
Influenza (Flu)	Flu vaccination is required on an annual seasonal schedule. Student must submit documentation of receipt of a flu shot administered during the current flu season. (August 1 through March 1). Students entering in the fall semester must meet this requirement by October 31 of the entering semester. Students entering in the Spring semester must show evidence of receipt of the flu vaccine for the current flu season.	Documentation of receipt of influenza vaccine for current flu season. Enrolled undergraduate students must submit no later than by October 31st annually. Entering students for the Spring semester must submit documentation of receipt of the vaccination by the health documentation filing deadline.
Physical Examination	Students must have the <i>Health Examination Form</i> (yellow health form) reviewed and completed by their Health Care Provider.	Completed <i>Health Examination Form</i> signed and dated by Health Care Provider.
Polio	Required for International students from the following countries only (listed by the U.S. Centers for Disease Control and Prevention as endemic for poliovirus): <ul style="list-style-type: none">• Afghanistan• Angola• Egypt• Ethiopia• India• Niger• Nigeria• Pakistan• Somalia• Sudan	Documentation of the completed series of at least three (3) vaccinations (There must be a record of at least three (3) vaccinations of IPV or OPV) OR a positive antibody titer. The titer must contain the titer value as well as the reference norm. If the antibody titer is negative or equivocal, students must receive one booster vaccine. Repeat titer is not required.
Exemptions to Vaccination Policy	Medical Exemption: When a student has a medical condition that does not permit him/her to be immunized. A statement is required initially and annually thereafter as	Medical Exemption: A signed and dated statements from a Health Care Provider that the students has a medical condition the does not permit him/her to be immunized. If the medical condition is temporary, the student is expected to comply with

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
	<p>applicable to the requirement.</p> <p>Religious Exemption: When a student has a religious belief that does not permit him/her to be immunized.</p> <p>Medical exemption may compromise student eligibility for placement at the assigned facility.</p>	<p>the immunization requirement(s) when the exemption expires.</p> <p>Religious Exemption: Written documentation to explain the religious exemption is required.</p> <p>Medical and religions exemptions may be reviewed by the Chair for approval.</p>

CERTIFICATIONS, SCREENING AND OTHER DOCUMENTS:

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
Cardio-Pulmonary Resuscitation (CPR)	<p>Current CPR certification</p> <p>The certification course must be approved by the American Heart Association (Healthcare Provider Course) or the American Red Cross (CPR for the Professional Rescuer or Lifeguard/First Aid/CPR/AED is acceptable).</p> <ul style="list-style-type: none"> • The course must include CPR for infants, children and adults. The course must also include an AED component. • The course may be taken at a location convenient for the student as long as the course is approved by either of the two organizations. • A virtual simulation for CPR certification is NOT accepted. • Two helpful sites for locating courses are: • American Red Cross • American Heart Association • Students are required to maintain current and active certification while enrolled in the Program. <p>Do not take the Basic CPR course, students must take the Healthcare Provider CPR certification course.</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 Provider may be accepted temporarily until card arrives with a renewal date of 30 days.</p>
Health Insurance	<p>Students in the TU Nursing Program are required to carry health insurance, which includes Emergency Room benefits.</p>	<p>Students must submit evidence of current health insurance coverage (includes Emergency Room coverage).</p> <p>Annually, students must submit evidence of ongoing health insurance coverage.</p>

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
Professional Liability Insurance (Malpractice Insurance)	<p>Students are required to purchase and maintain Student Nurse malpractice liability insurance.</p> <p>Coverage must be occurrence based (per incident) and a minimum of \$1,000,000/3,000,000 coverage.</p>	<p>Students must submit initial coverage plan/certificate and then annually thereafter provide evidence of ongoing coverage.</p> <p>Options to consider (others available):</p> <ul style="list-style-type: none"> • Nurses Service Organization (NSO) • CM&F Group, Inc.
Government Issued Photo ID	Students must have valid government issued photo identification.	Valid driver's license or valid passport
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 which include a criminal background check and urine drug screen.</p> <p>Exclusion from placement would 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>Students must purchase the Towson Nursing Package through Castle Branch (https://castlebranch.com/) (formerly known as Certified Profile). This package includes the criminal background check, urine drug screen and Document Tracker.</p> <p>To create an account, follow the instructions in the document Nursing Portal Instructions. When prompted, use the drop-down to select the Program (Nursing). Once the screen refreshes, use the drop-down to select your campus (Towson Main or Hagerstown) and entering semester.</p> <ul style="list-style-type: none"> • When creating the account, use your legal full name. DO NOT use familiar names or nicknames. Full legal name includes First Name, Middle Name and Last Name • Enter the information exactly as requested. <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>

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
Urine Drug Screen	A Ten (10) Panel non-DOT Drug Test with negative results.	Students must follow the instructions noted above to create an account on <i>castlebranch.com</i> . Following the creation of the account, students will receive an email notification from <i>castlebranch.com</i> regarding the location for the urine drug screen. Students needing to change the location for the urine drug screen must contact the <i>castlebranch.com Student Support Help Line</i> at 1-888-914-7279. Urine drug screen results will be available to student and placement facilities. Towson University does not review results.
TU Rights and Responsibilities	Download, complete, sign and date document.	Complete form

COMPETENCIES:

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
Bloodborne Pathogens Exposure Training	Evidence of completion of the module with post-test score of 90% or greater. Module located on the Towson University Nursing Community Blackboard site Annual renewal required no later than by the last day of the month 12 months from the last completion date.	Student grade report from Blackboard. To access the Blackboard Nursing Community page: <ul style="list-style-type: none"> • Log onto Blackboard • Click on the tab at the top – <i>Nursing Community</i> • On the left hand side-click on <i>Competencies/Quizzes</i> • When the folder opens, click on the required module • Once module completed, return and the click on the quiz and complete. • Print/Screenshot the passing score
Health Insurance Portability and Accountability Act (HIPAA) Training	Evidence of completion of the module with post-test score of 90% or greater. Module locate on the Towson University Nursing Community Blackboard site Annual renewal required no later than by the last day of the month 12 months from the last completion date.	Student grade report from Blackboard. To access the Blackboard Nursing Community page: <ul style="list-style-type: none"> • Log onto Blackboard • Click on the tab at the top – <i>Nursing Community</i> • On the left hand side-click on <i>Competencies/Quizzes</i> • When the folder opens, click on the required module • Once module completed, return and the click on the quiz and complete. • Print/Screenshot the passing score

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
Tuberculosis Training	<p>Evidence of completion of the module with post-test score of 90% or greater.</p> <p>Module located on the Towson University Nursing Community Blackboard site</p> <p>Annual renewal required no later than by the last day of the month 12 months from the last completion date.</p>	<p>Student grade report from Blackboard.</p> <p>To access the Blackboard Nursing Community page:</p> <ul style="list-style-type: none"> • Log onto Blackboard • Click on the tab at the top – <i>Nursing Community</i> • On the left hand side-click on <i>Competencies/Quizzes</i> • When the folder opens, click on the required module • Once module completed, return and the click on the quiz and complete. • Print/Screenshot the passing score

MISCELLANEOUS REQUIREMENTS:

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
Changes in Health Status	<p>Students are to notify the Department of Nursing of any changes in their health status which may influence their ability to function in the clinical setting.</p> <p>Faculty has 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.</p> <p>The Department of Nursing reserves the right to require an updated physical examination or psychiatric evaluation if there is evidence that the student may not be physically or mentally competent in the clinical setting.</p>	To be determined based on student situation.
Functional Standards	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.	

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
	<p>The program also provides the foundation for graduate education.</p> <p>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.</p>	
Transportation	Students must be able to provide their own transportation to and from clinical settings and between clinical facilities.	
Cell phones and/or pagers	Cell phones and/or pagers are not permitted in the clinical setting except under “special” or “necessary” circumstances. Any exception to this requires faculty approval.	
Equipment	<p>Students are required to purchase the following equipment:</p> <ul style="list-style-type: none"> • Stethoscope • Sphygmomanometer • Nursing Skills bag • Watch with a second-hand • Pen light <p>The Nursing Skills Bag is purchased through the Towson University Bookstore.</p>	<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 can 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.
Uniforms	<p>Students are required to wear the TU defined uniform while in clinical settings. Students must purchase at least one, but two tops and bottoms are recommended.</p> <ul style="list-style-type: none"> • White V-neck tunic top w/logo • Black scrub pants • White consultation coat w/logo • Towson University Student Nurse name badge 	<p>To purchase uniform online: https://www.flynnohara.com/school/MD190</p> <p>To purchase Student Nurse name badge: https://towson.lonestarbadge.com/</p>

DESCRIPTION	REQUIREMENT	DOCUMENTATION REQUIRED
Dress Code	<p>Students must wear defined uniform while in the clinical setting. In addition, students should note the following:</p> <ul style="list-style-type: none"> • A wrist watch with a second hand is required. No smartwatches. • Ear piercing: Only one small, post-type (no hoops or dangling) earrings. • 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: In the clinical area, 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. 	

CLINICAL PLACEMENT REQUIREMENTS:

Process	Time Line	DOCUMENTATION REQUIRED
<p>Throughout the Program, students complete hours at area hospitals and community settings. Based on the course section assignment, students complete these hours under the direction of assigned faculty.</p> <p>Based on the location, students may need to complete additional facility specific requirements prior to the start of the rotation.</p> <p>Student must complete all requirements by the due date to be considered eligible for the clinical rotation</p>	<p>Students receive an email communication four (4) to six (6) weeks prior to the start of the clinical experience describing the clinical placement location and as applicable the additional facility specific requirements.</p> <p>Students must adhere to the due dates and submission instructions for their name to be included on the rosters sent to the facilities.</p> <p>Once the student roster is sent to the facility for consideration, facilities have the option to not accept late requests for clinical placement.</p>	<p>Varied based on clinical placement location.</p> <p>Facility requirements are NOT submitted to the student's castlebranch.com account. Specific instructions are provided as applicable to the facility by the Clinical Placement Coordinator.</p> <p>Students must abide by the posted due dates or be at risk for eligibility for placement.</p>

POLICIES AND PROCEDURES

CODE OF CONDUCT

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

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

The National Student Nurses' Association Code of Conduct specifically addresses the roles, responsibilities, standards of practice, and professional behavior expected of all student nurses. A summary of professional behavior can be found in *Appendix C*. The National Student Nurses' Association Code of Conduct in its entirety can be accessed: <http://www.nсна.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 F* of the Undergraduate Catalog or <https://www.towson.edu/studentaffairs/policies/conduct.html>

Revision 12.16

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.

PROGRESSION AND ACADEMIC STANDING

PROGRESSION IN THE NURSING MAJOR

This is a full-time program; however, students may elect to progress through the program on a part-time basis. Once accepted to the Nursing Major, the basic student will be allowed a maximum of ten semesters of continuous study to complete the requirements for the Major. Registered Nurse students should be familiar with the length of time for admission and completion of degree requirements specified in the Articulation Model.

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 process.

- Schedule an appointment with advisor during the pre-registration period to facilitate registration for the upcoming semester and have your academic advising hold removed.
- Review course progress, program offerings and plans for degree attainment.
- Select your preferred clinical day and submit by posted due date.
- Register on-line to secure classes.

ACADEMIC STANDING

In order to remain in satisfactory academic standing, Baccalaureate nursing students must maintain a Towson University cumulative grade point average of 2.50 every semester. Students who fail to attain the minimum Towson University 2.50 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 2.50 cumulative grade point average while matriculating through the nursing program will receive an academic warning and will be required to meet the terms of a learning contract the subsequent semester in the nursing major. The learning contract is established between the student and his or her advisor in collaboration with the Retention and Success Specialist. Notification of academic warning will be communicated by the Admissions and Continuance Committee to the student and his or her advisor.

Students must attain the minimum 2.50 cumulative grade point average by the end of the semester 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 2.50 cumulative grade point average by the end of the semester in which the student was placed on academic warning, it will result in **departmental academic probation**.

2. **Departmental Academic Probation.** Students failing to attain the minimum 2.50 cumulative grade point following academic warning are placed on departmental academic probation. The student is not permitted to enroll in any nursing course but may continue university studies in non-nursing courses, if authorized.

Students must attain the minimum 2.50 cumulative grade point average by the end of the semester in which the student is placed on academic probation. If a student does not attain the minimum 2.50 cumulative grade point average by the end of the semester in which the student is placed on academic probation, the outcome will be departmental academic dismissal from the major.

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

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

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

The Department of Nursing limits the number of nursing course withdrawals, failures, and/or unsatisfactory (U) clinical grades to two courses beginning with the semester that a student matriculates into the major.

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

GRADING POLICIES

DEPARTMENTAL ACADEMIC GRADING

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

Policy

To estimate the student's professional growth, Faculty involved in the individual course establish the weighing of the components of each course. The Department of Nursing follows the “plus/minus” grading system of the University.

Attainment of a minimum grade of "C" or 72.000 is required in each Nursing course. It is the policy of the Department of Nursing not to round.

**TOWSON UNIVERSITY - DEPARTMENT OF NURSING
GRADING**

(Conversion from numerical score to letter grade and Grade Points per Unit)

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

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

CHANGE OF SCHEDULE: COURSE Drop/Add/Failure/Withdraw Policies

DROPPING AND CLASS WITHDRAWAL

Students may drop a class during the University Change of Schedule Period. The deadline is available online <https://www.towson.edu/registrar/calendars/>. Students may withdraw from a class by the posted University withdrawal date and will receive a W on their transcript. The Department of Nursing limits the number of nursing course withdrawals, failures, and/or unsatisfactory (U) clinical grades to two courses beginning with the semester that a student matriculates into the major. Individual nursing courses may be repeated only once. A withdrawal from a course is considered an attempt of the course. Failure to achieve a passing grade of a C (72) 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. Re-enrollment in a dropped course or course withdrawal is permitted if a student maintains satisfactory standing and if there is space available. Students who drop 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 dropped courses or course withdrawals.

PROCEDURE FOR REINSTATEMENT FOLLOWING DROPPED COURSES OR COURSE WITHDRAWALS, FAILURES AND/OR UNSATISFACTORY CLINICAL GRADES

- Submit a professional business letter attached to an email to the Admissions and Retention Coordinator (bnecker@towson.edu) that includes:
 1. Specific request of the courses you wish to retake
 2. Factors that contributed to course withdrawal, failure and/or unsatisfactory grade
 3. If allowed to repeat, your plan to be successful
- The request must be submitted within one (1) week of the end of the semester in which the course was taken.
- The Admissions and Continuance Committee will review your request and you will receive written notification of the decision.

Re-enrollment in a dropped course or course withdrawals, failures and/or unsatisfactory (U) is permitted if a student maintains satisfactory standing and if there is space available. Students who drop 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.

LEAVE OF ABSENCE

The Department of Nursing supports a continuous enrollment policy for baccalaureate degree students. If a student is unable to enroll in a particular term but wishes to continue in the nursing major, he or she must request a leave of absence (LOA) from studies. A written request for a LOA must be submitted via email to the Admissions and Retention Coordinator (bnecker@towson.edu) and a copy sent to the academic advisor and the Chair of the Admissions and Continuance Committee. The reasons for the LOA and plan for completion of course work should be included in the letter. An interview with the student may be requested. The Department Chair and the Admissions and Continuance Committee will review the request and send written notification of decision. A leave of absence will be granted for one semester at a time. Reinstatement may be limited by space availability. Please refer to the procedure for reinstatement following a leave of absence.

PROCEDURE FOR REINSTATEMENT FOLLOWING A LEAVE OF ABSENCE

It is the student's responsibility to contact his/her academic advisor after one semester's leave to meet for an advisement and registration review. Seat codes for nursing courses are issued on a space available basis. If the LOA extends beyond one semester, the student is required to successfully pass a laboratory evaluation of skills taught in NURS 347 and essential foundational skills taught in NURS 356C, prior to commencing course work.

Re-enrollment

Previous degree candidates who have missed more than one term must apply for readmission through the Registrar's Office. Forms are available in the Registrar's Customer Service Center, Enrollment Services, room 224. The deadlines for readmission are August 1 for the fall and December 1 for the spring.

APPEAL PROCEDURES

COURSE APPEALS

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

Procedures to be followed in such circumstances are given below:

1. First a student should confer with the faculty member or members involved in the course primarily responsible for assigning grades.
2. If the matter is not satisfactorily resolved through this approach and the issue warrants further consideration, then the student may direct a written letter of appeal to the Departmental Chairperson within 5 working days of receiving a response from the faculty member or members.
3. If the student is not satisfied with the resolution at the Department level, he or she should follow the Appeal Procedure as outlined in the Undergraduate catalog.
<http://catalog.towson.edu/undergraduate/academic-policies/grades-grading/>
4. Ultimately, if the grade in the nursing theory course remains below a C (72) or a nursing clinical course grade remains unsatisfactory (U), the student must follow the *Procedure for Reinstatement Following Dropped Courses or Course Withdrawals and/or Failures* on page 28.

DEPARTMENT OF NURSING RETURN REVIEW PROCESS

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

- Submit an official transcript(s) of all course work taken toward degree attainment.
- Provide letters of support from two nursing faculty, one of whom evaluated clinical performance.
- Develop a personal statement explaining the reasons interrupting nursing studies and a description of activities undertaken in the interim period.
- Apply for readmission through the Registrar's office if the degree candidate has missed more than one term of study.
- All materials must be submitted via email to the Admissions and Retention Coordinator (bnecker@towson.edu) in order to be reviewed by the Admissions and Continuance Committee.

CLASS ATTENDANCE/ABSENCE

Academic Standards Committee

1. **Students are expected to attend all classes.** Consistent attendance offers the most effective opportunity for students to understand concept, 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, practicum, and courses that require public speaking, laboratories, language learning, group discussions, or student teaching. Frequent absences from these types of courses, whether excused or unexcused, may affect the final earned grade.

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.

2. It is policy of the University to excuse the absences of students for the following reasons:
 - Illness or injury whereby the student is unable to attend class;
 - Religious observance where the nature of the observance prevents the student from attending class;
 - Participation in University activities at the request of the University authorities (e.g. Intercollegiate Athletics, Forensics Team, Dance Company, etc.);
 - Compelling verifiable circumstances beyond the control of the student.

Students requesting an excused absence must provide documentation to the instructor two weeks prior to the scheduled absence when known in advance, and as soon as possible when not known in advance.

3. Absences that do not fall into any of the categories outlined in item number two are unexcused.
4. 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, the faculty member should attempt to make a reasonable adjustment of the assignment.

**Please note, students are held accountable to specific requirements outlined in individual course and clinical syllabi/packets.

EVALUATION OF STUDENT PERFORMANCE: CLASSROOM AND CLINICAL PRACTICE

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 72 on an exam or other assignments are encouraged to meet with the course faculty and Retention and Success Specialist 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.

DEPARTMENTAL CLINICAL POLICIES

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 356C 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, PDA’s and cell phones 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, nursing 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 Hospital for the repair or replacement cost of any equipment or supplies damaged as a result of University Student’s negligence.

UNSAFE CLINICAL PERFORMANCE

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

UNPROFESSIONAL BEHAVIOR

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

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 5 days of the occurrence. During the incident review period, the student may not engage in clinical practice.

CLINICAL ABSENCE

All students are expected to be physically present on all clinical days. The Department of Nursing supports the Towson University (TU) 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.

INCLEMENT WEATHER GUIDELINES: CLINICAL PRACTICE

Towson Campus:

Check WBAL: www.wbal.com; WBAL-TV (11), WJZ-TV (13) and WMAR-TV (2).

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 inclement weather persists, check University information, which 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 resources for information regarding closings:

Towson University homepage

TU Emergency Text Message Alert (www.towson.edu/textalerts.)

Campus-wide email

University Facebook page

University Twitter feed

- 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.

Hagerstown Campus:

- For Clinical Assignments in Washington County the Washington County Public School System closure policy will be used as a guide to determine a delayed start for the clinical day.
- For Clinical Assignments in Frederick County the Frederick County Public Schools System closure policy will be used as a guide to determine a delay start for the clinical day.
- Please follow one of the following radio or television stations for Washington and Frederick Counties.
 - **Radio:** WJEJ/1240 AM, WCRH/90.5 FM, WQCM/94.3 FM, WIKZ/95.1 FM, WAYZ/104.7 FM, WFYN/101.5 FM, WPPT/92.1 FM, WARK/1490 AM, WWEG/106.9 FM, WLTF/97.5 FM, WICL/95.9, WFMD/930 AM, WFRE/99.9 FM, WDHC/92.9 FM, WCST/1010 AM, WKGO/106.6, WCBC/1270 AM, WKZG/107.1 FM
 - **Television:** WHAG/Hagerstown, WRC/Washington, WUSA/Washington, WBAL/Baltimore, FCPS TV: Comcast Channel 18 (Frederick area)
 - **Antietam Cable:** Channel 99
 - **Website:** www.wcpsmd.com, www.fcps.org

- If Washington County or Frederick County Public Schools are delayed by a 2-hour start, clinical practice will be delayed two hours as well.
- If the USMH campus has a delayed start, the clinical practice will follow the same delayed start.
- If the USMH campus is closed, clinical will be canceled.
- If the USMH campus closes early, students will be dismissed from clinical practice at the discretion of the Course Coordinator.
- In the event that the clinical day has a delayed start or is shortened due to weather, students may receive an additional assignment to complete to meet the objectives identified for the clinical day.
- In the event that the clinical day is canceled, students will be given an assignment to meet the objectives of the clinical day. It is the discretion of the faculty member to decide on the type of assignment that will meet the clinical course objectives identified.

TU Weather and Emergency Closing FAQs

<http://www.towson.edu/main/abouttu/newsarchives/snowfaq122111.asp>

Guidelines approved: 10.16

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. (www.OSH.gov, US Department of Labor, 2010)

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:

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:

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 he or she is prohibited by law from disclosing the identity of the source individual.
5. The exposed student will be referred to his or her 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 his or her 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 his or her 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 Resource Guide.

1. Department of Environmental Health and Safety Assistant Director should be notified
 - 1-410-296-7963
 - Incident reports to be downloaded and filed per Assistant Director, Department of Environmental Health and Safety
 - <https://www.towson.edu/ehs/documents/incident-report.pdf>
2. University Insurance Adjuster should be notified: 1-410-296-7962
3. Department of Nursing, Chair should be notified and copy of incident reports filed in department office

Jan. 2011

TESTING GUIDELINES

1. Attendance for exams is mandatory.
2. If absent, the student is responsible for notifying the faculty prior to the exam with an acceptable reason via e-mail. An excused absence requires documentation. Refer to the Towson University Attendance/Absence Policy (see University Catalog).
3. Exams are scheduled to begin at the designated time. A seating chart may be devised at the discretion of the faculty.
4. Students may be permitted entry to the classroom 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 bathroom breaks are allowed during exams.
5. All hats/caps must be removed during exam time. Personal items, such as purses, books, backpacks, cell phones (turned off), pagers, notebooks, drink bottles, laptops and briefcases will be left in the front or back of the room during testing. Smartwatches are prohibited in the testing environment.
6. A number 2 pencil is required for recording answers on Scantron; digital and smart pens may not be used within a testing environment.
7. Calculators will be provided by the department of nursing during the exam period if required.
8. Faculty will determine a time during the testing period when students are permitted to leave the testing area.
9. All exams that utilize a Scantron sheet for scoring will be calculated from information provided by the student on the Scantron scoring sheet. Only the answers the student marks on the Scantron will be considered for grading, no exceptions.
10. Make-up exams are provided when one has an excused absence. The student must take the assessment within 5 days, excluding weekends, after return to the university or a grade of "0" will be assigned. Students are responsible for making testing arrangements with the instructor.
11. Exam review may be conducted by course faculty; the method of review is at the faculty discretion. The environment during exam review is the same as during testing. Academic integrity, civility, and professional behavior is expected during exam review.
12. Examinations are the property of the Department of Nursing. A student may not leave the classroom in possession of an exam booklet or Scantron sheet. If the student is found to have removed an exam for any reason 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.
13. A student suspected of cheating will be immediately removed from the testing area. Strict enforcement of the integrity policy is maintained.
14. Test scores will be posted on Blackboard after faculty analysis and review of the test. Every effort will be made to post the scores in a timely manner.

Rev: 8.16

KAPLAN INTEGRATED TESTING POLICY

Policy: All pre-licensure students enrolled in the Department of Nursing are required to take nationally-normed **RN Integrated** tests throughout the curriculum including the **Kaplan Secured Predictor** in the last semester of the program. The Kaplan Test Percentile Ranking achieved on integrated tests will account for a percentage of course theory grade in the course where the test is administered. Students are required to take the **Kaplan Integrated tests and Kaplan Secured Predictor** during scheduled test dates see course syllabi and final exam schedule.

Purpose: The purpose of the Kaplan Integrated Testing program is to assess student competency and evaluate achievement of curricular outcomes, to evaluate the student's ability to apply nursing concepts within specific content areas and in the overall program, and to contribute data for the systematic program evaluation. In addition, it increases student's familiarity with computerized test methodology that is similar to NCLEX testing style. The tests are timed according to the same requirements allowed on the NCLEX-RN exam.

Procedures: The Department of Nursing provides Kaplan with a student roster. Students will receive information from Kaplan directly to their Towson University email address. Students are responsible for following the instructions on the email to set-up their Kaplan account to access their Kaplan electronic resources. Students will receive a copy of The Basics book upon entering the program and a copy of the NCLEX-RN Content Review Guide in the final semester of the program.

Students should be aware that their ability to pass the NCLEX-RN is supported by their ability to pass each series of tests at the suggested number of correct answers and the percentile ranking. Students should prepare for each Kaplan Integrated Test by reviewing related content outlined in The Basic Book (Kaplan Review Book) as well as reviewing content presented in theory courses.

Integrated Tests:

- Integrated tests: measure students' abilities to apply concepts related to specific clinical nursing content areas throughout your curriculum. Content areas include Fundamentals, Mental Health, Adult Health, Maternity and Pediatrics. Tests are administered after at least 80% of the theoretical content has been presented.
- Kaplan Secured Predictor: assess students' readiness for the NCLEX examination with question formats and a test blueprint matching the latest NCLEX test plan. The Diagnostic test will help identify each student's strengths and weaknesses and provide individualized remediation to address knowledge deficits prior to taking the NCLEX examination.
- Integrated and comprehensive tests are secure, proctored computerized assessments.
- Course faculty provide mandatory testing dates in the course syllabi or final exam schedule.
- Complete feedback, reporting and remediation are available to the students immediately upon completion of the exam.

Scoring and Grading:

- Kaplan Integrated Tests are scored using the statistical Roush probabilistic model, which expresses both item difficulty and test-taker ability on the same scale. Students receive both a total percent correct score and a percentile rank. The total percent score is strictly the number of questions answered correctly out of the total questions. The percentile score is the percentage of individuals in the total norm group who achieve scores at or below the individual's score. An individual's percentile rank describes the student's exact position compared with the norm group. The higher the percentile rank, the better a student performed on the test. Percentile Rank is a more accurate indicator of performance than the raw percentage to determine students' success on individual tests because it takes into account the difficulty level of that test.
- Integrated tests including the Kaplan Secured Predictor will account for 10% of the course theory grade in the course where the test is administered.

Grading for Kaplan Integrated Tests

The following grading scale is used for all of the integrated tests to assign a course grade based on percentile ranking the student achieves on the exam.

Kaplan Test Percentile Ranking	Test Percentile Grade
96-100th	100%
90-95th	95%
80-89th	90%
70-79th	85%
60-69th	80%
50-59th	75%
40-49th	70%
30-39th	65%
20-29th	60%
10-19th	55%
0-9%	50%

Grading for Kaplan Secured Predictor Test

In the final senior semester, NURS 484 Nursing Leadership and Management faculty will provide a probability formula to explain the Kaplan Secured Predictor conversion score after the exam is administered to all students.

DEPARTMENTAL AND EXTERNAL RESOURCES

HONORS AND SCHOLARSHIPS

HONORS

Sigma Theta Tau International Honor Society of Nursing

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

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

At Towson University, the Sigma Theta Tau International Chapter is Iota Epsilon. In order to be nominated for this honor, academic records are evaluated during the student's S1 or S2 semester in the program. Students must maintain high ethical standards as outlined by the American Nurses Association Code of Ethics, uphold the moral code of conduct of the National Student Nurse Association and the State Nurse Practice Act, rank in the upper one-third of their class, and have a minimum GPA of 3.0 on a 4.0 scale. Once approved for membership, an induction ceremony is held for new members. Currently the induction fee is about \$60.00 which includes dues for one year to the local chapter and the international society. A key, charm or pin of the Society is also available for purchase. Sigma Theta Tau International encourages and actively supports further professional development and promotes nursing scholarship, leadership, creativity and commitment among its members.

SCHOLARSHIPS AND LOANS

Students may check with the Financial Aid Office for information about scholarships and loans during the academic year. The Department of Nursing's Student Affairs Committee posts notices of available scholarship and loans on a student bulletin board and the Nursing Community Blackboard site. Contact Student Affairs Committee members for further information.

The following scholarships are available. The scholarship application is found on the Nursing Community Blackboard Site.

THE ROWANNETTA SARAH ALLEN--CLASS OF 1923--SCHOLARSHIP (amount varies yearly)

Rowannetta Sarah Allen graduated in 1923 when the University was known as the Maryland State Normal School. She had a distinguished career in education, beginning as an elementary school teacher and progressing to supervisor and assistant superintendent of elementary education. Having served as President of the Prince George's Teachers' Association, Miss Allen tutored at her local community college in the adult literacy program and was a community reporter for the *Tappahannock Times*. Obviously a dynamic person, Miss Allen was affectionately known in her community as "the road runner." Having long realized the significance of the role of the nurse and recognizing the value of professional nursing care, Miss Allen established this endowed scholarship to demonstrate her appreciation for nurses and nursing.

- | | |
|-----------|--|
| Criteria: | <ol style="list-style-type: none">1. enrolled in the Nursing major2. minimum GPA of 3.03. statement of need/FAFSA required4. one-page essay on career goals/aspirations |
|-----------|--|

THE WALTER M. HAMMETT MEMORIAL SCHOLARSHIP

PURPOSE: The purpose of the fund shall be to provide funds for scholarship awards for nursing students in memory of Dr. Walter M. Hammett.

- CRITERIA:**
1. Junior, or senior in the Nursing major
 2. A minimum 3.0 GPA of all college-level study
 3. Documentation of financial need/current FAFSA required
 4. Demonstrated leadership ability/potential
 5. Applicants permanent address must be located:

In the areas of: Jacksonville, Baldwin, Fallston, Kingsville, Big Gunpowder, Glen Arm, Long Green Pike, Hess Road, and Long Green Valley. In general terms, the parameters shall be: West of US Route 7, East of Jarrettsville Pike, North of Cromwell Bridge Road, South of US Route 1 and 147.

AMOUNT: Tuition and fees

DUE DATE: February 1st

NOTE: The Nursing Department Student Affairs Committee (or its successor) shall be responsible for recipient selection based on the above criteria and a demonstration of recipients' academic ability, leadership, work habits, and likelihood of success. Applicants must be committed to be in a leadership role in the Towson University Nursing Student Association. The award is renewable to the same student.

EMMERT HOBBS NURSING SCHOLARSHIP

Eligibility Requirements:

Junior or Senior (first semester) level undergraduate nursing student.
GPA overall of 2.8 or higher

HERMAN AND WALTER SAMUELSON NURSING SCHOLARSHIP

Eligibility Requirements:

Junior or First semester Senior level undergraduate nursing student.
GPA overall of 2.8 or higher
Demonstrated financial need/FAFSA required

For applications contact: Student Affairs Committee
Department of Nursing
Towson University

APPLICATION PROCESS:

- Complete the Towson University Department of Nursing Scholarship Application found on the Nursing Community Blackboard site.
- Ensure current FASFA application on file
- Obtain letters of recommendation where applicable
- Submit completed application, official transcript(s), essay and any other applicable documents to the TU Department of Nursing, Linthicum-Room 301 by the deadline.

Note: All criteria must be met for consideration of an award.

DISTINGUISHED PRESIDENTIAL SCHOLARSHIP IN THE COLLEGE OF HEALTH PROFESSIONS-DEPARTMENT OF NURSING

Donors: Robert H. and Ruth S. Sander

Awards are to recognize, encourage, and reward students who demonstrate the highest levels of intellectual achievement. These scholarships will be awarded to outstanding juniors and are renewable for their senior years. Graduate students in nursing and nursing education may be considered in addition to juniors and seniors.

The scholarship will cover all annual tuition and fees for either in-state or out-of-state recipients. The recipients will be identified and selected by the department based on the highest levels of intellectual achievement.

WORKFORCE SHORTAGE STUDENT ASSISTANCE GRANT PROGRAM MARYLAND

The State Nursing Scholarship and Living Expenses Grant Program has been consolidated into the Workforce Shortage Student Assistance Grant Program. The State Nursing program is no longer making any awards.

The Workforce Shortage Student Assistance Grant (WSSAG) program is for students who plan on working in specific career/occupational programs upon graduation. Eligible fields include: child care, human services, teaching, nursing, physical and occupational therapy, social work, and public service.

How to apply: Complete the Workforce Shortage Student Assistance Grant application online at <https://mdcaps.mhec.state.md.us> (application instructions are below) and submit official transcripts from all institutions you have ever attended. To be considered based on need, students must file the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov for the application year. The FAFSA is not required; however, it will be used to determine the order in which students will be awarded.

Certain majors may require additional documentation, which will be noted on the application.

When to apply: File the WSSAG application by July 1

Eligible majors: Eligible majors and employment fields will be determined by an Advisory Council biennially and will address statewide and regional workforce needs. Employment fields may be limited to certain occupational areas within a field.

GENERAL SCHOLARSHIP INFORMATION

Additional scholarship opportunities are posted on the Nursing Community Blackboard site under Scholarships.

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.

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

Advising services are available throughout the University. Services include the Learning Center, Tutorial Services Center, Minority Affairs, Commuter Affairs, and International Student Advising. Refer to *Compass: Student handbook* and *Transitions: A guidebook for adult students at Towson University* for a more complete list of resources.

HEALTH CARE INFORMATION

There are substantial numbers of health care information resources. On-campus sources include the Albert S. Cook Library. Most of the major hospital facilities/agencies are equipped with a medical library which is generally accessible to students upon request. Other sources of information include visiting career fairs, health fairs and writing/contacting the various associations for information.

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 Learning Center, Writing Lab, or the Tutorial Center. A course instructor will provide a referral to the appropriate center.

SIMULATION INSTRUCTION/SKILLS LAB

Scheduled hours of operation are posted on the Lab door. The purpose of Lab utilization is to ensure safe student performance of selected psychomotor nursing skills necessary for client situations in order to maintain health, promote a higher level of wellness or facilitate coping with illness or death. As an additional learning resource, nursing Faculty and student preceptors are available in the learning Lab, outside of class time, to supervise students' practice of nursing skills.

ADVISING AND COUNSELING SERVICES

The University offers services to meet student needs in the areas of academic advising, career guidance, and personal counseling. Academic advisors are assigned to all Nursing students upon acceptance and entrance into the Program.

The Counseling Center includes a professional and trained staff who provide both individual and group counseling and exists to support and enhance student development in academic, social, vocational, and personal areas.

The University Academic Advising Center offers advice in fulfilling University requirements, choosing courses and electives, learning about academic standards, and special credit load permits.

The Career Services Center offers occupational services for all students including seniors, graduate students, and alumni. Services include seminars and workshops and career programs and advising.

The Health Center offers services and advising to students in the realm of health care and safety. Other advising services include the Learning Center, Tutorial Services Center, Minority Affairs, Commuter Affairs, and International Student Advising.

Students are encouraged to refer to the Student Life and Academic Resources section of the *Towson University Undergraduate Catalog* for more details (telephone numbers, locations, etc.)

NURSING DEPARTMENT AWARDS: CRITERIA FOR SELECTION OF STUDENTS

Nursing Practice Award

Basic and RN students (each receives a separate award)

Criteria:

- ❖ The student demonstrates superior application of the nursing process in caring for clients and families.
- ❖ The student utilizes outstanding clinical skills to provide excellent nursing care to clients and families.
- ❖ The student utilizes sensitivity and understanding in communication with clients and families.

Nursing Leadership Award

Basic student only

Criteria:

- ❖ The student demonstrates outstanding leadership skills and functions independently in the clinical setting.
- ❖ The student functions in a leadership role in college and/or community-related activities.

Leadership in Nursing Award

RN student

Criteria:

- ❖ Nominee must be a Registered Nurse student in the graduating class.
- ❖ The student demonstrates outstanding leadership with an innovative, creative project or initiative in the health care setting.

Scholastic Achievement Award

Basic and RN students (each receives a separate 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).

Community at Large Leadership Award **Basic student only**

Criteria:

- ❖ The student 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.
- ❖ The student demonstrates outstanding leadership skills and functions independently in the clinical setting.
- ❖ The student functions in a leadership role in college and/or community-related activities.

GRADUATION

In accordance with the degree requirements specified in the Undergraduate catalog, to satisfactorily meet the requirements of the Bachelor of Science degree, a student must complete a minimum of 120 credits, including 32 credits of Upper Division course work. The final 30 hours of course work must be completed at Towson University. The student will be eligible for graduation and the conferring of the degree at the conclusion of the semester when all University requirements and completion of courses, as described in the Undergraduate catalog, have been completed.

LICENSURE AS A REGISTERED NURSE

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

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

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

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

APPENDIX

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
ACCREDITED BY:	Commission on Collegiate Nursing Education
DEGREE GRANTED:	Bachelor of Science, Nursing Major

Appendix B**NURSING FACULTY AND STAFF****Faculty**

Dr. Elizabeth Austin	LI 301F	704-4208
Ms. Nasreen Bahreman	LI 201F	704-6541
Ms. Tammy Bowers	Hagerstown Center, 240-	527-2749
Dr. Adriane Burgess.....	LI 319	704-4207
Ms. Sarah Caro.....	LI 201L	704-4354
Dr. Scott Choi	LI 321	704-3160
Ms. Elizabeth Crusse	LI 301J	704-4205
Ms. Mary Sharon Curran	LI 316	704-5314
Dr. Stanjay Daniels	LI 209	704-5350
Ms. Angela Durry	LI 323	704-5575
Dr. Karen Frank.....	LI 322	704-4387
Dr. Kyungsook Gartrell.....	LI 201J	704-2692
Ms. Renada Gilliard.....	LI 201G	704-4974
Ms. Nancy Hannafin, Undergraduate Coordinator	LI 301E	704-5348
Dr. Janice Hoffman, Hagerstown Coordinator.....	Hagerstown Center, 240-	527-2726
Dr. Hee Jun Kim	LI 201D	704-4556
Ms. Susan King	LI 209	704-4211
Dr. Mary E. Lashley	LI 201C	704-4206
Dr. Marguerite Lucea	LI 208	704-5671
Dr. Hayley Mark, Chairperson	LI 301	704-2069
Dr. Joanna Maxwell	LI 201B	704-4210
Ms. Margaret McCormick	LI 318	704-5351
Dr. Teresa Nikstaitis	LI 301C	704-4384
Dr. Kathleen Ogle, Graduate Program Director	LI 301H	704-4389
Dr. Hyunjeong Park	LI 301D	704-4514
Ms. Marie Rock	Hagerstown Center, 240-	527-2748
Ms. Tara Ryan	LI 315	704-5052
Ms. Joy Schucker	LI 201L	704-5424
Dr. Laura Sessions	LI 324	704-5672
Dr. Briana Snyder	LI 320	704-4851
Ms. Marie Statler	Hagerstown Center, 240-	527-2713
Dr. Regina Twigg, Assistant Chairperson.....	LI 210	704-4388
Ms. Rhea Williams.....	LI 208	704-5423
Mr. Walter Wilson.....	LI 324	704-4203

Staff

Lori Armstrong, Clinical Placement Coordinator	LI 201E	704-6539
Charla Fowlkes, Academic Program Manager	LI 213	704-2391
Jennifer Gordon, DCI Program Specialist/Advisor	LI 328	704-4299
Nakida Hagans, Administrative Assistant	LI 301	704-2069
Emily Jones, Instructional Designer	LI 201G	704-4263
Laura Knox, Clinical Partner Liaison	LI 201A	704-2513
Peter Morin, Simulation Lab Technologist	LI 303	704-5038
Dorothy Mundy, Retention and Success Specialist	LI 201M	704-3532
Brook Necker, Admissions and Retention Coordinator	LI 213	704-4170
Katherine Patti, Administrative Assistant	LI 301	704-2068
Larry Petruccy, Academic Advising Specialist	LI 317	704-2654
Arooj Raja, Administrative Assistant	LI 213	704-4170
Lisa Shue, Administrative Assistant	LI 301	704-3528
Valeria Smith, Coordinator of Student Success	LI 201H	704-4095
Angela Tate, Academic Advising Specialist	LI 201P	704-5780
Toni Tracey, Administrative Assistant, Hagerstown	Hagerstown 240-	527-2757

Appendix C

National Student Nurses' Association, Inc. Code of Professional Conduct

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

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

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

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

