TOWSON UNIVERSITY
DEPARTMENT OF NURSING

UNDERGRADUATE PROGRAM
STUDENT HANDBOOK

Basic/Pre-licensure Major

Revised February 2024

CONTENTS

PREFACE

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

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

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

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

Last handbook revision date: February 20, 2024

INTRODUCTION

MISSION STATEMENT

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

Rev. 11/16

PROGRAM OUTCOMES

Upon completion of the Nursing major, the graduate will:

1. 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 are **estimated costs** that you can expect in addition to tuition charges. These estimates are provided for you to have an idea of the money you will need to budget for your education. Remember, these are only estimated costs; fees and prices may change. University tuition and fee information can be found on the Student & University Billing Office site. The Department of Nursing has no control over university fees not listed here or additional fees charged by other companies. For more details about program requirements for clinical practice, refer to pages 15-23 of this handbook.

DESCRIPTION	ESTIMATED COST	COMMENTS
Textbooks	$1000	Estimate for the first term of the program.
Parking (Main Campus)	$202-403	Range of annual commuter parking options for the 2023-24 academic year. More information about parking permit options and costs are available on the TU Parking site. New students for spring may receive prorated parking for their first term. Additional off-site clinical parking fees may apply.
Parking (Hagerstown)	Varies by parking location	Hagerstown students may park at a variety of locations. Visit the USM Hagerstown FAQs for parking options. Additional off-site clinical parking fees may apply.
Nursing Tote (Skills Bag)	$105	Required for skills practice. Available at the UStore or at the Towson UStore site.
CPR Certification	$80-100	Cost may vary by location and vendor.
Uniform	$150-200	Approximate cost for purchasing 1-2 required tops and bottoms, nursing student name badge, and a pair of white or black closed-toe sneakers.
Equipment	$160	Approximate cost for required stethoscope, sphygmomanometer, pen light and scrub watch with second-hand.
Health & Accident Insurance	Varies by provider	Students may purchase through the Health Center. Required for program start and must be renewed annually.
Physical Examination & Immunization	Varies by provider	May be completed at the Health Center or by your primary care provider.
Student Nurse Professional Liability Insurance	Varies by provider	Many students use Nurses Service Organization (NSO) or CM&F Group, Inc.. These are suggestions. Other options may be available.
Educational Testing Fee	$148-$223	Annual fee assessed by Bursar's office to TU eBill. Fee is assessed in the J1 and S1 terms upon registration in nursing courses.
Simulation Learning Fee	$204-$250	One-time fee assessed by Bursar's office to TU eBill upon registration in NURS 356C Foundations Clinical.
Criminal Background Check, Urine Drug Screen, and Student & Facility Document Tracker	$154.59 for initial check $100 annually thereafter	Cost assessed by CastleBranch. Additional fingerprint costs (approximately $130) may be required based on assigned location for NURS 476C Public Health Nursing.
CastleBranch Bridges – ProAdvantage Tracker	$50 per academic year	Cost assessed by CastleBranch to cover facility placement requirements managed through Bridges.

CURRICULUM

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

PRE-NURSING COURSES – FRESHMAN & SOPHOMORE YEARS

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

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

NURSING COURSES – JUNIOR & SENIOR YEARS

Admission to the nursing major is required before enrollment in all NURS courses with the exception of NURS 416, which may be taken before admission. The nursing curriculum outlined here is approved for students beginning the program in the Fall 2022 term and beyond.

JUNIOR TERM 1		JUNIOR TERM 2	
Course	**Units**	**Course**	**Units**
NURS 347 Health Assessment Across the Life Span	3	NURS 333 Writing for Evidence-Based Practice: Issues in Professional Nursing *(Core 9)*	3
NURS 356 Adult Health Nursing I: Foundations	3	NURS 358 Psychiatric and Mental Health Nursing	3
NURS 356C Adult Health Nursing I: Foundations Clinical	2	NURS 358C Psychiatric and Mental Health Nursing Clinical	2
NURS 361 Pharmacology	3	NURS 360 Adult Health Nursing II	3
NURS 365 Pathophysiology	3	NURS 360C Adult Health Nursing II Clinical	2
		NURS 435 Nursing Research for Evidence-Based Practice	3
Total Units	**14**	**Total Units**	**16**

SENIOR TERM 1		SENIOR TERM 2	
Course	**Units**	**Course**	**Units**
NURS 473 Nursing Care of Families and Newborns	3	NURS 416 Diversity & Social Justice in Healthcare *(Core 13)*	3
NURS 473C Nursing Care of Families and Newborns Clinical	2	NURS 476 Public Health Nursing	3
NURS 475 Child Health	3	NURS 476C Public Health Nursing Clinical	2
NURS 475C Child Health Clinical	2	NURS 481 Transition to Practice: Leadership Quality and Safety in Collaborative Healthcare Environments	3
NURS 480 Adult Health Nursing III	3	NURS 483 Senior Practicum Immersion	3
NURS 480C Adult Health Nursing III Clinical	2	NURS 488 Preparation for Licensure Exam	2
Total Units	**15**	**Total Units**	**16**

Towson University requires a minimum of 120 units for graduation. The requirements for the nursing major include 60 units of NURS courses, 41 units of prerequisite courses and 19 units of core curriculum and/or elective courses. It is critical for transfer students to review their university transfer credit evaluation to ensure 120 units are included in their plan of study to meet graduation requirements.

STUDENT CLINICAL REQUIREMENTS

STANDARDS AND FUNCTIONAL ABILITIES FOR NURSING STUDENTS

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

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

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

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

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

References

Adapted from Good Samaritan College of Nursing and Health Sciences. Standards and Functional Abilities for Nursing Students. Retrieved from http://www.gscollege.edu/admissions/standards-and-functional-abilities-for-nursing-students/

Adapted from Southeast Arkansas, College Functional Ability Requirements for Nursing and Allied Health Students. Retrieved from http://www.seark.edu/sites/default/files/FunctionalAbilityCommonActivities2014.pdf

Adapted from Winona State University Graduate programs in Nursing, Functional Abilities Statement by Health Care Provider. Retrieved from http://www.winona.edu/graduatenursing/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

Pre-licensure nursing students must meet certain initial and ongoing health, certification, competency, and placement requirements. These requirements include vaccinations (see "Health & Vaccination Requirements" below). Clinical practice requirements must be verified or completed annually (unless otherwise stated) and maintained for the duration of the nursing program. Students who fail to maintain compliance with the requirements will not be eligible for clinical participation and are at risk for course failure and/or delayed progression.

Students participate in clinical experiences at partnering facilities during each term of the program. Some clinical placement facilities may require additional health and competency requirements. Failure to meet all program and facility requirements by the due date may compromise participation and progression in the program.

Students must regularly monitor their Towson University email for updates regarding the CastleBranch document submission deadlines and process as well as course placement requirements.

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

HEALTH & VACCINATION REQUIREMENTS

Documentation submitted for health and vaccination requirements must include the student's name and date of birth.

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
COVID-19 Vaccination	Students participating in clinical experiences must be fully vaccinated against COVID-19.	Documentation must include the date(s) received and manufacturer of vaccine(s) and booster(s).
Influenza (Flu) Vaccination	Flu vaccination is required annually. Students must verify receipt of the influenza vaccine for the current flu season each year. Flu season is designated as August 1st through March 1st.	Documentation of an influenza vaccine for current flu season. All students in the program must submit no later than September 30th annually. Students starting in the spring will be given a deadline for initial flu vaccination documentation upon admission.
Tetanus, Diphtheria & Pertussis (TDaP) Vaccination	Students must have received a TDaP vaccination or booster within the past 10 years.	Documentation of a TDaP vaccination or booster within the past 10 years must include the date received.
Varicella (Chicken Pox) Vaccination	Positive antibody titer for Varicella. Vaccination dates **are not acceptable** in lieu of positive antibody titer results.	Positive antibody titer laboratory report with the titer result value and the reference norm for the following: ▪ Varicella IgG 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.

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
MMR (Measles-Mumps-Rubella) Vaccination	Positive antibody titer for Measles, Mumps and Rubella. The series in process is **not acceptable**. Vaccination dates are **not acceptable** in lieu of positive antibody titer results.	Positive antibody titer laboratory report with the titer result value and the reference norm for the following: ▪ Rubeola IgG ▪ Mumps IgG ▪ Rubella IgG 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.
Polio Vaccination	This is only required for international students from the countries which have been identified as endemic for poliovirus by the Centers for Disease Control and Prevention (CDC). This includes the following countries: ▪ Afghanistan ▪ Pakistan	Documentation of a completed series of at least three (3) vaccinations of IPV or OPV or a positive antibody titer laboratory report is required. If a titer is completed, the report must contain the titer value and as the reference norm. If the titer is negative or equivocal, documentation of receipt of one booster shot is required. A repeat titer is not required.
Hepatitis B Vaccination	Proof of immunity to Hepatitis B must be confirmed through blood work. Immunity may be achieved through immunization or previous exposure. One of the following is required: ▪ Positive antibody titer ▪ 3 vaccinations with a negative antibody titer and completion of the *Declination Waiver* ▪ Decline the series by completing the *Declination Waiver* form. The series in process is acceptable only with a completed *Declination Waiver* form.	Positive antibody titer laboratory report with the titer result value and the reference norm for the following: ▪ Positive Hepatitis B surface antigen (anti-HBs) If the titer is negative or equivocal, documentation of receipt of one booster shot is required. Repeat titer not required. If series is in process, students must complete and sign the *Declination Waiver* form.
Physical Examination	Students must have the *Health Examination Form* reviewed and completed by their Health Care Provider to start the program.	Completed *Health Examination Form* must be signed and dated by Health Care Provider within the last six (6) months. A blank form is available in the Nursing Program Community site on Blackboard.

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Tuberculosis Screening (Main Campus)	Evidence of a negative tuberculosis test within the last 365 days is required at the start of the program.	There are four options for documentation: • **Option 1:** A non-reactive Tuberculin Skin Test (Mantoux PPD test). This test must be renewed yearly (no greater than once every 365 days). • **Option 2:** QuantiFERON Gold Blood Test. This test must be renewed yearly (no greater than once every 365 days). • **Option 3:** T-Spot Blood Test. This test must be renewed yearly (no greater than once every 365 days). • **Option 4:** Chest X-Ray report which shows clear or no evidence of disease. Chest X-Ray is required every five years. If a test result is **newly positive**, the student must submit a chest X-Ray and TB symptom assessment statement that is obtained from and signed by the student's Health Care Provider verifying the student is free from Tuberculosis. The Chest X-Ray date must be after the date of the positive test.
Tuberculosis Screening (Hagerstown)	Evidence of a negative tuberculosis test within the last 365 days is required at the start of the program.	There are four options for documentation: • **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. • **Option 2:** QuantiFERON Gold Blood Test. This test must be renewed yearly (no greater than once every 365 days). • **Option 3:** T-Spot Blood Test. This test must be renewed yearly (no greater than once every 365 days). • **Option 4:** Chest X-Ray report which shows clear or no evidence of disease. Chest X-Ray is required every five years. If a test result is **newly positive**, the student must submit a chest X-Ray and TB symptom assessment statement that is obtained from and signed by the student's Health Care Provider verifying the student is free from Tuberculosis. The Chest X-Ray date must be after the date of the positive test.

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Tuberculosis Screening Renewal (Hagerstown and Main Campus)	Evidence of a negative tuberculosis test is required annually for the duration of the program.	There are four options for documentation: ▪ **Option 1:** A non-reactive Tuberculin Skin Test (Mantoux PPD test). ▪ **Option 2:** QuantiFERON Gold Blood Test. ▪ **Option 3:** Chest X-Ray which shows clear or no evidence of disease. ▪ **Option 4:** If previous screen was positive and chest X-Ray is within 5 years, a statement from a Health Care Provider which describes freedom from communicable disease is required.
Exemptions to Vaccination Policy	Students may request a medical or religious exemption for vaccination requirements. Clinical facilities are not required to recognize these exemptions. Medical or religious exemption may compromise student eligibility for placement at assigned clinical facilities, which in turn may hinder progression through the program. **Medical Exemption:** When a student has a medical condition that does not permit them to be immunized. A statement is required initially and annually thereafter as applicable to the requirement. **Religious Exemption**: When a student has a religious belief that does not permit them to be immunized.	Medical and religions exemptions may be reviewed by the department chairperson for approval. Documentation and request for chairperson approval should be submitted to the clinical placement team. **Medical Exemption:** Requires a signed and dated statements from a Health Care Provider that the student has a medical condition the does not permit them to be immunized. If the medical condition is temporary, the student is expected to comply with the immunization requirement(s) when the exemption expires. **Religious Exemption**: Requires written, notarized documentation from a religious authority explaining the need for religious exemption.

CERTIFICATION, SCREENING, AND INSURANCE REQUIREMENTS

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Cardiopulmonary Resuscitation (CPR)/Basic Life Support (BLS) Certification	Current CPR/BLS certification **for Healthcare Provider** is required. Students are required to maintain current and active certification while enrolled in the program. The certification course **must be approved** by the American Heart Association or the American Red Cross. The course content may be completed online or in-person. The hands-on skills training must be completed in person. Online trainings, virtual simulations, and courses in basic CPR or Adult/Child/Baby First Aid/CPR/AED are **not accepted**.	If a card is provided following the completion of the course, a copy of the signed card (both sides as applicable) is required. If a certificate is provided following the completion of the course, a copy of the certificate (unsigned) is required. Certificates or letters from the provider may be temporarily accepted until card arrives with a renewal date of 30 days. Card/certificate must read: "American Heart Association BLS Provider" or "American Red Cross BLS Healthcare Provider".
Health Insurance	Students are required to carry health insurance which includes Emergency Room benefits.	Students must submit evidence of health insurance coverage (includes Emergency Room coverage) at the start of the program. Photo evidence of the front and back of health insurance card is required. Evidence of ongoing health insurance is required annually.
Professional Liability/Malpractice Insurance	Students are required to purchase and maintain Student Nurse malpractice liability insurance. Coverage must be occurrence-based (per incident) and provide a minimum of $1,000,000/3,000,000 coverage. Coverage may be from any provider. Many students use one of the following: ▪ Nurses Service Organization ▪ CM&F Group, Inc.	Students must submit evidence of malpractice liability insurance meeting the coverage minimums at the start of the program. Evidence of ongoing malpractice insurance coverage is required annually.
Government Issued Photo ID	Students must have valid, government-issued photo identification.	A copy of valid driver's license, state ID, or passport is required. ID must be active and cannot be expired. Photo evidence of the front and back of government issued ID is required.
N95 Fit Testing	Students must have completed an N95 fit testing within the last 365 days and remain compliant for the entire clinical experience.	Documentation verifying completion of the N95 fit testing within the last 365 days is required. Documentation must include the student's name and date of the test.
TU Liability Waiver and Release Form	This form is required for any TU student in an experiential learning activity.	Signed and dated form submitted according to instructions provided on Blackboard. Must be submitted prior to clinical placement.
CastleBranch Account	Students are required to complete program requirements for clinical practice through CastleBranch. Some facility-specific requirements may be completed through CastleBranch as well.	New students must purchase the Towson Nursing Package through CastleBranch. This package includes the criminal background check, urine drug screen and *Document Tracker*. The CastleBranch Bridges subscription must be renewed annually for the duration of the program.

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Criminal Background Check	Each clinical course requires a placement at one of our off-campus sites or facilities. These locations require that each student meet certain criteria, including a criminal background check. A criminal background check must be completed prior to starting the program and on an annual basis for the duration of the program. Students may be required to undergo another background check and drug screen after the clinical placement has begun in accordance with the facilities' policies. Facilities reserve the right to undertake criminal background checks and drug screening to ensure the student has not been convicted of or is currently charged with a criminal offense relevant to the experience. Exclusion from placement will result for any of the following offenses: - 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	The initial criminal background check will be automatically initiated as a result of the creating the CastleBranch account. Continuing students will be required to renew their background check and urine drug screen annually. Criminal background check and urine drug screen results are only available to students and placement facilities. Towson University does not review results. The criminal background check will be done automatically as a result of creating your account. If you have already created an account through another school or program, a new account for Towson Nursing is required. Criminal background check and urine drug screen results will be available to student and placement facilities only. Towson University does not review results.
Urine Drug Screen	Each clinical course requires a placement at one of our off-campus sites or facilities. These locations require that each student meet certain criteria, including a urine drug screen. A Ten (10) Panel non-DOT Drug Test with negative results is required prior to starting the program and on an annual basis for the duration of the program. Students may be required to undergo another background check and drug screen after the clinical placement has begun in accordance with the facilities' policies. Facilities reserve the right to undertake criminal background checks and drug screening to ensure the student has not been convicted of or is currently charged with a criminal offense relevant to the experience.	Following the creation of an account or renewal purchase through CastleBranch, students will receive an email notification regarding the location for the urine drug screen. Students needing to change the location for the urine drug screen must contact the *CastleBranch Student Support Help Line* at 1-888-914-7279. Urine drug screen results will be available to student and placement facilities. Towson University does not review results.

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Universal Onboarding (Annual Student Modules/ Competencies)	Completion of 11 competencies with a score of 80% or greater is required annually. Each module may be repeated as many times as needed to reach an 80%. Competencies: • Corporate Compliance & Code of Conduct • Cultural Competency & Respect • Hospital Quality Measures • Infection Control & Exposure Prevention • Patient Bill of Rights & Responsibilities • Patient Confidentiality, HIPAA, & PHI • Personal Protective Equipment & Transmission Based Precautions • Fire/Electrical Safety/Hazmat/Radiation Safety • Safe Patient Handling • Patient Care & Protection • Workplace Safety Modules are located in the Nursing Program Community site on Blackboard. To access them, go to the Clinical Placement Information section and click on the folder titled Universal Onboarding (Annual Student Modules/Competencies).	Evidence of completion for all competencies must be submitted in the form of a Towson University Certificate of Completion in one document. The Certificate of Completion is generated upon module completion with an 80% or greater. The document must include the student's name, date completed, and score of 80% or greater for all modules. Results must be submitted as a PDF with file name format: LastnameFirstInitial_Competencies.

CLINICAL & PROFESSIONAL REQUIRMENTS

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

EQUIPMENT & UNIFORM REQUIREMENTS

REQUIREMENT	DESCRIPTION
Uniforms & Name Badge	Students are required to wear the TU defined uniform while in any clinical setting: ▪ White V-neck tunic top w/logo ▪ Black scrub pants ▪ Towson University Student Nurse name badge Students must purchase at least one, but two tops and bottoms are recommended. To purchase uniform online: https://www.flynnohara.com/school/MD190 To purchase Student Nurse name badge: https://towson.lonestarbadge.com/
Nursing Student OneCard	Students in the nursing program must have a TU OneCard that identifies them as a Nursing Student in order to enter clinical settings. ▪ The TU OneCard office will issue a one-time replacement OneCard with the Nursing Student designation to all new nursing students without charging the standard replacement fee. ▪ The Department of Nursing will provide the OneCard office with a list of admitted students each spring and fall prior to the start of the term. Students must pick up their Nursing Student OneCard at New Nursing Student Orientation. New TU students must still submit an initial OneCard order upon completing their university enrollment. ▪ Students must identify themselves as a new nursing student and state that they need the Nursing Student OneCard.

REQUIREMENT	DESCRIPTION
Health Assessment Equipment	Students are required to purchase the following health assessment equipment: ▪ Stethoscope ▪ Sphygmomanometer ▪ Watch with a second-hand ▪ Pen light Equipment may be purchased through any vendor. Please keep in mind the following: ▪ Buy a quality stethoscope that has both and adult sized bell and diaphragm. The earpieces should point forward and fit comfortably. The ear tips are made in a variety of shapes and materials. You may purchase another type of ear tip if those provided are not comfortable. The sphygmomanometer gauge should not contain a stop pin for the needle. ▪ Any pocket pen light is acceptable. ▪ Smartwatches or digital watches without a second-hand are not permitted.
Nursing Tote for Skills Lab (NURS 356C)	Students must purchase a customized bag of nursing/medical equipment prior to the start of the program. This is required for NURS 356C Foundations and must be brought to every skills lab session. This tote does not include any nursing assessment items listed under the "Health Assessment Equipment" requirement. Health assessment equipment must be purchased separately.
Dress Code for Clinical Setting	Students must wear defined uniform while in the clinical setting. They must also adhere to specific dress code requirements for jewelry, appearance, and shoes: ▪ Timepiece: A wristwatch with a second hand is required. No smartwatches or digital watches without a second hand. Watches must be worn at every clinical experience. ▪ Ear piercings: Only one small, post-type (no hoops or dangling) earrings may be ▪ worn. ▪ Body Piercing: No other body piercing jewelry is permitted. ▪ Body Art: Must adhere to individual agency policy. ▪ Nails: No artificial nails or nail polish permitted. Nails must be clean and ▪ clipped. ▪ Hair: All students with hair length below the shirt collar must pull hair back and ▪ keep secure when in uniform. ▪ Shoes: Shoes with closed toe and closed back are required. White or black shoes are required for inpatient visits. No clogs or open-toed shoes are permitted at any time. Shoes must be leather top or other non-porous material. A specific brand is not required; minimal branding on the shoe is recommended.

FACILITY PLACEMENT REQUIREMENTS

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

POLICIES AND PROCEDURES

CODE OF CONDUCT

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

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

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

All students are held accountable to the standards of practice, professional performance, and ethical behavior described in the aforementioned documents as well as department policies and procedures and the Towson University Code of Student Conduct described in *Appendix F* of the Undergraduate Catalog at https://catalog.towson.edu or the Student Affairs website at https://www.towson.edu/studentaffairs/policies/conduct.html.

Revision 12/2016

FORMAL COMPLAINTS

A formal complaint is one received in writing by the Department Chairperson from a student or other constituent about matters other than a grade appeal.

COPYRIGHT

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

PROGRESSION AND ACADEMIC STANDING

TERM REGISTRATION PROCESS

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

1. Schedule an appointment with advisor during the pre-registration period to facilitate registration for the upcoming term and have your academic advising hold removed.
2. Review course progress, program offerings and plans for degree attainment.
3. Select your preferred clinical day and submit by posted due date.
4. Register online 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 term. 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 term in the nursing major. The learning contract is established between the student and their advisor in collaboration with the department's Student Success Coordinator. Academic warning notification will be communicated to the student and their advisor by the Admissions and Continuance Committee.

   Students must attain the minimum 2.50 cumulative grade point average by the end of the term in which the student is placed on academic warning. An academic warning will only be granted once. If a student does not attain the minimum 2.50 cumulative grade point average by the end of the term 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 term 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 term 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.

PROGRESSION AND GRADE REQUIREMENTS

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

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

COURSE ATTEMPT & REPEAT LIMIT POLICY

The Department of Nursing limits the number of nursing course withdrawals, failures, and/or unsatisfactory (U) clinical grades to one course beginning with a student's first term in the major. A student will be dismissed from the nursing major if they have two or more unsuccessful attempts or withdrawals in nursing courses from the time they matriculate into the major. Students who are dismissed from the major can follow the Appeal of Program Dismissal policy on pages 33-34 of this handbook. A student's dismissal appeal must be approved before they may request course repeats.

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

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

WITHDRAWAL POLICY

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

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

GRADING POLICIES

DEPARTMENTAL ACADEMIC GRADING

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

Grade Weight Policy

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

INCOMPLETE GRADES

The Department of Nursing follows the Towson University policy when issuing an "incomplete" grade. This policy can be found at: https://www.towson.edu/registrar/grades/policies.html. If an incomplete grade is awarded in a course that is a pre-requisite for a course in the next term, students must successfully complete the incomplete course requirements prior to advancing. Failure to complete these requirements may affect the student's ability to progress in the nursing major.

GRADING SCALE FOR DEPARTMENT OF NURSING

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

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

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

CHANGE OF SCHEDULE/ENROLLMENT ADJUSTMENT 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. A W grade in a nursing course constitutes an attempt at the course. Students must refer to the *Course Attempt & Repeat Limit Policy* on page 28 for details on how withdrawal from a course will impact their progression in the nursing major. The Department of Nursing limits the number of nursing course withdrawals, failures, and/or unsatisfactory (U) clinical grades to one course beginning with the term 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. Reenrollment 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 maximum number of course attempts outlined repeat standard as described in the Academic Standing Policy. Students must follow the *Procedure to Request Course Repeats* outlined 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 TO REQUEST COURSE REPEATS

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

1) Write a professional business letter addressed to the Admissions and Continuance Committee that includes the following details:
   a) Specific request of the course(s) you wish to retake
   b) Factors that contributed to course withdrawal, failure and/or unsatisfactory grade
   c) Your plan to be successful if your request is approved
2) Submit your letter to the Admissions and Advisement Manager at nursingadmissions@towson.edu. Letters must be Word or PDF files; letters written as the body of an email will be returned to the student.
3) The request must be submitted within one (1) week of the end of the term in which the course was taken. For the purposes of this procedure, the end of the term is 72 hours after the last final exam. Students may refer to the academic calendar for final exam dates.
4) Course repeat letters must also include any request to enroll in additional nursing courses outside of the prescribed sequence (if applicable).
5) The Admissions and Continuance Committee will review all repeat requests after the deadline for submission. You will receive a decision letter via email.

Reenrollment 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 due to unsuccessful attempts at a dosage/calculations exam are held to the maximum of one repeat course attempts standard of a 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, they must request a leave of absence (LOA) from their studies. A written request for a LOA must be submitted to the Admissions and Continuance Committee for review. Requests must be sent via email to the Admissions and Advisement Manager (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 may be granted for only one term at a time. Reinstatement may be limited by space availability. Please refer to the procedure for reinstatement following a leave of absence for more details.

Reinstatement Following a Leave of Absence

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

Clinical Re-immersion Course

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

> **NURS 325C CLINICAL RE-IMMERSION (2)**
>
> Focuses on the nursing care of patients in the healthcare setting and skills competency for physical and psychosocial assessment across the lifespan. Course is required to review and evaluate competency in nursing assessment and skill mastery prior to entering the clinical area if there has been a gap of two consecutive traditional academic clinical semesters. Graded S/U.

University Reenrollment

Previous degree candidates who have not enrolled in classes for at least one regular academic term (spring or fall) must apply for reenrollment through the Registrar's Office. Visit https://www.towson.edu/registrar/reenrollment.html for the reenrollment application and deadlines. Students with questions about the reenrollment process should contact the Reenrollment Office at 410-704-2007 or reenrollment@towson.edu.

APPEAL PROCEDURES

COURSE APPEALS

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

Procedures to be followed in such circumstances are given below:

1. A student should first confer with the faculty member(s) involved in the course primarily responsible for assigning grades.

2. If the matter is not satisfactorily resolved through this approach and the issue warrants further consideration, then the student may direct a written letter of appeal to the Department of Nursing Chairperson within 5 business days of receiving a response from the faculty member or members.

3. If the student is not satisfied with the resolution at the Department level, they should follow the Appeal Procedure as outlined in the Undergraduate catalog: http://catalog.towson.edu/undergraduate/academic-policies/grades-grading/.

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 to Request Course Repeats* on page 31 of the handbook. Students must submit their request to repeat a course within five (5) business days of receiving their denied appeal. If the appeal is denied within five (5) business days of the start of the course, the course repeat request must be submitted prior to the start of the class.

DEPARTMENT OF NURSING RETURN REVIEW PROCESS

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

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

APPEAL OF PROGRAM DISMISSAL

Students are entitled to appeal for reinstatement to the major following dismissal from the program. To appeal their program dismissal, students must write a letter of appeal directly to the Department of Nursing Chairperson. Appeal letters must address the factors that led to their dismissal from the program and how they plan to be successful if reinstated. Letters must be submitted within five (5) business days of receiving their dismissal letter from the Admissions & Continuance Committee. Late appeals may be considered at the discretion of the chairperson. Students appealing their dismissal may be required to meet with the chairperson to discuss the appeal before a decision can be

made. Students who are not satisfied with the outcome of their appeal at the departmental level may choose to appeal to the Associate Dean of the College of Health Professions. This appeal must be submitted within five (5) business days of the chairperson's decision. Decisions of the Associate Dean are final.

If the appeal is approved, the student must follow the *Procedure to Request Course Repeats* on page 31 of this handbook. Students must submit their request to repeat a course within five (5) business days of receiving their appeal approval. If the appeal is within five (5) business days of the start of a course, the course repeat request must be submitted prior to the start of the class.

Students may be required to meet regularly with their advisor and/or the Student Success Coordinator for academic support while repeating courses.

<div align="center">**CLASS ATTENDANCE/ABSENCE**</div>

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

1. Students are expected to attend all classes. Consistent attendance offers the most effective opportunity for students to understand concepts, materials, and expectations of those courses in which they are enrolled. Although some courses do not use attendance as a criterion for grading, there are others where in-class participation is an integral part of the course. Examples include, but are not limited to, seminars and courses that require public speaking, laboratories, language learning, group discussions or internships. Frequent absences from these types of courses, whether excused or unexcused, may affect the final grade.

2. Faculty who use absences as a factor in grading must explain in the course syllabus what effect even an excused absence might have on the evaluation of a student's work.

3. Students may not attend a class until they are registered for the class, and they must satisfy all financial obligations to the institution before they register.

4. Family members, including children, of students are not permitted to attend classes. On rare occasions, this might be permitted if related to a course activity such as a presentation.

5. It is the policy of the university to excuse the absences of students for the following reasons:
    a. illness or injury when the student is unable to attend class
    b. death of a family member (see the Student Bereavement Procedure on the website)
    c. religious observance where the nature of the observance prevents the student from attending class
    d. participation in university activities at the request of university authorities (e.g., Intercollegiate Athletics, Forensics Team, Dance Company, etc.). Students who will be representing TU at events, conferences, or other official activities should obtain a Notification of Absence from Class Form from the Office of Campus Life, University Union 232, to be given to their instructors to verify the excused absence. Students are encouraged to notify faculty of anticipated class absences as soon as they learn they will be missing class.
    e. compelling verifiable circumstances beyond the control of the student

6. Students requesting an excused absence must provide documentation to the instructor two weeks prior to the scheduled absence when known in advance or as soon as possible when not known in advance. Absences that do not fall into any of the above categories are unexcused. Faculty may set a limit on the number of unexcused absences.

7. Students who are absent from class are responsible for any missed work, assignments, or assessments (e.g., quizzes, tests, papers, etc.). Faculty members are required to allow students with documented excused absences to make up missed work or assignments when this is feasible. When the nature of the assignment makes this impossible, faculty members should attempt to make a reasonable adjustment of the assignment.

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

EVALUATION OF STUDENT PERFORMANCE: CLASSROOM & CLINICAL PRACTICE

CLASSROOM COURSES

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

CLASSROOM EXAMS

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

CLINICAL COURSES

- Performance expectations are outlined in each clinical course syllabi.
- Student evaluations are based on student's clinical performance and related written assignments.
- 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 PLACEMENT ON UNIT OF EMPLOYMENT

Students may not participate in any clinical or practicum experience on a unit where they are currently employed. The student must notify the Clinical Placement Team at nursingdocs@towson.edu within one (1) week of receiving a placement on their unit of employment. Failure to notify the Clinical Placement Team of the conflict may put a student's clinical placement in jeopardy and hinder their progression in the major. Requests for exceptions to this policy may be considered at the discretion of the Clinical Placement Coordinator.

CLINICAL DOSAGE CALCULATIONS COMPETENCY TESTS

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

- Students will have two opportunities to achieve a passing grade of 90% in order to progress through the course.
- The initial test will be administered during clinical course orientation (excluding NURS 356C when students will take the exam during the course).
- Each exam is 20 questions. Students in the junior year and term one of their senior year will be allotted sixty minutes to take the exam. During their final term in the nursing program, students will be allotted 45 minutes to take the exam.
- Calculators will be provided. No electronic devices, (including cell phones, tablets, smart watches, smart pens, etc.) are permitted in the testing area.

For students who are unsuccessful on the Dosage Calculation Competency Test:

- Students who do not achieve a minimum score of 90% on the initial dosage calculation test are not permitted to give medications in the clinical setting. They will receive one additional attempt to achieve a minimum score of 90%.
- Students who do not achieve the minimum score of 90% on the second attempt are encouraged to withdraw from the clinical course and its corresponding didactic course. Failure to withdraw will result in an "F" in the didactic course and an "U" in the clinical course.

CLINICAL PERFORMANCE AND PROFESSIONAL BEHAVIOR

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

UNSAFE CLINICAL PERFORMANCE

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

UNPROFESSIONAL BEHAVIOR

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

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 may 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 may result in an unsatisfactory grade for the clinical course.

INCLEMENT WEATHER GUIDELINES: CLINICAL PRACTICE

TOWSON MAIN CAMPUS

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

Use the following university resources for information regarding closings:

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

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

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

County school delays typically are announced by 5 am.

- If Baltimore County schools are 2 hours late or closed, then students will arrive at clinical practice by 9am and work throughout the day.
  - Note: Students will not follow Baltimore County closings.
- If clinical practice is cancelled students will be notified by clinical faculty to complete an assignment. If students are dismissed from clinical practice while in a facility, there will be no additional make-up work. It is the discretion of the faculty member to decide on the type of assignment that will meet the clinical course objectives identified.

TU Emergency Closing Information

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

HAGERSTOWN CAMPUS

Students will follow USMH emergency/inclement weather information and decisions. You may also receive alerts via your phone or e-mail. Simply text 'hagerstown' to 79516 or visit the USMH web site to set up an account.

The following TV and radio stations will also broadcast USMH closings:

- WHAG-TV 25
- Antietam Cable Channel 19
- WJEJ/WWMD
- WYII
- WCRH
- WFMD/WFRE
- WAYZ
- MIX 95
- WQCM

About USMH closings and delays

- 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.

USMH Emergency/Inclement Weather Information

http://www.hagerstown.usmd.edu/about/campus/emergency

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. (US Department of Labor Occupational Safety and Health Administration, 2016, www.osha.gov).

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

First Aid:

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

Student should NOT be sent to the university Health Facility.

Parenteral Exposure

EXPOSED PERSON: Should complete the following:
1. Soap and water wash for one minute.
2. Allow injury to bleed while washing.
3. Follow with disinfectant, such as betadine, iodine, or alcohol.

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

Mucous Membrane Exposure

EXPOSED PERSON: Should complete the following:
1. Flush with a heavy stream of normal saline or water immediately and for 4 to 5 minutes.

EMERGENCY DEPARTMENT: Agency should follow protocol as follows:
1. Follow agency protocols for Hepatitis and HIV follow-up care.

1. As soon as feasible, the incident should be reported to the Towson University, clinical instructor, and the RN/clinical nurse faculty in charge of the area where the student is assigned for clinical experiences.

2. The following procedures should be completed by the exposed student and the clinical instructor: The incident must be reported directly, whether it has occurred on or off campus, to the Chair of the Nursing Department, Dean of the College of Health Professions, and the Course Coordinator. If there has been a written report or documentation at the facility, a copy should be filed within the Department of Nursing at the office of the Department chair. A Towson University Incident Report must also be filled out and given to the office of the Department Chair.

3. The policies and procedures of the agency in which the student is assigned for clinical should be followed by the student with the assistance of the RN in charge and the clinical instructor. The exposed student and the clinical instructor will complete an incident report (or the appropriate documentation) for the clinical agency. A copy of this report should be made for the Department of Nursing at Towson University.

4. If source blood has been tested, every effort will be made to have results made available to the exposed student. The student will be informed that they is prohibited by law from disclosing the identity of the source individual.

5. The exposed student will be referred to their private health care provider for follow-up care. This follow-up care will be at the student's expense. The student will be provided with the following information for their provider by the Department of Nursing Chair:

   - Information on the student's Hepatitis B vaccination status.
   - A copy of the Exposure Incident Report, which includes documentation of the route(s) of exposure and circumstances under which exposure occurred.
   - A description of the student's duties as they relate to the exposure incident.
   - A copy of the student's completed Student Health Requirements Form.
   - Results of the source individual's blood testing if available.

6. It is the student's responsibility to get follow-up care from their private health care provider following an exposure incident and to pay for the cost of that care. Verification that follow-up care has been done should be documented and provided to the Chair of the Department of Nursing.

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

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

Office of Environmental Health and Safety
https://www.towson.edu/public-safety/environmental-health-safety/contact.html

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

Jan. 2011; Rev. 6/22

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

GENERAL EXAM POLICIES

ATTENDANCE AND LATENESS

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

EXAM INTEGRITY

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

enforced and may result in failure of the test/s with a 0, failure of the course and /or other academic sanctions.

EXAM GRADES AND REVIEW

- The testing software may show the student's grade after the exam. This grade may change after faculty analyze the exam. Exam scores will be posted on Blackboard after faculty review of the test. Every effort will be made to post the scores in a timely manner.

- An exam review may be conducted by course faculty. The method of review is at the faculty's discretion. The environment during exam review is the same as during testing. Academic integrity, civility, and professional behavior is expected during an exam review.

- Once an exam grade has been posted, students will have five business days to review the exam with faculty. Students must email faculty to request an exam review. Once the exam review period is over, students will not be able to review their exam.

TESTING ACCOMMODATIONS

- Students requiring testing accommodations through the Office of Accessibility & Disability Services (ADS) should notify faculty at the beginning of each term.

- Information about ADS testing accommodation services at Towson University can be found at https://www.towson.edu/accessibility-disability-services/.

STANDARDIZED TESTING POLICY

POLICY

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

PURPOSE

The purpose of standardized benchmark assessments is to:

1. Evaluate student competency in achievement of curricular outcomes

2. Compare students' abilities to national standards for specific content areas and for the overall program

3. Assess outcomes for the Department of Nursing systematic program evaluation.

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

PROCEDURES

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

BENCHMARK ASSESSMENT POLICY

- Standardized benchmark assessments measure students' abilities to apply concepts related to specific clinical nursing content areas throughout the curriculum.

- NCLEX-RN predictor assessments evaluate students' readiness for the NCLEX-RN examination. The question formats and test blueprint of the predictor assessment matches the latest NCLEX-RN test plan. The predictor assessment will help identify each student's strengths and opportunities for improvement and recommend individualized remediation to address knowledge deficits to help students maximize their chances of success on the NCLEX-RN examination.

- Benchmark and predictor assessments are secure, proctored, computerized assessments.

- Course faculty provide mandatory dates for benchmark assessments in the course syllabi or assessment schedule.

- Complete feedback, reporting, and remediation are available to the students immediately upon completion of the assessment.

DEPARTMENTAL AND EXTERNAL RESOURCES

<h1 style="text-align:center">HONORS AND SCHOLARSHIPS</h1>

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 term in the program. Students must maintain high ethical standards as outlined by the American Nurses Association Code of Ethics, uphold the moral code of conduct of the National Student Nurse Association and the State Nurse Practice Act, rank in the upper one-third of their class, and have a minimum GPA of 3.0 on a 4.0 scale. Once approved for membership, an induction ceremony is held for new members. 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 Program Community Blackboard site. Contact Student Affairs Committee members for further information.

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

The Rowannetta Sarah Allen--Class of 1923--Scholarship

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:

1. Enrolled in the Nursing major
2. Minimum GPA of 3.0
3. Statement of need/FAFSA required
4. 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. Applicant's permanent address must be located the following areas:

    a. Jacksonville, Baldwin, Fallston, Kingsville, Big Gunpowder, Glen Arm, Long Green Pike, Hess Road, and Long Green Valley.

    b. 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:

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

Herman and Walter Samuelson Nursing Scholarship

Eligibility Requirements:

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

For applications, contact the Student Affairs Committee in the Towson University Department of Nursing.

Application Process:
1. Complete the Towson University Department of Nursing Scholarship Application found on the Nursing Program Community Blackboard site.
2. Ensure current FASFA application on file
3. Obtain letters of recommendation where applicable
4. Submit completed application, official transcript(s), essay and any other applicable documents to the TU Department of Nursing, Linthicum Hall 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

NOTE: 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 childcare, 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 Program Community Blackboard site under the Scholarships section in the Announcements page.

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

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

NURSING STUDENT ASSOCIATION

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

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

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

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

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

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

CAMPUS-WIDE RESOURCES

Towson University offers a wide range of services and resources to enhance student life and support academic success. The services outlined in this section are not a comprehensive list of campus resources. The following information is provided to highlight select services and resources that may appeal to nursing students.

Students can find a full list of academic support and advising resources online at the Academic Services & Resources site at https://www.towson.edu/academics/resources/. For a complete list of student life and support services, visit the Student Services & Resources site at https://www.towson.edu/studentlife/services/.

LIBRARY RESOURCES

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

STUDENT EMERGENCY GRANT FUND

Students experiencing immediate financial hardship may be eligible for financial relief funding from the university. The Student Emergency Grant Fund assists Towson University students who are experiencing an exceptional financial crisis that impedes their academic progress and success. Emergency grant funds may be used for expenses such as medications and costs related to emergency medical care, temporary housing, safety needs, emergency vehicle repairs, replacement of essential belongings, due to fire, theft, or natural disaster, or travel costs related to the death or illness of an immediate family member. Students experiencing immediate hardship who have exhausted all other financial resources may consider applying for emergency funds. More information is available at the TU Student Emergency Funds website at https://www.towson.edu/studentaffairs/care/student-emergency-fund.html.

STUDENT COMPUTING SERVICES

Students experiencing in need of computer support can contact the Student Computing Services (SCS) Service Desk within the Office of Technology Services (OTS). The SCS Service Desk provides technical support to students experiencing login, laptop, or mobile device problems. Laptop services include software support, malware removal, diagnosis of hardware issues, and loaner laptops in the event of prolonged laptop repair. SCS also provides guidance for purchasing new computers and may connect students to available discounts with select computer providers. For more information, visit the Student Computing Services site at https://www.towson.edu/technology/studentservices/.

OFFICE OF ACCESSIBILITY & DISABILITY SERVICES

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

ADVISING AND COUNSELING SERVICES

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

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

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

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

DIVERSITY RESOURCES

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

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

NOTE: Students who have experienced, witnessed, or learned of a hate crime or bias incident can file a report using the Hate Crimes and Bias Incident Report Form at https://www.towson.edu/inclusionequity/hate-bias.html.

DEPARTMENTAL RESOURCES

ACADEMIC SUCCESS SUPPORT

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

The Student Success Coordinator offers multiple resources to students to support their academic success, including Supplemental Instruction (SI), connection to tutoring services, and individual academic coaching appointments. Academic coaching helps students identify strategies to meet their academic needs, such as time management, test taking, study preparation, test review, or test anxiety management. Supplemental Instruction (SI) is an evidence-based peer-led study program offered for select high-risk courses within the nursing major.

SIMULATION INSTRUCTION

The Department of Nursing has multiple simulation lab environments designed to reflect a variety of health care settings and provide students with a breadth of experience. Simulation supplements the traditional clinical education that students receive at assigned clinical facilities. Simulation instruction is incorporated into the nursing major at both the main TU campus and the USM Hagerstown Center.

SKILLS LAB

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

<h1 style="text-align:center">NURSING DEPARTMENT AWARDS</h1>

The following department awards are available to pre-licensure students.

NURSING PRACTICE AWARD

Criteria:

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

Eligibility:

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

NURSING LEADERSHIP AWARD

Criteria:

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

Eligibility:

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

SCHOLASTIC ACHIEVEMENT AWARD

Criteria:

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

Eligibility:

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

COMMUNITY AT LARGE LEADERSHIP AWARD

Criteria:

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

Eligibility:

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

GRADUATION

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

LICENSURE AS A REGISTERED NURSE

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

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

State Board

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

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

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

APPENDICES

APPENDIX A

GENERAL INFORMATION

ADDRESS:	Department of Nursing
	Towson University
	8000 York Road
	Towson, Maryland 21252-0001
TELEPHONE:	410-704-2067 (recorded information)
APPROVED BY:	Maryland Board of Nursing
DEGREE GRANTED:	Bachelor of Science, Nursing Major
ACCREDITED BY:	Commission on Collegiate Nursing Education
INITIAL ACCREDITATION:	April 21, 2001
MOST RECENT ACCREDITATION:	November 5, 2018
NEXT ON-SITE EVALUATION:	Fall 2028

APPENDIX B

NURSING FACULTY AND STAFF

<u>**Faculty**</u>

Name	Title	Office	Phone	Email
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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