



School of
Nursing
COLLEGE OF HEALTH

Cleveland State University

RN to BSN Program Student Handbook Academic Year 2023-2024

Cleveland State University
College of Health
2121 Euclid Avenue
Cleveland, Ohio, 44115
www.csuohio.edu/nursing

Disclaimer: All information in this handbook is subject to change. The faculty of the School of Nursing reserves the right to make and implement changes in student policies as needed due to requirements of outside agencies, the University, and the practice of nursing. Significant changes will be communicated to students. The most current Student Handbook can always be found on the School of Nursing's website, to which students are encouraged to refer frequently. If you have any questions, please contact your School of Nursing advisor.



School of Nursing

COLLEGE OF HEALTH

To: All Undergraduate Students

From: Dr. Bimpe Adedipe, Undergraduate Program Director
Dr. Dorothy Hamilton, Interim Director, and Chief Nursing Administrator

Date: January 2, 2024

RE: Welcome Undergraduate Students

Welcome to the School of Nursing, College of Health at Cleveland State University! The faculty and staff are excited to welcome you to another wonderful academic session. Our hope is that your academic preparation, commitment, intellect, and life experience will lead you to your next milestone of graduation.

Cleveland State University is a special place, we want you to take advantage of everything that the University has to offer. We hope your future nursing career will be just as rewarding as we have experienced during our careers. You will find that it offers challenges, rewards, and an opportunity to gain experience in your career. More importantly, we stand ready to support your goal of program completion as you continue your academic journey. Professional registered nurses are the most respected profession in our country, and we commend you for choosing this esteemed profession.

Cleveland State University is committed to **ENGAGED LEARNING** and the School of Nursing excels at this endeavor. Your program of study includes experiences in the classroom, clinical skill lab, interprofessional simulation, and CSU-affiliated clinical sites. These experiences are vital to your learning and working alongside healthcare professionals in world-renowned healthcare institutions. With this opportunity comes personal accountability to meet quality care standards in the clinical and nursing settings.

This Student Handbook provides valuable information that will help you succeed on your educational journey. Please keep this document as a reference during your nursing major plan of study. Feel free to contact your advisor if you have questions or wish to clarify any aspect of your Student Handbook.

Again, welcome to Cleveland State and we look forward to providing you with an outstanding educational experience. Your commitment to your program of study will help-us-help-you on your journey in nursing. We ask that you engage in improving the School of Nursing and contribute to the legacy of quality and excellence at Cleveland State University. Your success is our reward!

PURPOSE OF THE STUDENT HANDBOOK

The faculty and staff of the Cleveland State University School of Nursing strive to support all students as they work to successfully earn a BSN degree. This handbook highlights many of the resources provided to students. These include services such as written and electronic sources of information, tutoring, counseling, and academic advising. This handbook serves dual purposes: to inform students of these valuable resources and to serve as a guide to the policies, regulations and procedures that govern student conduct, behavior, and performance while enrolled in the School of Nursing at Cleveland State University. Nursing students are responsible for abiding by the guidelines found in this handbook and are encouraged to consult it often throughout their course of study.

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SECTION I PROGRAM OVERVIEW, ACCREDITATION, APPROVAL, HISTORY, AND MISSION STATEMENT

PROGRAM ACCREDITATION

The baccalaureate degree program in nursing/master's degree program in nursing at Cleveland State University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791

PROGRAM OVERVIEW

Adding the Bachelor of Science in Nursing to your credentials can assist you with career advancement and/or acceptance into a variety of post-baccalaureate nursing programs. CSU's School of Nursing offers the working RN a flexible, online schedule. Students are admitted to the nursing program as juniors. The required nursing courses can be completed in three consecutive semesters (one year). Graduates may be able to move immediately into the Master of Science in Nursing (MSN) program the semester following graduation if they meet all MSN requirements.

The School of Nursing participates in the Northeast Ohio Access in Nursing model. Participation in this articulation model grants college credits to graduates of associate degree and diploma nursing programs. These credits are applied toward the total number of hours needed to graduate from Cleveland State University with a BSN. The RN to BSN program is designed for those students who already hold an active Ohio Registered Nurse License. The nursing curriculum provides learning opportunities that foster the development of self-direction, creativity, critical thinking and discriminative judgment. This program consists of 27 credit hours of on-line coursework, supplemental fieldwork and a capstone component in the final semester. The program begins in the fall and spring semester of every year. Nursing classes are scheduled for three consecutive semesters.

HISTORY

Cleveland State University (CSU) was established in 1964 as the first state-assisted university in Cleveland. By absorbing the building, programs, faculty and staff of Fenn College, CSU opened in 1965 with 5,589 students in the Colleges of Arts and Sciences, Business, and Engineering. Since then CSU has grown, now covering over 85 acres in downtown Cleveland, and offering over 1,000 courses yearly in 200 majors. In addition to nursing, the University provides many undergraduate, graduate, professional licensure, certificate, and continuing education programs.

Nursing was established as an undergraduate major in 1975 as a unit in the Department of Biology in the College of Arts and Sciences. It was the first RN to Bachelors of Science in Nursing (BSN) completion program in the greater Cleveland area. In 1981 Nursing was awarded Department status and received initial accreditation from the National League for Nursing (NLN). In 1985 the basic undergraduate BSN program was established, and in 2000 the Ohio Board of Regents granted the University permission to implement the Masters of Science in Nursing (MSN) program, which was accredited by the Commission on Collegiate Nursing Education (CCNE). In response to the nationally recognized critical shortage of nurses, the first accelerated post-baccalaureate BSN program in Ohio was opened at CSU in 2002.

The restructuring of the university between 2002 and 2004 included the 2003 transition of nursing from a department in Arts and Sciences to a School of Nursing housed within the newly named College of Education and Human Services. In 2010, the School of Nursing became an independent college and relocated to Julka Hall, a newly state-of-the-art constructed building with classroom space. Nursing faculty collaborate with colleagues in other health profession programs to focus on the health care needs of the community. Together they are laying the groundwork for interprofessional education to educate the health care providers of the future. In 2022, the College of Health was established as a part of CSU 2.0's initiative to create a unified and focused unit dedicated to health disciplines. It encompasses numerous academic specialties, including School of Nursing, School of Social Work, Communication Sciences and Disorders, Health Sciences / Public Health, Occupational and Physical Therapy, Exercise Science/Community Health, and Music Therapy.

CSU provides the only state assisted BSN and MSN programs in a contiguous five county area (Cuyahoga, Geauga, Lake, Lorain and Medina). Graduates of the CSU SON are sought after by health care employers, hold leadership positions across the continuum of care and contribute to the body of nursing knowledge through publications and research. Nursing students are engaged in classes on a modern campus with dedicated state-of-the-art classrooms and laboratory space. Graduates are well-prepared for practice through the use of equipment such as human patient simulators and a comprehensive teaching electronic medical record system. Historically, NCLEX-RN pass rates for CSU SON graduates are higher than the national average.

The CSU SON's urban location affords students and staff many opportunities to work with diverse patient populations, helping to address health disparities. By doing so, the CSU SON demonstrates its efforts to support the University's commitment to diversity and urban health.

THE FUTURE

Health will certainly continue to be a clear focus at CSU far into the future and it is clear that the SON will play a major role in this distinctive mission. A key element of that focus is the new Center for Innovation in Health Professions, which provides opportunities for faculty and students from a variety of health professions such as Nursing, Medicine, Physical Therapy, Occupational Therapy, Speech and Hearing, Pharmacy, to learn together in the same building. Historically, disciplines were educated separately with significant interaction with each other only after graduation and upon entry into the clinical setting. The new Center will provide opportunities for various disciplines to address complex health problems in a collaborative manner, thus supporting the Center's vision of Transforming Health through Research, Education, Action, and Discovery (THREAD) to improve the lives of individuals at local, state, and national levels.

The Center is located on the south side of Euclid Avenue, directly across from the Student Center. CIMP houses interdisciplinary classroom space along with state-of-the-art Nursing Resource and Simulation Labs, and CSU Health and Wellness Services.

ACCREDITATION

The baccalaureate degree program in nursing/master's degree program in nursing at Cleveland State University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. Cleveland State University School of Nursing has met and maintained the requirements of Chapter 4723-5, Ohio Administrative Code, and has been granted Full approval by the Ohio Board of Nursing.

SCHOOL OF NURSING MISSION STATEMENT

Advancing Excellence in Professional Nursing; Engaging Diverse Populations; Empowering Life-long Learners.

SCHOOL OF NURSING VISION STATEMENT

We will be recognized as a leader in improving healthcare through collaboration, scholarship and innovation in nursing education and practice.

SCHOOL OF NURSING CORE VALUES

Accordingly, the Cleveland State University School of Nursing's core values are:

- Inclusive excellence
- Nursing Education
- Service
- Professionalism
- Integrity
- Respect
- Engagement

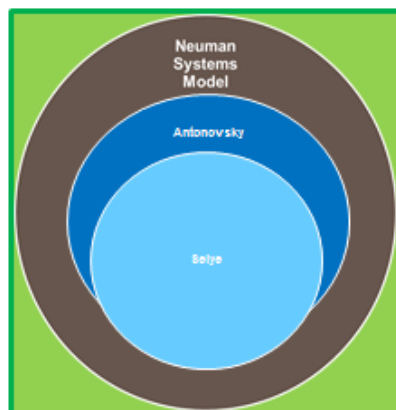
SECTION II PHILOSOPHY, CONCEPTUAL FRAMEWORK, AND PROGRAM OBJECTIVES

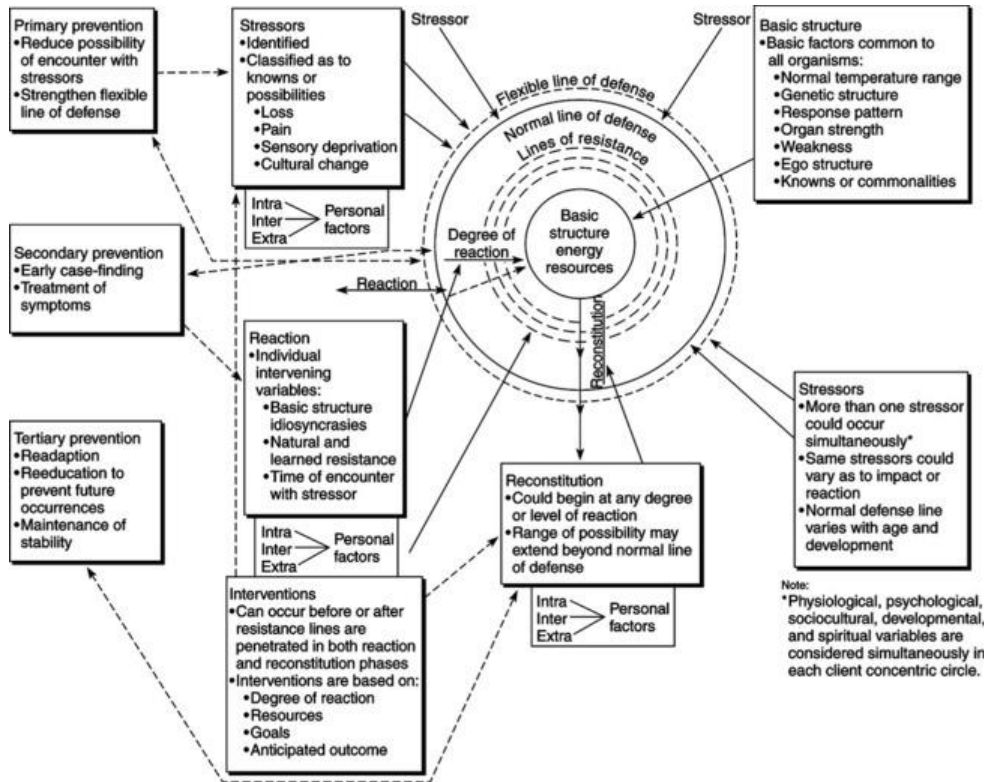
CONCEPTUAL FRAMEWORK

Betty Neuman's Systems Model

Organizing Framework

Neuman Systems Model





NURSING PROGRAM PHILOSOPHY

In keeping with the University's mission statement, the Nursing faculty holds the following beliefs about Person, Environment, Health, Nursing, and Education and incorporates the Betty Neuman Conceptual Framework as its foundation upon which the curriculum is designed.

Person

A person is an integrated whole, a biophysical being who is rational, social, emotional, sexual, spiritual, and innately healthy. The person is endowed with inherent dignity and worth. A person possesses potential to discover and impart knowledge and skills to others, and to learn, grow, and change. As a rational being, a person uses mental processes to search for knowledge and truth. As a social being, a person communicates with others and assumes various roles within a family, group, and community. A person adopts values, beliefs, and attitudes which influence life experiences and quality of life. A person is able to differentiate self from others while existing in interdependent relationships in a shared environment with various sociocultural groups. A person has the capacity to form and participate in relationships as best suited to emerging needs. As an emotional being, a person is able to recognize feelings and reacts to changes in the environment. As a sexual being, a person has the capability to express intimacy. As a spiritual being, a person searches for unifying threads that give meaning and value to life. As an innately healthy being, a person seeks to understand, manage, and find purpose in life through management of adaptive energy.

Nursing care is delivered to all clients recognizing each individual as an integrated whole. The client of Nursing can be an individual, family, group, or community of persons.

Environment

Environment encompasses the totality of a person's life experiences. The environment is viewed as both internal and external in nature. The internal environment is within the person—body, mind, and spirit. The external environment consists of the society with its attendant ideas, symbols, mores, values, roles, and physical surroundings. The external environment also includes the immediate physical environment as well as the global surroundings. The internal and external environments interact.

The environment is dynamic in nature; its resources are limited. The environment contributes both stressors and resources to the person. As each person attempts to maintain health, he/she must recognize his/her relationship to environment and understand that this relationship is essential for mutual survival. Openness, respect, and support, enhances the environment. Environment includes transactions and relationships between and among the person, family, significant others, places and objects. Diverse cultures in communities provide an environment for learning and practice within the fabric of the nursing profession. The health of the physical environment and the health of the ecosystem are believed to be essential for the continued health of every individual and community.

Of the various environments, the learning environment is of special concern to nurse educators. The learning environment consists of human and material resources and all interactions and experiences students have with others. A significant component of the learning environment is communication between faculty and students that helps students move toward actualizing their potential as professional nurses.

Health

Health is a dynamic state that is personally and culturally defined. Health is the successful management of tension and stress through the mobilization of resources. Levels of health are achieved, maintained, and restored through person-environment interactions, and are supported by the use of therapeutic nursing interventions. Each individual, family, group, and community has the right and responsibility to engage in preventive health activities. Access to community based settings is important for health promotion and disease prevention. Ability to plan and evaluate care for population groups is important for health planning and policy, and for documenting outcomes of nursing care.

Nursing

Nursing is both an art and science. Nursing is based on the integration of knowledge of theories and concepts from the natural, behavioral, and nursing sciences as well as the humanities which provide the foundation for professional nursing practice. Professional nursing practice involves the diagnosis and treatment of human responses to actual or potential health problems/life processes and includes six essential features: provision of a caring relationship that facilitates health and healing; attention to the range of human experiences and responses to health and illness within the physical and social environments; integration of objective data with knowledge gained from an appreciation of the patient or group's subjective experience; application of scientific knowledge to the processes of diagnosis and treatment through the use of judgment and critical thinking; advancement of professional nursing knowledge through scholarly inquiry; and influence on social and public policy to promote social justice (ANA. (2011). *Nursing's Social Policy Statement*). Nursing is a profession that uses supportive, nutritive, and generative behaviors. It encompasses scientific, supportive, and nurturing behaviors which facilitate the enhancement of health of individuals, families, groups, and communities. Nursing is concerned with health and focuses on helping clients use resources to the best of their ability to cope with stressors. Nursing is an evolving profession which builds on the accomplishments of its past. Nursing is sensitive to diverse populations and incorporates the knowledge of cultural differences related to health and health care.

Professional nurses use critical thinking to meet the health needs of clients in generalist, specialist, advanced, or independent practice roles. Professional nurses assume the roles of care giver, health teacher, client-advocate, counselor, coordinator, collaborator, change agent/leader, manager, consultant, or researcher. They collaborate with interdisciplinary team members and others to provide health care. Professional nurses use research findings and/or conduct research to improve nursing. Professional nurses have a strong commitment to ethical behavior and Professional Standards of Practice, and assume responsibility, authority, and accountability for their actions. Professional nurses use primary, secondary, and tertiary preventative strategies.

Primary prevention strategies relate to those activities which promote and maintain health--that is, health teaching, immunization, early detection, and treatment. Secondary strategies relate to activities which focus on acute and critical care and the limitation of disability. Tertiary preventive strategies relate to those activities related to rehabilitation, long term care, and care of the dying.

Education

Education is a structured process leading to formalized outcomes. Education provides a person with tools contributing to personal development. Education is present and future oriented, accomplished by facilitative communication, critical thinking, problem solving, and decision making. Education provides a firm basis for understanding self and relationships to others and society as a whole. Nursing education contributes to the development of a personal and professional identity. Education enhances a person's ability to confront ambiguities of life and maintain a sense of coherence. Education provides the means for effecting change in a systematized, logical, goal-oriented, and direct manner. During this process of change, a person becomes able to identify and explore alternative perspectives.

Learning is a process of change that continues throughout a person's life. Learning is self-directed inquiry. Faculty and students actively engage in learning experiences.

Teaching is a set of strategies that encourage an individual's initiative and independence of thought while facilitating ability to inquire, analyze, synthesize, correlate, and generalize.

Teaching-learning contributes to the development of professional values, attitudes, and behavior through a partnership of accountability between teacher and learner.

Our faculty supports students in the educational process by acknowledging that students experience a variety of stressors during the learning process. These stressors can enhance or interfere with achievement of personal and educational goals. Other factors influence mutual learning such as, interests, learning needs, attitudes, past experiences, different learning styles, cultures, and learning environments. The faculty provides opportunities to incorporate life experiences into meaningful mastery of new learning for growth of the personal and professional self.

A more detailed explanation of the Cleveland State University School of Nursing's Philosophy and Conceptual Framework can be found on the School of Nursing's website:

<https://health.csuohio.edu/undergraduate-programs/undergraduate-bsn-degree-completion-options>

TERMINAL AND LEVEL OBJECTIVES

The terminal and level objectives of the program identify behaviors that are to be demonstrated by graduates. As derived from the philosophy and organizing framework, these terminal objectives serve as the foundation for the level and course objectives of the curriculum. Table 1 on the below further illustrates the levels of learning as students move through the program.

TABLE 1: TERMINAL AND LEVEL OBJECTIVES

The RN-to BSN students enter the program at the junior level.

TERMINAL OBJECTIVES	JUNIOR LEVEL OBJECTIVES	SENIOR LEVEL OBJECTIVES
<p>1. Acquisition of a liberal education for generalist baccalaureate practice across a variety of settings in the community using knowledge and skills from the natural, physical, behavioral, nursing sciences, and the humanities and our stress and other nursing frameworks.</p>	<p>Correlates knowledge of major scientific principles and concepts from natural, physical, behavioral, nursing sciences, and the humanities, and use the stress framework for organizing therapeutic nursing interventions in community-based settings.</p>	<p>Synthesizes knowledge and skills from the natural, physical, behavioral and nursing sciences, the humanities, and stress framework in the delivery of care.</p>
<p>2. Knowledge of basic organizational and systems leadership for quality care and patient safety and use of leadership skills to effect change that optimizes the safe delivery of quality nursing care.</p>	<p>Relates leadership theories to nursing practice. Analyzes the dynamics of leadership and change strategies as they relate to the delivery of safe nursing care.</p>	<p>Integrates leadership skills to initiate change in the delivery of direct and delegated safe nursing care to clients.</p>
<p>3. Incorporates scholarship and evidenced based practice in the planning and delivery of safe nursing care.</p>	<p>Applies evidenced based practice to plan and deliver safe nursing care.</p>	<p>Summarizes evidenced based practice in order to formulate a researchable question for clinicals practice.</p>
<p>4. Skills in the ethical application of patient care technology and information management in the delivery of quality nursing care;</p>	<p>Utilizes technology during the delivery of quality patient care.</p>	<p>Incorporates technology ethically and skillfully in the provision of quality nursing care.</p>

5. Knowledge of healthcare policy, finance, professional and regulatory environments, and the impact on the equitable delivery of healthcare to individuals, families, communities, and populations;	Discusses the influences of healthcare policy and regulatory agencies on the delivery of safe nursing care.	Summarizes the influences of healthcare policy and regulatory agencies on the delivery of safe nursing care.
6. Use of inter-professional communication and interdisciplinary collaboration to optimize teamwork and improve patient healthcare outcomes;	Interacts collaboratively and professionally with the healthcare team.	Coordinates with other health care professionals to develop and implement multidisciplinary plans of care.
7. Use of the nursing process and concepts of population health for disease/disability prevention, health promotion, and therapeutic intervention at each level of care to individuals, families, groups, and communities across the lifespan.	Analyzes nursing process and concepts of health across the client's lifespan. Implement nursing process and concepts of health across the client's lifespan.	Formulates plans of nursing care for delivery to clients in communities across the lifespan.
8. Responsibility, accountability, and ethical behavior when enacting the roles of professional nursing.	Reflects upon observed and learned ethical principles in assuming responsibility and accountability for personal actions as a professional nurse.	Incorporates ethical principles in assuming responsibility and accountability for personal actions enacting the role of professional nurse.
9. Competent and compassionate nursing practice that integrates the knowledge, skills, attitudes, values, and lifelong learning of professional nursing.	Reflects on knowledge, skills, attitudes, and values as they relate to the delivery of competent and compassionate nursing care.	Knowledge, skills, attitudes, values, and lifelong learning into competent and compassionate nursing practice.

SECTION III POLICIES AND PROCEDURES

STUDENT ADMISSION

Before Students can be admitted to the School of Nursing Students, they must be admitted to Cleveland State University. Applications and procedures for admission to Cleveland State University are available on the Office of Admissions' website: <https://www.csuohio.edu/admissions/admissions>

Applications and procedures for all Undergraduate Nursing programs are available on the School of Nursing's website:

<https://health.csuohio.edu/undergraduate-programs/undergraduate-bsn-degree-completion-options>

To be eligible for consideration for admission to the RN to BSN Program the applicant must:

- Hold an active Ohio Registered Nurse License (or the U.S. state where you reside).
- Complete all prerequisite coursework with a grade of "C" or higher. Maintain an overall prerequisite GPA of at least 2.0.
- Maintain a cumulative GPA of at least 2.0.
- Apply for admission to CSU. We recommend that this be done at least six weeks prior to any School of Nursing deadlines.
- Apply for admission to the School of Nursing. Complete applications July 1st for the fall cohort and November 1st for the spring co-hort.

Interested applicants should schedule an appointment with a CSU School of Nursing Advisor, who will assist the student with a request for transcript review for potential credit for previous nursing coursework to the School of Nursing's Admissions, Progression, and Academic Standards (APAS) Committee. Transfer of credit and/or acceptance into the RN to BSN nursing program is dependent on the student's profile, a prior 2.0 minimum nursing GPA, and space availability.

TECHNICAL STANDARDS

Safety and technical standards are a necessary element to the complex discipline of nursing, which all students must meet with or without reasonable accommodations. Students wishing to enter the Cleveland State University School of Nursing programs must demonstrate that they can meet these standards and continue to do so throughout their education program.

Prerequisite Coursework

Anatomy and Physiology I and II
Chemistry and Chemistry Lab
Microbiology
Statistics
Principles of Psychology
English 101 and 102

All prerequisite courses must be completed prior to starting the nursing course sequence.

GENERAL GUIDELINES

STUDENT GUIDANCE AND COUNSELING SERVICES

ADVISING

School of Nursing students are encouraged to contact their advisor at least once per year, and at any time with questions and concerns. Advisor offices are located on the 3rd floor of the IM building. Advisors assist students with matters such as registration, scheduling, degree maps, general education requirements, and petitions. Students may conveniently schedule an appointment through Starfish or reach their advisor at any time via the contact information listed below.

SCHOOL OF NURSING ACADEMIC ADVISOR FOR RN-to-BSN PROGRAM

ADVISOR	TELEPHONE	EMAIL ADDRESS
Katie Collins	(216) 687-5517	k.collins80@csuohio.edu
Mary Leanza-Manzuk, Assist. Dean for Student Services	(216) 687-3810	m.leanza@csuohio.edu

FACULTY ADVISORS

Upon entry into a nursing program, each student is also assigned a faculty member to serve as an advisor. Students should contact their Faculty advisor at least once per year and should seek their help to answer nursing specific questions and professional issues.

CLEVELAND STATE UNIVERSITY COUNSELING CENTER

Actively enrolled SON students may seek free, confidential, and professional counseling at the Cleveland State University Counseling Center (located at 1860 East 22nd Street, Cleveland Ohio, 44114), or by calling (216) 687-2277. Counseling for actively enrolled students is free. Additional information about the Counseling Center may be found on the Center's website: <http://www.csuohio.edu/counselingcenter/counselingcenter>

Faculty may also suggest that students schedule an appointment with the Counseling Center.

In specific situations, counseling may be a requirement for a student to continue in the program. All counseling is completely confidential.

OFFICE OF DISABILITY SERVICES

The Office of Disability Services is charged with determining eligibility for reasonable accommodation for any student with a documented disability. Students who feel they have a qualifying condition should visit the Office of Disability Services at (216) 687-2015. The Office is located in Rhodes Tower West 210, Chester Avenue, Cleveland, Ohio 44115-2214. Accommodations need to be requested in advance and will not be granted retroactively. Additional information on the Office of Disability Services may be found on their website: <https://www.csuohio.edu/offices/disability/>

In order for the School of Nursing to provide appropriate accommodation, students who receive an Accommodation Letter from the Office of Disability Services must provide a copy to their School of Nursing Academic Advisor as well as to each of their faculty members at the start of each new class. Accommodation is not retroactive.

THE WRITING CENTER

The Writing Center is located in the Library/Rhodes Tower, Room 124, and is free service to all students who need assistance in preparing written assignments. The Writing Center staff is especially helpful when preparing WAC (Writing Across the Curriculum) papers. Appointments are available by calling the Writing Center at (216) 687-6981. Further information about the Writing Center's Services and WAC paper guidelines is located on their website: <https://www.csuohio.edu/writing-center/writing-center-2>

WAC Program Guidelines: <https://www.csuohio.edu/writing-center/wac-requirements>

For additional resources, contact the Undergraduate Program Resources.

LIBRARY SERVICES

THE CSU MICHAEL SCHWARTZ LIBRARY

Rhodes Tower (216) 687-2479. Online resources located at: <http://library.csuohio.edu/>

ELECTRONIC RESERVE READINGS

SON students are often required to use a variety of references other than their textbooks. A list of required readings will be found in each course syllabus. Some instructors place readings on electronic reserve, indicating they have been housed at the Cleveland State University Michael Schwartz Library's Electronic Reserve website: <http://researchguides.csuohio.edu/er.php>

THE CHERYL MCCAHOH STUDENT LENDING LIBRARY

The School of Nursing offers students a lending library in the IM Building, 1st Floor, Room 116. Students must present their CSU ID card to sign out any resource. In order to maximize availability of books for all students, they must be returned by 5pm the same day.

PROGRESSION

In order to progress in the nursing major, students must:

- Achieve a grade of "C" or better in each nursing course and required support courses.
- Register and complete at least one course per semester.
- Maintain a minimum cumulative GPA of 2.0.
- Maintain minimum nursing GPA of 2.0 per semester.
- Demonstrate safe, professional and ethical behavior at all times.
- Submit health data and forms by the due date as set forth by the SON.

COURSE CATALOG REFERENCE FOR GENERAL ACADEMIC POLICIES

General Academic Policies for students in the Baccalaureate Nursing Program are consistent with the policies of the Undergraduate Catalog. Students should refer to the catalog in effect on the student's admission date into the nursing major. A complete listing of all Undergraduate catalogs can be viewed at the CSU Online Catalog website: <http://catalog.csuohio.edu/>

LEAVE OF ABSENCE

Two types of leave of absence may qualify for readmission:

1. Personal Leave: a leave of absence requested by the student usually for health or other personal reasons.	2. Academic Leave: a leave of absence resulting from a student's failure to meet the requirements for progression in the nursing program.
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REQUESTING A LEAVE OF ABSENCE

Students should contact the RN to BSN Program Coordinator to discuss their request and then fill out an Undergraduate Petition Form (outlining the reasons for the requested personal or academic leave) for review by the Admission, Progression, and Academic Standards (APAS) Committee. The student will receive written notification of the APAS Committee's decision. Upon completion of the leave of absence, students must apply for readmission to the Nursing Program.

REQUEST FOR EXTENTION OF LEAVE OF ABSENCE

A request for an extension of a leave of absence must be submitted to the APAS Committee within one year of the initial effective date of the leave. The time limit for completion of the Undergraduate Nursing Program is five years, including periods of absence.

READMISSION

Readmission is not automatic; students who desire to return from either type of leave of absence must submit a completed UNDERGRADUATE PETITION FORM to the APAS Committee. Readmission decisions are based on prior academic performance, past professional and ethical conduct, and space availability in CSU SON programs. In case of readmissions after leave of absence for the period of one year, student needs to apply for readmission to the University, as the first step.

Concurrent with the APAS petition process, students are also required to contact the Undergraduate Director, who will assist with developing a plan for successful re-entry into the School of Nursing.

Readmitted students are responsible for following the guidelines contained in the CSU School of Nursing Student Handbook in effect at the time of readmission.

APPEAL

Students who are dissatisfied with the decision of the APAS Committee regarding readmission to the School of Nursing should first schedule contact with the APAS Committee Chairperson. If unresolved, they should then contact the Undergraduate Program Director, Director and Chief Nursing Administrator, and finally the Dean. If the student's concerns remain unresolved, they will be directed to the University's Ombudsman or other appropriate resources for further discussion.

READMISSION FOLLOWING A PERSONAL LEAVE OF ABSENCE

The written petition to the APAS Committee must be submitted at least one semester before the requested readmission date. Students should contact a School of Nursing Advisor to obtain assistance with completing the required UNDERGRADUATE STUDENT PETITION FORM and drafting a cover letter/narrative that contains the following information:

- The requested date of return.
- The students' state of readiness to return.
- Any other factors that may influence the student's future success in completing the program.

The official letter to the APAS Committee will detail all requirements. Students who were on leave due to medical reasons must present a letter of clearance from their health provider with their petition.

Failure in two nursing courses results in dismissal from the program and petition must be submitted for review of progression in program.

STUDENT NOTIFICATION OF DECISION

The Chairperson of the APAS Committee will notify the student in writing of the decision on the petition for readmission (denial or approval).

THE LETTER WILL INCLUDE:

- The decision.
- If petition is approved, the conditions under which the approval is granted.
- The semester in which the readmission becomes effective.
- Course sequence to be followed toward graduation.
- Any needed health data.

DISCIPLINARY ACTION

The Cleveland State University School of Nursing upholds a policy of progressive intervention. Faculty members support students in their professional development consistent with the behavior students demonstrate. Such interventions may range from informal discussion up to and including dismissal from the Nursing Program. Progressive intervention starts with the least restrictive method of intervention, after which, progressive methods that are more restrictive, follow as warranted. As progressive intervention involves a continuum of supportive strategies, it may begin at any level as deemed appropriate by faculty.

PROGRESSIVE INTERVENTION PROTOCOL

<p>COACHING</p>	<p>An intervention resulting in an informal discussion with a student with the purpose of clarifying performance expectations and performance improvement as observed in the academic course. Coaching is documented by the course faculty for consideration during performance evaluations and retained by Program Coordinator.</p>
<p>VERBAL REPRIMAND</p>	<p>A formal discussion with a student following unsatisfactory performance or behavior as observed in the academic course. A Verbal Warning is documented on a Progressive Counseling Form, which is given to the student with notification of the warning provided to the Program Coordinator and Undergraduate Program Director, who will determine whether a copy is placed in the student's academic file.</p>
<p>WRITTEN REMPRIMAND</p>	<p>A formal discussion with written notification to a student when previous verbal reprimand(s) have not resulted in improved performance or when the behavior is of a serious enough nature that it is unsafe, unethical, or unprofessional. A copy is given to the student, Program Coordinator, Undergraduate Program Director, Director and Chief Nursing Administrator, and APAS Committee; a copy is placed in the student's academic file. Recommendation for probation or suspension can begin at the Written Reprimand level.</p>
<p>SUSPENSION</p>	<p>Suspension is the temporary removal from activities in the Nursing Program as a potential consequence of a Written Reprimand or failure to meet the conditions of probationary status. Suspension from the Nursing Program is recommended to the APAS Committee by the Faculty member or Program Coordinator in consultation with the Undergraduate Program Director and approved by the Director and Chief Nursing Administrator. The APAS Committee will develop a remediation plan, the terms of which must be met before a student may return to the nursing program or graduate. Students in the Nursing Program who have been suspended are restricted from participation in any classroom activity or capstone until the suspension has been lifted.</p>
<p>DISMISSAL</p>	<p>Permanent removal from the Nursing Program of a student who has failed to meet the terms of their academic or performance-based probation, suspension, or who has committed an act that is egregiously unsatisfactory, unsafe, or unethical. This decision will be communicated to the student in writing by the Director and Chief Nursing Administrator.</p>

ACADEMIC-BASED PROBATION	A status assigned to a student who's cumulative or nursing GPA falls below 2.0. Students placed on academic probation must develop a plan of action in conjunction with the Undergraduate Program Director and meet the terms outlined therein by the end of the following semester in order to continue in the Nursing Program.
PERFORMANCE-BASED PROBATION	A status assigned to a student who has failed to meet expectations for improved performance following a written warning. Placement on Performance-Based Probation can occur as warranted by the serious nature of the behavior. Students placed on performance-based probation must develop a plan of action in conjunction with the Program Coordinator and Undergraduate Program Director and/or Director and Chief Nursing Administrator and must meet the terms outlined therein for the suspension to be lifted.

ACADEMIC PROBATION

Students whose cumulative semester GPA falls below 2.0 will be placed on academic probation and receive notification from the Registrar's Office. Nursing students whose nursing GPA falls below 2.0 will also be placed on academic probation in the School of Nursing and *must* contact the Undergraduate Program Director to develop a plan to raise their nursing GPA to 2.0 or above the next semester. Failure to raise their GPA to 2.0 or above *the following semester* will result in academic dismissal from the nursing program.

Students who are dismissed from any CSU School of Nursing Program are not eligible for readmission to the Nursing Program.

REMOVAL OF ACADEMIC PROBATIONARY STATUS

A nursing student's probationary status will be monitored by the student's School of Nursing Advisor and reported to the Program Coordinator and APAS Committee. Students who successfully raise their cumulative and nursing GPA to 2.0 or above the semester following placement on probationary status will receive notification from the APAS Committee that the probationary status has been lifted.

PERFORMANCE-BASED PROGRESSIVE INTERVENTION

As evaluated by nursing faculty, students are responsible for demonstrating satisfactory, safe, responsible, and ethical behavior in the academic environment. Unsatisfactory, unsafe, or unethical behaviors are not acceptable and, as deemed appropriate, may lead to disciplinary action including reprimands, probation, suspension, and/or dismissal from the nursing program.

UNSAFE /UNSATISFACTORY OR UNETHICAL PERFORMANCE IS DEFINED AS, BUT NOT LIMITED TO

- Any violation of the standards of nursing student conduct consistent with Rule 4723- 5-2-C of the Ohio Administrative Code: <http://codes.ohio.gov/oac/4723-5>
- Plagiarism (including self-plagiarism) in any submitted, written work.

- Failure to uphold any element of the following codes for ethical conduct provided by the American Nurses Association (ANA) and National Student Nurses Association(NSNA) as presented on their respective websites:
- The ANA: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/>
The NSNA Code of Ethics: <https://www.nснаconvention.org/code-of-ethics.html>
Failure to adhere to any element of the Cleveland State University Student Conduct Code (includes academic dishonesty such as cheating and/or plagiarism):
<https://www.csuohio.edu/sites/default/files/StudentCodeOfConduct.pdf>
- Lack of preparation for the classroom or capstone experience.
- Inability to meet course objectives in the class or capstone experience.
- Unfounded interpersonal conflicts with peers, faculty, or community partners.
- Failure to submit required/updated health data or liability insurance in a timely manner.
- Falsely documenting practicum hours with corresponding courses.

PROBATIONARY STATUS

Any student who has been suspended but, then, permitted to return to the class or capstone course will be automatically placed on probation. Probationary status must be removed per APAS Committee review and recommendation. Students who fail to meet the objectives outlined in the remediation plan may result in dismissal from the Nursing Program. Students who receive additional suspensions and/or probationary status may be subject to dismissal.

DISMISSAL FROM THE NURSING PROGRAM

In keeping with the spirit of progressive intervention, the School of Nursing reserves the right to dismiss a student from the nursing major immediately following incidents in which a nursing faculty member's written documentation indicates that the student's behavior was egregiously unsafe, unsatisfactory, unprofessional, or unethical. The APAS Committee will review documentation provided by faculty and make recommendations for intervention, which will be reviewed by the Director and Chief Nursing Administrator or Dean, who will make the final decision for intervention, up to and including dismissal.

A student dismissed from the SON will not be considered for readmission.

GRADING IN NURSING SCHOOL

SCHOOL OF NURSING GRADING SCALE

95-100%	A
92-94%	A-
89-91%	B+
86-88%	B
83-85%	B-
80-82%	C+
75-79%	C
**65-74%	D
**64 and below	F

** If earned as the final grade in any course, the course must be repeated, if readmission is granted per APAS Committee recommendation and review.

Grade Rounding Policy

Grades on course assignments and examinations are not rounded. Final grades that are determined by percentages involving decimals should be rounded up to the next whole number when equal to 0.5 or greater. When the decimal is less than 0.5 the grade is to be rounded down.

- Students may not progress in the nursing major if a final grade of less than 75% is earned in any nursing course.
- Students may repeat a failed nursing course only once.
- Students will be dismissed from the SON if two (2) final grades less than "C" (D or F) are received at any time during the program.

For example, but not exhaustive:

- If a student receives a grade of "D" or "F" in the same nursing course twice.
- If a student receives a grade of "D" or "F" in two nursing courses in the same semester.
- If a student receives a grade of "D" or "F" in two nursing courses in the same semester at any time during the program.
- A non-passing grade earned in any nursing course may **not** be removed by re-examination or by writing a paper.
- Sophomore students who earn a grade of "D" or "F" in a nursing course at the sophomore level may take only non-nursing courses until they satisfactorily complete the failed course if readmission is granted.

MIDTERM WARNINGS

Students who have not successfully met objectives in classroom, capstone at midterm will be issued a MIDTERM WARNING (see appendix). The midterm warning, developed between the student and instructor of record, with input from the Program Coordinator and Undergraduate Program Director, will outline a remediation plan to guide students, if possible, toward successful course completion.

GRADES IN ELECTIVE OR PRE-REQUISITE COURSES

DEFINITIONS

Prerequisite Course	A course that must be taken prior to taking a nursing course(s) or progressing in the sequence of nursing courses.
Elective Course	A course that may be completed at any time during the program.

1. Students must achieve a grade of “C” or above in each prerequisite course. If a grade less than “C” is earned in a prerequisite, students will be automatically placed on **academic leave** and will not be permitted to progress in the sequence of nursing courses until a grade of “C” or better is earned in the required prerequisite course.
2. Students must repeat any elective course in which a grade of "F" was earned. Students may receive a grade of “D” in elective courses, as long as they maintain a GPA of 2.0 or higher.
3. Once a grade of “C” or better has been achieved in the prerequisite course, the student, per APAS Committee review, may return from Academic Leave and resume coursework in the Nursing Program.
4. Students who resume coursework in the Nursing Program following an Academic Leave are automatically placed on Academic Probation, the terms of which must be met for program progression.
5. Students who are academically dismissed from any CSU School of Nursing program are not eligible for readmission.

INCOMPLETE GRADES

1. Students may only receive a grade of “I” (Incomplete) in a nursing course if they meet the following criteria:
 - A. The student has the potential to pass the course
 - B. The student has not completed all assignments for reasons deemed justifiable by the instructor. The student must, however, have successfully completed over half the required course’s assignments.
 - C. The student has provided justification to the instructor prior to the end of the grading period.
2. Students who request an INCOMPLETE grade must meet with faculty to develop and sign a completion plan with dates for completion of all outstanding work.
3. Students must submit completed coursework for resolution of the “I” grade by the date(s) determined by faculty. If a student cannot complete the work by the first day of the next semester, they are not permitted to register for nursing courses and must drop any nursing courses for which

they have pre-registered. **Note:** The School of Nursing reserves the right to de-register a student from any scheduled nursing course if they have not successfully met the conditions for resolving a grade of "I" prior to the start of the next semester.

4. If all conditions listed above are not met, the student will receive an "F."

FOUNDATIONAL COURSES (OLD CURRICULUM)

- a. Students are required to take NUR 345 Computer Literacy in their first semester in the RN to BSN Program.
- b. NUR 408 must be taken concurrently with NUR 409.
- c. NUR 440 must be taken concurrently with NUR 441.
- d. The Capstone course, NUR 460, must be the last course taken in the program.

RECOMMENDED PROGRAM SEQUENCE

<u>OLD CURRICULUM (27 CREDITS)</u>		<u>REVISED CURRICULUM (30 CREDITS)</u>	
Course	Credits	Course	Credits
NUR 340 Theory & Prof. Practice	3	NUR 330 Theory & Prof. Practice	3
NUR 345 Computer Technology/Informatics	3	NUR 348 Applied Informatics and Clinical Data Analytics for Healthcare Professionals	3
NUR 346 Professional Writing	WAC	NUR 334 End of Life/Palliative Care	3 / WAC
NUR 350 Leadership/Management	3	NUR 338 Application of Genetic and Genomic Technology to Delivery of Nursing Care Across the Lifespan	3
NUR 360 Nursing Research	2 / WAC	NUR 350 Leadership/Management	3
NUR 408 Gerontological Nursing	2	NUR 361 EBP for Nursing Care Delivery	3 / WAC
NUR 409 Gerontological Nursing / Clinical	2	NUR 405 Gerontological Nursing	3
NUR 440 Community as Client	2	NUR 418 Preventive Strategies for Communities	3
NUR 441 Community as Client Clinical	1	NUR 404 Diversity and Inclusion in Nursing	3
NUR 430 Issues and Trends	3	NUR 470 Capstone	3
NUR 460 Role Practicum	3		
Total Credit Hours	27	Total Credit Hours	30

GENERAL EDUCATION or ELECTIVE (3 CREDITS)			
Course	Credits	Course	Credits
	3		3

To earn a bachelor's degree at Cleveland State University, students must complete at least 30 semester hours, and the last 3 semester hours must be earned in residence at Cleveland State University. Students may choose to take a nursing elective or any general education course of at least three (3) credits.

FACULTY SUPERVISION OF STUDENTS

Students in the CSU School of Nursing are supervised by faculty in a variety of settings including the classroom and community agencies. Regardless of the format, faculty are responsible for providing students with the supervision needed to provide an enriched learning environment while at the same time ensuring the provision of safe, effective nursing care.

Students will subsequently receive feedback from faculty in a variety of ways, including individual/group discussions, assessments, practicum evaluations, and written assignments. This feedback may be delivered by a variety of electronic formats including via email and Blackboard; students are therefore encouraged to regularly check their email and the Blackboard site for all courses.

EVALUATION OF STUDENT PROGRESS

THE CLASSROOM

Student progress in classroom courses is assessed by a variety of methods including assessments and written assignments (i.e. papers and case studies), and experiential activities such as presentations. Faculty is responsible for timely entry of grades for all assignments in Blackboard and CampusNet and to be available to meet with students to discuss their progress during office hours.

CAPSTONE EXPERIENCES

Student progress in capstone is monitored on an ongoing basis with feedback provided to students by the Preceptor. Faculty further provides students with feedback at midterm and semester's end.

REQUIREMENTS FOR PROGRAM COMPLETION

INTRODUCTION

All students must follow the sequence of nursing courses as prescribed by the curriculum or have faculty advisor and Program Coordinator or Undergraduate Program Director approval.

SON students in good standing must also:

- a. Take at least one nursing course per semester.
- b. Complete all nursing courses within five academic years.

Students who cannot take at least one nursing course per semester must complete an **UNDERGRADUATE PETITION FORM** to submit their request for a personal **leave of absence** to the School of Nursing's APAS Committee. Students who need guidance regarding course sequencing should schedule an appointment with the Program Coordinator.

UNIVERSITY REQUIREMENT

A total of 30 credits acquired at Cleveland State University is required for degree completion. This requirement can be met with the completion of major courses and general education requirements electives totaling 3 credits.

NOTE: THE RN TO BSN PROGRAM CAN BE COMPLETED IN THREE CONSECUTIVE SEMESTERS. REQUIRED CAPSTONE EXPERIENCES ARE SCHEDULED DURING THE FINAL SEMESTER.

APPLYING FOR GRADUATION

All students are required to complete a graduation application through CampusNet well in advance of their projected graduation date. Students should consult their SON Recruiter/Advisor before submitting their application to ensure that all program requirements were met. Deadlines for graduation application are posted on the Registrar's website:

<https://www.csuohio.edu/registrar/graduation-information>

UNIVERSITY GRADUATION/COMMENCEMENT EXERCISES

Attendance at this milestone event is highly recommended. Students must apply for graduation in CampusNet. Then, they will receive further information about the details of the graduation ceremony.

GRADUATION ACADEMIC REGALIA

Caps and gowns may be rented or purchased from the CSU Viking Outfitters Bookstore. Additional information may be found on the CSU Viking Outfitters Bookstore website:

<https://www.bkstr.com/csuohiostore/home>

STUDENT ATTENDANCE/ABSENCE

DEFINITIONS

Regardless of the reason, the Cleveland State University School of Nursing considers students to be ABSENT if they do not post at least one entry during the week, or fail to attend a scheduled Capstone experience.

PROFESSIONALISM IN THE WORKPLACE

Students will uphold the highest standards of professional behavior in all settings. Students represent the university, the School of Nursing, and the profession. The following is expected from each student:

1. Wear professional clothing, CSU Student ID Badge, or state ID badge when provided.
2. Be responsible for own learning and take overall leadership for meeting own needs.
3. Demonstrate professionalism and mutual respect for fellow students,

agency clients, colleagues and staff, instructors, and supervisors. Verbal, nonverbal, and written interactions should exhibit professional behavior in all settings, including the placement work site and the university.

STUDENT GRIEVANCES, APPEALS, AND GRADE DISPUTES

GRADE APPEALS

The grade appeals process is directed by a subcommittee of the Faculty/Student Affairs Committee. The purpose of the Subcommittee on Appeals is to provide a grade appeal system that affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned to other students. Additionally, a student may challenge the reduction of a grade for alleged scholastic dishonesty.

In essence, the grade appeals system is designed to protect students from grade assignments that are inconsistent with policy followed in assigning grades to others in the course.

A grade will not be raised because a faculty member graded tests very severely, providing the faculty member applied the same rigorous standards to all students. Nor will proof that a faculty member has been antagonistic toward the student be sufficient cause to raise a grade unless evidence exists that such antagonism did in fact result in a lower grade. The grounds for appeal are limited. If students are not certain whether there are grounds for appeal, the student should discuss the case with the Chair of the School of Nursing Faculty/Student Affairs Committee. (See pg. 56)

CLEVELAND STATE UNIVERSITY GRIEVANCE POLICY

The School of Nursing students have the right to file grievances related to general Cleveland State University policies. Information on the Cleveland State University's Student Grievance Policies can be found on CSU Office of University Compliance's website:
<http://www.csuohio.edu/compliance/student-grievance-procedure>

GRADE DISPUTES OR ANY OTHER SON GRIEVANCES STEPS

The School of Nursing students have the right to file grade disputes if consensus cannot be reached with their course faculty. Prior to doing so, students are required to follow School of Nursing chain of command to determine if resolution is possible.

STEP	SCHOOL OF NURSING CONTACT PERSON
1	Faculty
2	RN to BSN Program Coordinator
3	Undergraduate Program Director
4	Director and Chief Nursing Administrator
5	Dean

Students who do not follow this chain of communication will be redirected back to the appropriate faculty or staff member.

OFFICE OF INSTITUTIONAL EQUITY

The Office of Institutional Equity (OIE) handles issues related to discrimination and/or harassment. For information on the Discrimination and Harassment Policy or the OIE procedures for investigating complaints of discrimination and/or harassment, please contact the OIE Office at 216-687-2223 or see their website at <http://www.csuohio.edu/institutional-equity/office-for-institutional-equity-complaint-procedures>

STUDENT CONDUCT

GENERAL: RULES FOR STUDENT CONDUCT IN THE SCHOOL OF NURSING APPLY TO ONLINE CLASSROOMS AND CAPSTONE

SCHOOL OF NURSING STUDENTS ARE EXPECTED TO ABIDE BY THE CLEVELAND STATE UNIVERSITY'S CODE OF CONDUCT, WHICH CAN BE FOUND AT: <http://www.csuohio.edu/compliance/student-code-conduct>

ACADEMIC MISCONDUCT/PLAGIARISM/ACADEMIC DISHONESTY

Students in the Nursing Program are responsible for demonstrating academic integrity at all times in the classroom, on-line discussions, and clinical experiences. Students are expected to act ethically and adhere to guidelines in the CSU SON student handbook See Student Handbook. **Plagiarism will not be tolerated.** The School of Nursing Affirms Cleveland State University's policy on student misconduct, plagiarism, and academic dishonesty which can be found at: <https://www.csuohio.edu/writing-center/plagiarism>

The CSU Code of Student Conduct, Policy on Academic Misconduct defines the following:

Cheating	Fraudulent acquisition and/or submission of another’s intellectual property. This includes, but is not limited to the unauthorized giving or receiving of a copy of examination questions, the use of unauthorized or fabricated sources in carrying out assignments, and copying the examination questions of others.
Plagiarism	Stealing and/or using the ideas or writings of another in a paper or report and claiming them as your own. This includes, but is not limited to the use, by paraphrase or direct quotation, of the work of another person without full and clear acknowledgement.

THERE ARE 2 CATEGORIES OF CHEATING AND PLAGIARISM, BASED ON THE DEGREE OF SERIOUSNESS INVOLVED:

Minor Infractions	Acts of cheating or plagiarism involving an assignment or project that constitutes less than 25% of the overall course grade.
Major Infractions	Acts of cheating or plagiarism which affect the overall course grade such as a major/comprehensive exam, term paper, project, or final grade evaluation.

Accordingly, progressive intervention will be provided to any student who commits acts of cheating or plagiarism according to the degree of seriousness involved.

Minor Infractions	A written reprimand may be issued concurrent with a grade of “F” on the individual assignment.
Major Infractions	A grade of “F” may be issued in the course concurrent with recommendation for probation, suspension, or dismissal from the Nursing Program.

RESPONSIBILITIES AND RIGHTS OF STUDENTS IN RELATION TO EDUCATIONAL STANDARDS (Published by The Ohio Nurses Association and endorsed by the Student Nurses Association of Ohio)

The School of Nursing at Cleveland State University endorses THE RESPONSIBILITIES AND RIGHTS OF STUDENTS IN RELATION TO EDUCATIONAL STANDARDS written by the OHIO NURSES ASSOCIATION. The Cleveland State University School of Nursing further reserves the right to adjust the rights and responsibilities discussed in this document in relation to the best interest of the students of Cleveland State University and the patients they serve.

1. According to the Ohio Nurses Association, students of nursing are entitled to an environment where appropriate opportunities and conditions exist to insure the freedom to learn. They are obligated, however, to exercise this freedom with responsibility.
2. Enrollment should be open to the limits of the School’s resources and facilities to qualified students as determined by admission standards. Access to School of Nursing should be unrestricted in the sense that no student as determined by admission standards. Access to schools of nursing should be unrestricted in the sense that no student should be denied admission on the

basics of such factors as race, sex, age, or marital status.

3. At the same time, students should realize that schools of nursing are accountable to the public for quality of nurses graduated and that schools may establish standards of admission, retention, and graduation in accordance with the philosophy and their policies of the present instruction.
4. These standards should make evident to the student's characteristics considered important for success in the program(s) of study offered.
5. Students should be aware that schools of nursing have the obligation to protect the integrity of their educational purposes by setting standards of achievement and conduct for enrolled students and consumers of health care.
6. Because students have the responsibility for maintaining the standards of the program of study in which they are enrolled, they have the right to expect those standards of professional behavior and academic achievement, together with means of assessment, is clear.
7. Although students are responsible for mastering the content of courses, they should be free to present reasoned dissent and option which differ from those offered in any course.
8. Students are entitled to due process throughout the academic program; procedures used should ensure fairness.
9. In case of disciplinary action, students should expect to be appraised of charges against them, to have an opportunity to refute the charges, and to have means available to review decisions.

THE AMERICAN NURSES ASSOCIATION (2001) CODE OF ETHICS GOVERNING CONDUCT

The CSU SON affirms the ANA's (2001) Code of Ethics Governing Conduct:

The nurse, in all professional relationships, practices with compassion, and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

1. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
2. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
3. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
4. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue professional growth.
5. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
6. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
7. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
8. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity for the profession and its practice, and for shaping social policy.

The ANA's (2001) Code of Ethics Governing Conduct (including interpretive statements) can be found on their website:

SAFETY AND TECHNICAL STANDARDS

Safety and technical standards are a necessary element to the complex discipline of nursing, which all students must meet with or without reasonable accommodations. Students wishing to enter the Cleveland State University School of Nursing programs must demonstrate that they can meet these standards and continue to do so throughout their education program.

The School of Nursing curriculum, leading to the eligibility for licensure as a registered nurse or advanced nursing practice, requires students to engage in a wide variety of specific experiences to learn and practice essential nursing skills and functions. The established academic, Safety and Technical standards require that all students accepted in all Nursing Programs complete all aspects of the curriculum with or without an accommodation.

STUDENT CONDUCT IN THE ONLINE CLASSROOM

GENERAL GUIDELINES

- a. Students should complete all readings and other assignments by the due date.
- b. Students should engage in active classroom participation.
- c. Students should submit all assignments on time, in accordance with the timeframes outlined in the course syllabi.
- d. Students should acknowledge all late assignments will receive a penalty as outlined in the course syllabus; faculty reserve the right to refuse late assignments deemed excessively late.
- e. Students should submit the original document with any re-submitted/re-written work.
- f. Students furthermore should acknowledge any written work may be retained by the faculty and filed in a student's SON Academic File for future review or by faculty for consideration in preparation for a student's performance evaluation.

ONLINE ETTIQUETTE AND RULES OF CONDUCT

Please observe the following rules of conduct when communicating in discussion questions and email in Nursing courses:

1. Discussions are confidential and among class members.
2. Each person's opinion and views are welcomed and equal within the group.
3. Postings are respectful of both those within the course and within our practice site and community.
4. Language use reflects that of graduate studies (use of correct grammar, spelling, sentence and paragraph structure, citation of referenced material, avoiding the use of instant messaging shortcuts).
5. Appropriate use of humor welcomed and appreciated.
6. If it is perceived that the discussion responses are not respectful of each person's opinion, both students and professor have the responsibility to notify the involved parties to change unacceptable behavior.
7. Actively participate in online (classroom or group) discussions and activities.
8. Appreciate and accept others' differences with respect to their backgrounds, learning styles, abilities, and interests.
9. Be honest and open about your own strengths and learning needs.
10. Have the desire and ability to develop your intellectual curiosity and enjoy a sense of discovery and exploration.

STUDENT INTERACTIONS AND SUGGESTIONS

1. Thoughtfully plan your work, academic, and personal schedule to meet all obligations and responsibilities.
2. If you need assistance or guidance on a particular assignment, please contact the professor by email or phone to arrange for a consultation. Questions are always welcomed and encouraged.
3. Practice a more formal writing style (using the latest version of the APA Style Manual) in all of your correspondence (email, discussions, scholarly papers). Proofread all of your work. Do not rely on “spell-check” to find all errors.
4. Have someone who is not familiar with Nursing and healthcare read your paper. Does it make sense to them? Do your ideas flow? Would you be pleased with the work submitted two years from now?
5. Be timely in your response to emails. Do not become ‘Missing in Action’ in the course to the point the professor is wondering if you are still enrolled in the course. The professor can track your participation in the course with a tool within the Blackboard system. Failure to log on and participate in threaded discussions or submit work by the required date can have a negative impact on academic success.
6. All assignments/discussion postings are due at the time listed in the syllabus.

WRITTEN AND VERBAL COMMUNICATION

The University requires all non-native English speakers to demonstrate proof of English language proficiency. The School of Nursing requires students to use the latest version of the APA Style Manual.

SOCIAL MEDIA POLICY

The CSU SON further upholds the standards for responsible and ethical use of social media by nurses. The National Council of State Boards of Nursing (NCSBN), the American Nurses Association (ANA) and the Sigma Theta Tau International (STTI) Honor Society for Nursing have all issued statements on this very serious and important issue. Students are encouraged to read the statements that can be found on their respective websites (below) and follow them.

https://www.ncsbn.org/public-files/NSNA_Social_Media_Recommendations.pdf

ANA Social Media Policy:

<https://www.nursingworld.org/social/>

PROGRAM AND HEALTH REQUIREMENTS

All degree-seeking students are required to have current and complete program and health data on file in the School of Nursing, including a CBI/BCI. **Program and Health data are due within 60 days of admittance into the RN to BSN Nursing Program and must be updated before the Capstone.** No 400-level Nursing courses may be taken unless all Program and Health Requirements are met. If this requirement is not met, a hold will be placed on the student’s registration for classes until all requirements are met and appropriate documentation has been received by the School of Nursing. It is the STUDENT’s responsibility to be aware of health and/or security requirements specific to one’s state or agency where the capstone experience is occurring. Submission of this

additional documentation is required to be submitted at least 45 days prior to the start of capstone courses.

Felony Convictions and Related Implications

Per Ohio law, only the State Board of Nursing can certify NCLEX™ eligibility for a candidate with a felony conviction. Graduates are advised to answer all questions on the Ohio Board of Nursing NCLEX™ eligibility application honestly and to direct any concerns about eligibility to sit for the NCLEX™ related to felony convictions to the Ohio Board of Nursing or the Board of Nursing in the state they plan on taking the NCLEX™. <https://nursing.ohio.gov/discipline.html>

The Cleveland State University School of Nursing is an approved provider of FBI/BCI background checks. Please go to IM 116 for further assistance. Students who would like to check the status of their information, may contact the School of Nursing at 216-687-3598.

STUDENT PARTICIPATION IN SCHOOL OF NURSING COMMITTEES

Students are eligible for membership on a variety of School of Nursing committees. At the start of each academic year, volunteers are solicited for membership on these committees. If no volunteers come forward, student committee members may be nominated by the Student Nurses Association.

A student representative on any committee is expected to participate in committee activities. To insure the privacy of all students, student committee members may be asked to recuse themselves from various meetings or activities when confidential or sensitive information concerning other students is discussed.

Accordingly, student committee members have the same responsibility as faculty committee members to treat all information discussed during committee meetings or activities in a confidential manner

The following is a list of School of Nursing Committees that encourage student participation.

CURRICULUM COMMITTEE

The duties of this committee are to review degree requirements, recommend curricular changes as deemed necessary, and review proposals for new courses/program. This committee also recommends updates to the university catalog and collaborates with the Program Evaluation Committee to conduct activities related to AACN/CCNE and OBN curriculum standards.

PROGRAM EVALUATION COMMITTEE

The duties of this committee include the development and implementation of a comprehensive evaluation plan for the SON, the implementation of AACN/CCNE updates and the preparation of assessment documentation for accreditation organizations. This committee is charged with analysis of accreditation survey assessment findings and recommendations to SON administration and faculty for improvement based on those findings.

EDUCATIONAL TECHNOLOGY AND MEDIA COMMITTEE

The duties of this committee include exploring the integration of technology into the nursing classroom, Nursing Resource Lab, simulation, and clinicals experiences. The committee works with

SON faculty and the CSU Health Librarian on matters of acquisition and policy regarding the use of such technology and acts as a student liaison with the Center for E-learning.

MARKETING/ PUBLIC RELATIONS COMMITTEE

The duties of this committee are to communicate the activities of the SON to the university and the general public, to plan and conduct orientation for incoming students, and to support alumni involvement. This committee also helps to plan the annual SON Recognition Ceremony.

STUDENT AFFAIRS

The duties of this committee are to hear suggestions from students and to recommend changes in student policies. The committee is also responsible for providing input regarding the Student Handbook.

STUDENT REQUESTS TO VIEW SON EDUCATIONAL RECORDS

Students have the right to review their educational records by making an appointment with the SON Advisor through Starfish, allowing 24 hours for a response. Students must view their file in the presence of their SON Advisor, and when doing so, the following rules apply:

1. Students may not remove, delete, or change any contents of the record
2. After review, students may request a conference with a specific faculty member to discuss contents of the record.
3. Students may request, in writing, a change/amendment to their educational record, if after conference with a specific faculty member the student feels the record contains inaccurate information.
4. Requests for amending student records will be processed by the Director and Chief Nursing Administrator within two (2) weeks of the written request. A letter stating the disposition of the request will be sent to the student.

CHANGE OF STUDENT INFORMATION

Students are responsible for updating their personal information (phone numbers and address changes) in CampusNet. In the event of a change in name, a student should also inform the Campus 411 as well as their faculty members and the School of Nursing Office.

STUDENT ORGANIZATIONS

Student Nurse Association (SNA)

The SNA is comprised of students currently enrolled in the School of Nursing who engage in educational, service, and social activities, all of which are designed to prepare them for their future role as registered nurses. SNA members also serve as official representatives of the student body at various local, state, and national SNA functions. All students who are presently enrolled in the nursing program are eligible for membership. Additional information can be found on the SNA website: <https://www.csuohio.edu/nursing/information/student-nurse-association>

Minority Association of Nursing Students (MANS)

MANS is comprised of students currently enrolled in the School of Nursing who are dedicated to exploring opportunities that empower all students through education on cultural competence, and exploration of health disparities. By doing so, MANS seeks to promote diversity within the student body through outreach and retention efforts. Each year MANS sponsors a number of related activities including career outreach to local schools, as well as the highly anticipated annual Minority Health Fair. For additional information about MANS, please email mans@csuohio.edu.

Sigma Theta Tau INTERNATIONAL, Nu Delta Chapter

Sigma Theta Tau is the international honor society for nurses. It recognizes superior academic achievement and the development of leadership qualities that foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the nursing profession. There are currently 470 chapters worldwide and over 200 members in Nu Delta, the CSU SON'S chapter of Sigma Theta Tau. Members participate in meetings to explore opportunities for education and service. Additional information about the Nu Delta Chapter can be found at: <http://www.csuohio.edu/nursing/info/SigmaTheta.html>

Nurses CHRISTIAN FELLOWSHIP (NCF)

Nurses Christian Fellowship (NCF) is both a Christian professional organization and a ministry of/and for nurses and nursing students. NCF is a ministry of InterVarsity Christian Fellowship. Additional information can be found at <http://ncf-jcn.org>

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

As a general rule, School of Nursing faculty and staff approach student privacy in the same manner that clinicians approach patient privacy. As faculty supervises students, they often interact with confidential student information such as evaluations, grades, and personal identifying information. School of Nursing students are assured, however, that all student records and personal identifying information are protected and held in the strictest of confidence as required by the Family Educational Rights and Privacy Act (FERPA).

Conversations about student progress and achievement are appropriate among the student's educational team but are otherwise treated as strictly confidential. This further means that conversations with students about their evaluations, grades, or any other confidential information will take place only with the student unless he/she provides prior consent.

Additional information about FERPA may be found on the US Department of Education's website:
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

CSU DRUG AND ALCOHOL POLICY

Cleveland State University is committed to a campus free of unlawful drug and alcohol use. The misuse of alcohol detracts from the mission of higher education and adversely affects the conduct, academic performance and health and safety of students. Alcohol on college campuses is a factor in 40 percent of all academic problems and 28 percent of all dropouts.

PAYMENT OF FEES, EXPENSES, AND REFUNDS

Information on CSU tuition, fees, expenses, refunds, and payment plans can be found on the treasury services: <https://www.csuohio.edu/bursar/tuition-and-fees>

The most current CSU Undergraduate Resident and Non-Resident Fee Schedule is at:

<https://www.csuohio.edu/financial-aid/cost-attendance>

SCHOLARSHIPS, GRANTS, AND LOAN OPPORTUNITIES

General information about financial aid may be found on the Office of Financial Aid's website. Financial Aid advisors are available through telephone, email, or in person at the All-in-1 Center.

A comprehensive list of current scholarship, grant, and loan opportunities for nursing students can be found at:

<http://www.csuohio.edu/financial-aid/school-nursing-undergraduate-scholarships>

<https://www.csuohio.edu/nursing/information/tuition-and-financial-aid>

Commented [DRB1]: Updated scholarship link.
<https://health.csuohio.edu/college-health-scholarships/node/476>

SCHOOL OF NURSING OFFICE GUIDELINES

ACADEMIC CALENDAR

Please consult the university calendar, which may be found on the University's MyCSU website, for information regarding term schedules, vacations, holidays, etc.

COURSE SCHEDULING

Multi-Term Enrollment

- The University now offers multi-term enrollment, which enables students to register for an entire academic year (Fall, Spring, and Summer) at once.
- Students are strongly encouraged to take advantage of this convenience. Not only will it allow students to plan ahead, but it will enable the School of Nursing to measure the demand for courses earlier.
- Students will be invoiced for each semester closer to the start of that semester.

EQUIPMENT

Students may not use School of Nursing copiers or FAX machines. Copy machines for student use are located in the main library. Students may print out health data forms, classroom assignments, handouts, etc. class handouts, etc. [in the 1st floor Julka Hall Computer Lab](#), free of charge. Students who have special needs may inquire with the secretaries in the main SON office, who will assist them to the extent possible.

Commented [DRB2]: Update location to reflect location change.

SCHOOL OF NURSING BULLETIN BOARDS

All materials posted on School of Nursing bulletin boards should be related to School of Nursing activities and must be approved. Any information posted without approval will be removed. Please inquire at the main SON Office for approval.

TEXTBOOKS AND ELECTRONIC RESOURCES

Required textbooks will be identified in each course syllabus at the beginning of each term. The texts are available at the bookstore on campus, through the bookstore's website, or through online textbook vendors. All books should be purchased at the beginning of each term, even though some of the material may not be used until the latter part of the term. Textbooks for all courses are typically available at least one week prior to the start of each semester. Students can check availability of textbooks and all other required course materials at the CSU Viking Outfitters Bookstore website: <https://www.bkstr.com/csuohiostore/home>

SON FACULTY AND STAFF DIRECTORY

A complete directory of all School of Nursing faculty and staff can be found on the School of Nursing's website: <https://health.csuohio.edu/faculty-staff/faculty-staff>

CAMPUS SAFETY

FOR STUDENTS IN RESIDENCE or NEAR CSU

Students should always be concerned for their personal safety and security. This is especially necessary in an urban setting where all citizens have access to public facilities. Students should note the locations of fire alarms & extinguishers, emergency phones, and the nearest exits when on campus.

Cleveland State University has both a police force and security officers. Police and security patrol 24 hours a day, 365 days a year. In addition, numerous safety programs and services are provided. Students are encouraged to visit the Division of Campus Safety's website for more information: <https://www.csuohio.edu/eiw2017/campus-security>

Contacting Campus Police

The non-emergency telephone number for Campus Police is (216) 687-2020.

To report an emergency, students should dial 9-1-1 or 8-9-1-1 from any campus telephone. From a cell phone, students should dial 9-1-1 and ask the operator to connect them with the CSU Police.

Emergency phones are available throughout the campus, designated by either a blue light or a yellow call box.

SAFETY ESCORTS

Campus Police provide a 24/7 safety escort service to and from locations on or near campus. The escorts are provided by Police, Security, and Student Community Service Officers. A request for a safety escort may be made by calling Campus Police at 216-687-2020.

EMERGENCY CONTACT INFORMATION

Students should keep their emergency contact information updated on CampusNet. In addition, the University utilizes an emergency notification system (CSU Alert). Through CampusNet, students may provide the system with contact information, so they may receive notice of emergency situations, school closings, etc. Students should also remember to provide both the University and the School of Nursing with current contact information.

OTHER SOURCES OF INFORMATION AND SUPPORT

Resources, Counseling and Referral Services

Emergency: Call 911

Crime Reporting

CSU Police Department 216-687-2020, <https://www.csuohio.edu/police/police> Cleveland Police Department 216-623-5000

Cleveland State Anonymous Reporting Hotline 888-837-1824

Campus Resources

CSU Office for Institutional Equity 216-687-2223

CSU Office of Student Affairs 216-687-2048

CSU Ombudsperson, 216-687-3993

CSU Residence Hall Director

CSU Center for International Services & Programs 216-687-3910

CSU Viking Vets - The Veteran Student Success Program 216-687-2048

Cleveland Rape Crisis Center (located on campus in SC, 3rd Floor) 216-619-6192*

CSU Marejoyce Green Women's Center 216-687-4674

CSU Care manager (for students) (216)687-2048

Medical Assistance *denotes a confidential resource

CSU Health and Wellness Services 216-687-3649*

Cleveland Clinic Hospitals 888.223.CARE

University Hospitals 1-866-UH4-CARE; 1-866-844-2273

Metro Hospitals 800-554-5251 - 19 –

Counseling Services *denotes a confidential resource

CSU Counseling Center 216-687-2277*

CSU Employee Assistance Program (800) 227-6007*

CSU Health and Wellness Services 216-687-3649*

Cleveland Rape Crisis Center 216-619-6192*

Domestic Violence & Child Advocacy Center of Cleveland 216-229-2420 or 216-391-HELP for emergency assistance*

Other Resources

Legal Aid 216-687-1900

Witness/Victim Services Center 216-443-7345 Rape, Abuse & Incest National Network (RAINN) 1-800-656-HOPE; 1-800-656-4673

Centers for Disease Control and Prevention-Sexual Violence 800-232-4636

National Institute on Drug Abuse Hotline 1-800-662-HELP***denotes a confidential resource**

APPENDIX I
SCHOOL OF NURSING POLICIES AND PROCEDURES



School of Nursing

COLLEGE OF HEALTH

CSU Social Media Policy 2018

The CSU SON further upholds the standards for responsible and ethical use of social media by nurses. As a nursing student, you have a responsibility first and foremost to your patients and you must always ensure that anything you post or publish could never undermine your patient's treatment or privacy. The American Nurses Association has a list of principles for social media utilization that the CSU SON finds helpful in ensuring that the standards for responsible and ethical use of social media will be upheld. This is an expectation of all of our student nurses.

The following applies to nursing students as well:

ANA Social Media Principles:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, organizations, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should not bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities

ANA helpful hints for Social Media:

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
- Do not take photos or videos of patients on personal devices, including cell phones.

- Promptly report a breach of confidentiality or privacy. No photos or videos should be taken at any clinicals experience. In addition, the CSU SON requires that you do not take photos, videos or make copies of patient information, health information or charts on any personal devices, including cell phones.

The National Council of State Boards of Nursing (NCSBN) and the American Nurses Association (ANA) have both issued statements on this very serious and important issue. Students are encouraged to read the statements and scenarios regarding proper and improper use of social media that can be found on their respective websites (below) and follow them.

<https://www.ncsbn.org/video/social-media-guidelines-for-nurses>

https://www.ncsbn.org/public-files/NSNA_Social_Media_Recommendations.pdf



School of Nursing

COLLEGE OF HEALTH

SON POLICY FOR IMPAIRED STUDENTS

This policy supports the School of Nursing's legal and professional responsibility to maintain an environment that ensures the provision of high quality, safe nursing care. Student nurses must provide safe, effective, and supportive nursing care while as fully in control of their manual dexterity and skills, mental faculties, and judgment as possible. Lack of such control is generally referred to as impairment and may have many causes. This policy is designed to address only impairment which results from chemical abuse or dependence.

POLICY:

This policy is applicable to all students enrolled in the nursing major. Registered nurse students are subject to the rules and policies of their employers and the Ohio Board of Nursing.

Confidentiality regarding impairment will be maintained as much as legally possible. However, nursing faculty are required to report any registered nurse who is impaired or suspected of being impaired to Peer Assistance. After investigation, Peer Assistance may inform the Ohio Board of Nursing.

The following behaviors are to be used in evaluating a student who is suspected of being impaired. The behaviors include, but are not limited to, the following:

- Increased errors in charting (illogical entries, changes in handwriting, late entries of narcotics or drugs on client charts)
- Mental confusion; lack of logical thought; reduced mental alertness
- Deteriorating or fluctuating classroom or clinical performance
- Frequent mood swings/irritability
- Changes in strength or motor activity
- Unsteady gait; staggering gait
- Slurred speech
- Lethargy/sleepiness
- Frequent use of the bathroom
- Preference to work/eat alone
- Disheveled appearance; appearance or behavior inappropriate to the setting
- Bloodshot eyes

- Use of sunglasses all the time
- Constant use of mouthwash/breath mints
- Flushed face
- Pupillary changes-abnormal constriction or dilation
- Needle tracks or skin blisters
- Frequent disappearances during clinical
- Odor of alcohol

A faculty member or staff who observes a student with behaviors that are indicative of impairment must assume the student is incapable of participating in the classroom or on campus laboratory activities or providing safe, effective or supportive nursing care in the clinical setting, until proven otherwise. The faculty member has a responsibility to intervene as described below.

PROCEDURE:

A. SUSPECTED IMPAIRMENT WHEN IMMEDIATE ACTION IS INDICATED

1. If a student is impaired and the student's condition or behavior poses a danger to himself/herself or others and medical intervention is needed, the faculty member will dismiss the other students from the class, laboratory, or clinical setting and seek emergency medical attention for the student. The faculty member will file a report of the incident.
2. If the student is impaired and the student's condition or behavior requires immediate action because the student is vocal, disruptive, and/or threatening to others, the faculty member will dismiss the other students from the class, laboratory or clinical setting and try to calm the student. If the student cannot be calmed, the faculty member will call someone from the student's family or a friend to pick up the student. If the student's behavior is not controllable, CSU police or other security will be called to assist and will be responsible for determining how to manage the student.
3. As soon as possible after the incident, the faculty member will contact the Clinical Coordinator and the Undergraduate Program Director of the School of Nursing to inform them of the incident, the status of the student, and the evidence suggesting impairment. Based on this information, the Undergraduate Program Director may refer the case to the Director and Chief Nursing Administrator and the Dean.

B. SUSPECTED IMPAIRMENT OF A CONTINUING NATURE

1. If a faculty member suspects a student of misusing or abusing chemical substances, the faculty member must document the observed behavior and meet with the student to discuss concern.
2. The faculty member will review the documentation with the Clinical Coordinator and the Undergraduate program Director.
3. The student may be referred to the CareTeam or Counseling services for assistance.



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Policy N 1002

**CLEVELAND STATE UNIVERSITY
SCHOOL OF NURSING**

GENERAL ACADEMIC POLICIES AND PROCEDURES

TITLE OF POLICY: **Grade Appeal**

ORIGINAL DATE: April 25, 2019

LAST REVIEWED/REVISED: xxx

POLICY:

The grade appeals process is directed by a subcommittee of the Faculty/Student Affairs Committee. The purpose of the Subcommittee on Appeals is to provide a grade appeal system that affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned to other students. Additionally, a student may challenge the reduction of a grade for alleged scholastic dishonesty.

In essence, the grade appeals system is designed to protect students from grade assignments that are inconsistent with policy followed in assigning grades to others in the course.

A grade will not be raised because a faculty member graded tests very severely, providing the faculty member applied the same rigorous standards to all students. Nor will proof that a faculty member has been antagonistic toward the student be sufficient cause to raise a grade unless evidence exists that such antagonism did in fact result in a lower grade. The grounds for appeal are limited. If students are not certain whether there are grounds for appeal, the student should discuss the case with the Chair of the School of Nursing Faculty/Student Affairs Committee.

PROCEDURE:

The grade appeals procedure for Cleveland State University School of Nursing (CSUSON) requires that you resolve the dispute at the lowest possible level.

1. The student is required to talk to the faculty member within 5 business days of notification of the grade in question.
2. If the grade issue is not resolved after the first meeting, the faculty will assist the student to schedule a meeting with the next appropriate administrative representative (For example: the Undergraduate Program Director).
3. The student, faculty, and appropriate administrative representative or designee will meet within five business days. If the grade is still not resolved, the formal grade appeal process will begin by completing the Student Form

4. A formal appeal will be filed with the Chair of the CSUSON Faculty/Student Affairs Committee. The student must give notice that a plan to appeal the grade does not occur later than 10 days after the beginning of the semester following the semester in which the original grade was awarded. The student then has 10 days from the time the appeal notice is filed to prepare your appeal.

Procedure for Preparing a Written Appeal:

The outcome of a case depends on the quality of the written appeal. The following points should be presented in the appeal.

- a. First, state the basis for the appeal i.e., whether the student believes there was prejudice on the part of the faculty member, a mechanical error, or inconsistent grading practices. The appeal should be explicit. The appeals committee must know the grounds for appeal.
- b. Second, state the evidence in support of the appeal presenting only the facts.
- c. Physical evidence should be included, such as the student's personal records, or tests, papers, comparisons of the student's score and grade scores of other students and their grades.

Nursing School Grade Appeals Procedure

Prior to the Hearing:

1. When first approached by a student, the Chair of the CSUSON Faculty/Student Affairs Committee shall provide a copy of "Suggestions to students who are preparing a grade appeal at the CSUSON".
2. When the Chair of the CSUSON Faculty/Student Affairs Committee receives the student's written appeal, he/she contacts the Program Director where the grade was issued or his/her designated representative to determine whether the student has exhausted informal means of resolving the disagreement.
3. The Chair of the CSUSON Faculty/Student Affairs Committee shall provide the faculty member with a copy of the student's written statement, a copy of "Suggestions to Faculty who are party to a grade appeal" and request a statement in response. The faculty member shall furnish class records required to resolve the dispute along with his/her written response.
4. The Chair of the CSUSON Faculty/Student Affairs Committee shall contact the parties to the appeal and members of the grade appeal subcommittee to set a hearing date. All committee members should understand that grade appeals hearings are high-priority meetings. Any hearing held without a full committee as described below, may be challenged on the basis of procedural irregularity.
5. The Chair of the CSUSON Faculty/Student Affairs Committee shall furnish copies of the written statements to each committee member and involved parties within five day in advance of the hearing. These materials are confidential and must be treated as such. They can be distributed only to those committee members who will hear the appeal and copies must be returned to the Chair at the conclusion of the hearing.

Schedule of Events:

- a. The involved faculty member should be notified of the appeal on the date a written appeal from the student is received by the Chair of the CSUSON Faculty/Student Affairs Committee. The faculty member will complete the Faculty Form?).
- b. Written statements by the student and the faculty member should be distributed to the committee members and involved parties within a week of the receipt of the written appeal.
- c. The hearing will be held within two weeks of receipt of the written appeal.
- d. Members for the appeal will consist of 3 faculty and 3 students from the respective program. Faculty on APAS will not be on the grade appeal subcommittee.

- e. The procedure described in the School grade appeals hearing procedure shall be furnished to members of the committee and the involved parties within five days in advance of the hearing.

School Grade Appeals Hearing Procedure

(Proceeding in steps II-IV must be recorded on tape)

- I. **Closed Session.** Prior to the hour scheduled for the hearing, the committee shall meet in closed session to identify the issues in the case. Specific points that require clarification should be identified.
- II. **Statement by the Chair of the CSUSON Faculty/Student Affairs Committee.** The involved parties shall then be admitted to the hearing which will open with a statement by the Chair that describes the committee's understanding of the relevant issues and, where appropriate, those issues considered relevant. The Chair shall then ask the student and faculty member to identify and clarify issues that have been overlooked and/or justify consideration of issues the committee has identified as irrelevant.
NOTE 1: The Chair of the CSUSON Faculty/Student Affairs Committee may determine that it is most appropriate to interview the student and faculty member separately in which the individuals are invited into the meeting at different times over the course of the hearing.
NOTE 2: A student may bring a parent, advocate, witness etc. to the hearing only when a FERPA release has been established. The visitor is not permitted to speak on behalf of the student during the hearing, unless a question is directly asked by the Committee.
- III. **Open Questioning.** During this period the student, faculty member, and/or committee members may ask questions of either involved party and/or their witnesses.
- IV. **Summary Statements.** After questions have ceased, or when the Chair is satisfied that additional questions will not provide further clarification of issues, the student and faculty member will be given an opportunity to make summary statements. Such statements should be brief and in no case exceed 5 minutes.
- V. **Closed Hearing.** At this point, interested parties and witnesses shall be dismissed and committee members shall deliberate the outcome in a closed session.
- VI. **Balloting.** After deliberations a secret ballot shall be taken, including a rational statement for the vote, and the vote recorded. In the case of a tie Roberts Rules of Order will be followed.
- VII. **Reporting.** The Chair prepares a written statement of the committee decision (including the vote of the committee), the basis for the decision and the reasoning used by the committee shall be kept on file by the Chair. Copies of the report shall be sent to: the student, the faculty member, and the Director and Chief Nursing Administrator, Academic Affairs.

After the Hearing:

- 1. The Chair will notify the student and faculty of the committee decision via email within 2 business days.
- 2. The Chair shall collect all copies of the written statements from the committee.
- 3. The Chair shall retain the tape recording of the hearing, one copy of all written materials pertaining to the case, and the report of the committee decision for a period of at least one year.
- 4. The Chair shall submit a copy of the report of the committee decision to the Director and Chief Nursing Administrator.
- 5. A certified letter concerning the decision will be sent to the student including a statement of the rationale for the decision.
- 6. Higher appeal of the Subcommittee's recommendation may be made through the Director and Chief Nursing Administrator, Academic Affairs, whereby a recommendation is made to the University Admissions and Standards Committee of the Faculty Senate by the

college. The burden is on the student to prove that a computational error has been made or that non-uniform standards have been applied.



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Policy No. 1001

**CLEVELAND STATE UNIVERSITY
SCHOOL OF NURSING**

GENERAL ACADEMIC POLICIES AND PROCEDURES

TITLE OF POLICY: **Safety and Technical Standards**

ORIGINAL DATE: January 30, 2019

LAST REVIEWED/REVISED: April 19, 2019

POLICY: Safety and technical standards are a necessary element to the complex discipline of nursing, which all students must meet with or without reasonable accommodations. Students wishing to enter the Cleveland State University School of Nursing programs must demonstrate that they can meet these standards and continue to do so throughout their education program.

The School of Nursing curriculum, leading to the eligibility for licensure as a registered nurse or advanced nursing practice, requires students to engage in a wide variety of specific experiences to learn and practice essential nursing skills and functions. The established academic, Safety and Technical standards require that all students accepted in all Nursing Programs complete all aspects of the curriculum with or without an accommodation.

The Safety and Technical Standards outlined below (“Technical Standards”), in conjunction with established academic standards, are followed by the Nursing faculty to select applicants and retain students who possess the intelligence, integrity, physical, and personal as well as emotional qualities necessary to become an effective professional nurse. The faculty must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a professional nurse. These functions are essential to the successful completion of the requirements of the School of Nursing degree programs (BSN, MSN, DNP).

As outlined below, these functions comprise the “Technical Standards” performance requirements for students in the classroom, clinical, nursing resource laboratory or simulation settings.

ESSENTIAL SENSORY/OBSERVATION SKILLS

GENERAL: The student must make accurate and timely sensory observations and interpret them in the context of clinical/laboratory activities and patient care experiences. The student must document these observations accurately.

SPECIFIC:

- The student must integrate, analyze and synthesize sensory data (sight, touch, sound, smell) in a consistent, accurate and timely manner.
- The student must accurately interpret visual and graphic images, and digital and analog representations of physiologic phenomena.
- The student must observe the patient accurately, at a distance and close at hand, including through auditory auscultation and the patient's non-verbal communication, when interacting with real or simulated patients.
- The student must perceive the signs of disease and infection as manifested through physical examination, visual inspection, images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds, etc.).
- The student must immediately respond and react to information, instructions and requests from patients and others in the healthcare setting and information provided by patient monitoring equipment.

ESSENTIAL MOTOR SKILLS

GENERAL: The student must execute movements required to provide general care and treatment to patients in clinical and laboratory settings.

SPECIFIC:

- The student must employ and coordinate gross and fine motor skills and equilibrium for assessment and therapeutic procedures, such as inspection, palpation, percussion, auscultation, and other diagnostic maneuvers and procedures.
- The student must perform basic life support (including CPR), transfer and position patients, and position and re-position the student around patients.
- The student must safely operate equipment typically found in the health care environment (IV pumps, cardiac monitor, and electric and manual blood pressure equipment, etc.).
- The student must meet the physical and mental demands associated with extended periods of sitting, standing, moving, and physical exertion required for safe patient care.
- The student must participate in clinical and laboratory experiences for up to a 12-hour duration.
- Students must walk, twist, bend, stoop/squat, reach, kneel, and climb stairs.
- Students must lift and support at least 25 pounds of weight; move heavy objects up to 50 pounds; and physically apply up to 10 pounds of pressure to bleeding sites or while performing CPR.

ESSENTIAL COGNITIVE SKILLS

GENERAL: The student accurately measure, calculate, reason, prioritize, analyze, integrate,

synthesize information and act with integrity and judgment within time constraints unique to each setting.

SPECIFIC:

- The student must read and comprehend extensive written materials.
- The student must evaluate, apply information, engage in critical thinking and prioritize patient needs in the classroom, lab and clinical setting.
- The student must sustain attention and memory sufficient to maintain patient safety and deliver appropriate patient care.
- The student must utilize and incorporate information from teachers, peers, and literature into practice.
- The student must respond promptly, accurately and appropriately to urgent situations.

ESSENTIAL COMMUNICATION SKILLS

GENERAL: The student must communicate effectively and sensitively with other students, faculty, staff, patients, family and other professionals.

SPECIFIC:

- The student must express his or her ideas and feelings clearly and appropriately, professionally handle conveying information in highly emotional and difficult situations, and constructively give and receive feedback.
- The student must convey or exchange information at a proficiency level to obtain a health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment.
- The student must effectively communicate in English with the ability to retrieve information from various sources of literature and computerized data bases, and effectively share the information retrieved with others in the healthcare setting who need to know the information.
- The student must process and communicate information on the patient's status with accuracy in a timely manner to faculty and members of the health care team.

ESSENTIAL EMOTIONAL, INTUITIVE AND EMPATHIC QUALITIES

GENERAL: The student must possess the emotional, intuitive and empathic qualities required to exercise good judgment in the timely completion of all responsibilities attendant to the nursing care of patients and families.

SPECIFIC:

- The student must maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances, including highly stressful situations.
- The student must function effectively under stress and adapt to an environment that may change rapidly without warning and/or in unpredictable ways in both the classroom and clinical settings, including emergency situations.

- The student must adapt behavior, working and communication styles when the student's qualities interfere with productive individual or team relationships in diverse academic and clinical environments.
- The student must reflect and realize how their beliefs, values, and experiences affect their interactions and perceptions of those around them.
- The student must satisfy all requirements of the School of Nursing and in any health care agency's affiliation agreements with CSU, as well as any additional requirements of any clinical setting.

ESSENTIAL PROFESSIONAL CONDUCT

GENERAL: The student must possess the ability to reason morally and practice nursing in a professional and ethical manner.

SPECIFIC:

- The student must uphold professional nursing standards related to the student's scope of practice.
- The student must engage in patient care delivery in all settings and be able to deliver care to all patient populations.
- The student must maintain the legal and ethical elements of the practice of nursing and function within the guidelines established by the law; and consistent with the professions American Nurses Association (ANA) Scope & Standards of Practice and Code of Ethics for Nurses and Ohio Board of Nursing-Ohio Administrative Code 4723-4, Standards of Practice Relative to Registered Nurses or Licensed Practical Nurse.
- During classes and clinical and laboratory experiences, the student must not be under the influence of illegal drugs or prescription drugs without a prescription or when taken in a manner other than as prescribed to the student by a health care provider.

PROCEDURE

Initial Verification

1. Prior to admission to the School of Nursing, prospective students will be asked to complete, sign and date the Safety and Technical Standards Nursing Student Acknowledgement and Consent Form. This process does not preclude the student from being evaluated by CSU's Office of Disability Services and receiving appropriate and reasonable accommodations.
2. When faculty identify questions about whether a student meets these "Technical Standards" will be presented to the School of Nursing's respective Admissions, Progression and Academic Standing Committee for further assessment.

Annual Verification

1. Current students must continue to meet these Safety and Technical standards throughout the program. Students who are no longer able to meet these standards MUST notify their respective program director immediately or face dismissal from the nursing program.

Episodic Verification

1. If a student is injured, becomes ill, or encounters any situation that changes her/his ability to meet the "Technical Standards", the School of Nursing may request health care provider verification of the student's continued ability to meet the standards.
2. A copy of the "Safety and Technical Standards" form and a cover memo for the health care provider to verify that they student can meet the "Technical Standards" will be provided to the medical practitioner by the student.
3. The student will return the health care provider-completed and signed form to the School of Nursing Office.
4. The respective Program Director will review the verification and evaluate any request for academic adjustments and/or auxiliary aids and services to determine the adequacy of the supporting documentation and the reasonableness of the requested academic adjustments and/or auxiliary aids and services and then follow the same process as outlined for initial verification.
5. Until a final decision is made, a student whose ability to meet the "Technical Standards" is assessed under this process will not be allowed to participate in learning experiences in the clinical or laboratory settings.

Cleveland State University is an Affirmative Action/Equal Opportunity institution. No person shall be denied the opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, religion, sex, national origin, age, or disability.

Students should contact the [Office of Disability Services](#) located at Main Classroom 147, 1899 E. 22nd Street, Cleveland, Ohio or by telephone at 216.687.2015 if they have a question or concern about their ability to meet the "Technical Standards" with or without accommodations, or if they would like to arrange reasonable accommodations.



School of Nursing

COLLEGE OF HEALTH

CSU DRUG AND ALCOHOL POLICY

Cleveland State University is committed to a campus free of unlawful drug and alcohol use. The misuse of alcohol detracts from the mission of higher education and adversely affects the conduct, academic performance and health and safety of students. Alcohol on college campuses is a factor in 40 percent of all academic problems and 28 percent of all dropouts. The following is Cleveland State University's Drug Prevention Program which is being distributed to all CSU students and employees.

The Department of Student Life has established an alcohol review committee to review all requests by student organizations to have alcohol at special events. It works with student groups to develop risk management plans for these special events. Staff, faculty and student organizations have been trained in Alcohol Prevention Programs. Additionally, students who have been cited in violation of the Student Conduct Code with regards to alcohol are educated about drug/alcohol use and receive education as part of the sanctioning process.

Prohibitions

The unlawful possession, use, distribution, manufacture or dispensation of or providing funding for illicit drugs, controlled substances and alcohol or drug related paraphernalia by students and employees on University property or as part of University activities is prohibited. It is the policy of Cleveland State University to enforce all state laws governing underage drinking and illegal drug use. Students who violate the University's policies on alcohol and drug use are referred to the Office of Student Conduct. If the student is found in violation, disciplinary sanctions will be imposed.

Disciplinary Sanctions

Sanctions for violations of the above prohibitions will be imposed by the University in accordance with the appropriate University disciplinary procedures. Specifically, sanctions for employees may include one or more of the following: an oral or written reprimand from the employee's immediate supervisor or department head, a reduction in pay for a definite period of time, suspension with or without pay for a definite or indefinite period of time, participation in and satisfactory completion of a drug or alcohol rehabilitation program, restitution or payment for damages to property, and/or termination from employment. In addition to these sanctions, the University in appropriate cases may refer individuals to the appropriate jurisdiction for criminal prosecution.

Sanctions for Students may include one or more of the following

Expulsion (permanent separation from the University), Suspension from the University for a definite period, Removal from the Residence Hall, Official Reprimand or Restitution, Disciplinary Probation, Temporary or Permanent Loss of Privileges, or Community Service. Counseling, with the added stipulation of completing a drug or alcohol rehabilitation program, can also be applied as a sanction for violations as well as other sanctions provided for in the Student Conduct Code. In addition to sanctioning, the University police may refer individuals to the appropriate jurisdiction for criminal prosecution.



School of Nursing

COLLEGE OF HEALTH

Cleveland State University
Safe Campus

COVID-19 INFORMATION COVID-19 PROTOCOLS

Commented [DRB3]: Check if the information in this section is up-to-date and adjust protocols accordingly.

In preparation for the start of classes, we want to update you on our COVID-19 safety protocols for the fall semester. Given the effectiveness and widespread availability of vaccines and boosters and based on the latest guidelines from the Centers for Disease Control and Prevention (CDC), **effective Tuesday, August 9, masks will be optional on campus.**

We recognize and appreciate that some members of the community will choose to continue wearing a mask. That is consistent with CDC recommendations to wear a well-fitting mask indoors in public, regardless of vaccination status when levels are high. Free masks are available at the information desk in the Student Center. Do what is best for you while respecting the choices of others!

Please remember that **vaccination plus booster shots offer the absolute best protection** against serious illness, hospitalization and death from COVID-19. We continue to provide free vaccinations and boosters for students, faculty and staff at [CSU Health and Wellness Services](#) by appointment at the Center for Innovation in Medical Professions, Suite 205 (2112 Euclid Avenue). For other area locations offering free vaccines and booster shots, visit <https://www.vaccines.gov/>.

COVID-19 testing is also available by appointment at the Center. Call 216-687-3649 to schedule appointments for testing, vaccination and boosters. Please visit <https://www.csuohio.edu/safe-campus/covid-19-information-0> for COVID-19 updates.

We understand that some members of our community may be immunocompromised or unable to be vaccinated and may need to discuss learning or work-related accommodations. Students should contact the Office of Disability Services at ods@csuohio.edu or 216-687-2015 and [review this information](#). Faculty and staff should consult with their supervisor and Human Resources at hr@csuohio.edu or 216-687-3636.

We will continue to monitor and adapt our safety efforts based on guidance from the CDC and public health officials and keep you updated on any changes.

Thank you for helping keep our community safe. We look forward to seeing you back on campus!

Vaccination and Boosters Offer Best Protection

The science has never been clearer. Vaccination plus a booster shot offers the absolute best protection against serious illness, hospitalization or death from COVID-19. Vaccines and boosters are readily available.

CSU Health and Wellness Services continues to provide free vaccinations and booster shots for students, faculty and staff by appointment in Room 205 at the Center for Innovation in Medical Professions (2112 Euclid Avenue). Call 216-687-3649 to schedule.

If you have questions or concerns, contact your primary care physician and refer to the CDC website. Please note that when you arrive for your booster appointment, you must have your CDC COVID-19 vaccination record card with you, or the vaccine will not be administered. If your card is lost, please contact your vaccination provider directly to access your vaccination records prior to your appointment time.

COVID-19 Testing

Get tested if you are symptomatic or have been in close contact with someone who has tested positive. Testing is also available by appointment and free for all students, faculty and staff. We strongly encourage unvaccinated individuals to be tested regularly.

The testing center is located in room 205 of the CIMP Building by appointment only. Call 216-687-3649 to schedule. Results are available immediately. Testing is free and open to all members of the university community.

Tests are also available through the covidtests.gov website.

What to Do if You Test Positive

If you test positive for COVID-19, isolate and follow CDC guidelines. Stay home!

- **FOR STUDENTS:** Please email our CARE team and let your course instructors know that you will not be in classes. We have asked faculty to provide resources for you to keep up with your course work.
- **FOR FACULTY AND STAFF:** If you test positive, isolate and follow CDC guidelines. Please notify your supervisor and Human Resources at 216-687-3636. Faculty teaching courses should

also review the procedures, guidance and overview of available resources provided via Campusnet.

- Contact your medical provider.

What to Do if You're Not Feeling Well

If you're sick, stay home! The health and safety of you, your classmates, your colleagues and our entire community remains our top priority. If you are sick, please stay home and get better before returning to campus.

Building Improvements for Better Air Quality

We completed enhancements to our heating, ventilation and air conditioning (HVAC) systems in our residence halls, high-traffic buildings and major classroom buildings. These upgraded systems are designed to improve air quality and may provide additional protection from viruses like COVID and remove other contaminants.

Mental Health and Wellness Assistance

We understand that you may have concerns or anxiety about fully returning to the classroom or the workplace—please take care of your mental health! Help is available.

- **FOR STUDENTS:** If you wish to seek mental health support and assistance, it is available for you 24/7 through the [CSU Counseling Center](#).
- **FOR FACULTY AND STAFF:** Employees can get support through [Impact Solutions](#), our employee assistance program.

For updated information, please visit the safe campus site at

<https://www.csuohio.edu/safe-campus/covid-19-information-0>

MONKEYPOX

The viral disease **monkeypox** has been deemed a public health emergency by both the U.S. Department of Health and Human Services and the World Health Organization. The disease is a caused by the monkeypox virus, which is related to both smallpox and cowpox.

The first case of monkeypox in Cuyahoga County was diagnosed in July 2022. As of August 11, 2022, there were 18 reported cases in Cuyahoga County and a total of 75 cases reported in all of Ohio.

Commented [DRB4]: Check if the information in this section is up-to-date and adjust protocols accordingly.

Cleveland State University is continuing to monitor monkeypox and we remain steadfast with our enhanced cleaning and sanitizing procedures implemented during COVID-19 to protect the health and wellbeing of the campus community.

We encourage you to learn more about the symptoms of this disease, how it spreads and what to do if you or someone close to you is exposed to monkeypox.

Symptoms

People with monkeypox may experience flu-like symptoms—including fever, headache, fatigue, body aches and swelling of the lymph nodes. Other symptoms may be present.

The infection often comes with a rash and/or skin lesions on the body and face, though it can present in any localized area (hands, face, mouth, genitals).

Symptoms generally present within 1-2 weeks of exposure to the virus, though some may not exhibit symptoms until 3 weeks. The virus typically resolves itself within 2-4 weeks.

How It Spreads

The spread of monkeypox happens primarily through close contact between people, including through sexual relations and skin-to-skin contact. It also can be spread by respiratory droplets exchanged in face-to-face contact, including kissing. The virus also spreads through indirect contact (including towels and toiletries) that have been used by an infected person.

If You Have Symptoms

If you don't feel well, stay home.

If you are experiencing skin lesions, a rash or any of the other related symptoms above, contact your primary health care provider to verify that your symptoms are consistent with a monkeypox infection and if testing is necessary.

Until you have been checked out by a health-care provider, wear gloves and a mask and avoid close contact with anyone, including sex or other intimate forms of contact.

If you test positive for monkeypox, local public health officials will be in touch to advise you about the appropriate next steps, safety protocols and isolation.

If You Have Been Exposed

If you don't feel well, stay home. If you have had close contact with someone infected with monkeypox, contact your primary health care provider or local public health agency for evaluation.

If you are identified through contact tracing as having been exposed, local public health officials will be in touch to advise you about the appropriate next steps.

If you have been exposed, wear gloves and a mask around others and any of the avoid close contact described above. Contact your health care provider and schedule a visit to rule out possible infection.

For More Information

For more information, please visit: The CSU website at <https://www.csuohio.edu/safe-campus/monkeypox>

The U.S. Centers for Disease Control also offers a comprehensive website with additional information and updates on monkeypox. Please visit the [U.S. Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov/).

Thank you for helping keep our community safe. We look forward to seeing you back on campus!

APPENDIX II
SCHOOL OF NURSING FORMS



School of
Nursing
COLLEGE OF HEALTH

Acknowledgement Form for Nursing Students

By signing below, I (print name) _____, _____
 First, M.I., Last Student ID #
 acknowledge that I have reviewed the Cleveland State University School of Nursing Safety and
 Technical Standards Policy for each of the following essential functional areas. If I had sufficient
 education, I would be able to perform the essential functions, with or without accommodation aids
 and services.

(Check one box for each essential function)

Essential Function	Yes, without accommodation	Yes, with accommodation	No
1. Sensory/Observation Skills: The student must make accurate and timely sensory observations and interpret them in the context of clinical/laboratory activities and patient care experiences. The student must document these observations accurately.			
2. Essential motor skills: The student must execute movements required to provide general care and treatment to patients in clinical and laboratory settings.			
3. Essential cognitive skills: The student accurately measure, calculate, reason, prioritize, analyze, integrate, synthesize information and act with integrity and judgment within time constraints unique to each setting.			
4. Essential communication skills: The student must communicate effectively and sensitively with other students, faculty, staff, patients, family and other professionals.			

5. Essential emotional, intuitive and empathic skills: The student must possess the emotional, intuitive and empathic qualities required to exercise good judgment in the timely completion of all responsibilities attendant to the nursing care of patients and families.			
6. Essential professional conduct: The student must possess the ability to reason morally and practice nursing in a professional and ethical manner.			
Use this space for explanation should you so desire.			

As noted in the school Policy, forms will be reviewed by the School of Nursing Office to assure that students may be safely placed in clinical courses. Cleveland State University is an Affirmative Action/Equal Opportunity institution. No person shall be denied the opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, religion, sex, national origin, age, or disability.

Students should contact the [Office of Disability Services](#) located at Main Classroom 147, 1899 E. 22nd Street, Cleveland, Ohio or by telephone at 216.687.2015 if they have a question or concern about their ability to meet the “Technical Standards” with or without accommodations, or if they would like to arrange reasonable accommodations.

I certify that the information submitted in this document is complete and correct to the best of my knowledge. I understand that submission of false or incorrect information may cause dismissal from the university and/or the school of nursing.

I understand that if my status changes at any time while I am enrolled in a nursing program, I must notify the School of Nursing Office immediately for re-evaluation or face dismissal from the nursing program.

Applicant’s Signature Printed Name Date

Parent’s Signature (if minor) Printed Name Date

Witness’s Signature Printed Name Date

****A witness may be a health care provider, parent, student, faculty, or family member.**



School of Nursing

COLLEGE OF HEALTH

MEMORANDUM OF UNDERSTANDING

My signature on this form affirms that I have read the RN-to-BSN Student Handbook and I agree to abide by the policies contained therein.

I understand that changes or updates to this handbook could occur while I am progressing in the nursing program, and I will be held responsible for adhering to the policies, procedures and standards contained in the most current handbook.

I understand that this signed statement is a requirement for continuation in the nursing program and that it will be filed in my academic record. I understand that the faculty of the School of Nursing reserve the right to make and implement changes in these rules, regulations, and guidelines with notice as needed. I agree to abide by these changes.

After signing below, return this form to the School of Nursing office by the start of your first nursing class, via email to j.matthews46@csuohio.edu or VIA US MAIL to:

Cleveland State University School of Nursing
Cleveland State University
College of Health
2121 Euclid Avenue
IM 307
Cleveland, Ohio, 44115

Student's Signature

Date

Printed Name

A copy of the *Handbook* may be found on our website at <http://www.csuohio.edu/nursing>



School of Nursing

COLLEGE OF HEALTH

INFORMED CONSENT

I understand that the CSU SON must share personal information that I have provided via the forms in the required Program and Health Packet to clinical agencies to be placed in capstone courses and provide informed consent for sharing this information.

I have read the information provided relative to “Potential Risk for Discomfort or Injury” and understand the nature and purposes of the required learning experiences. I understand that I have a responsibility to exercise judgment in the practice of these various learning experiences to protect myself from risk of injury or discomfort.

I understand that when I am engaging in learning experiences in a clinical or community setting (i.e. hospitals, client’s homes, residential facility, ambulatory health clinic, etc.) there is a potential for risk of injury or discomfort related to the presence of hazards to me or an unborn fetus if pregnant (i.e. drugs, bacteria, viruses, radiation, machines, physical force, and accidents).

I hereby consent to participate in the required learning experiences and will not hold Cleveland State University or its agents responsible for any injury that occurs to me during these experiences.

A nursing student’s inability to complete direct patient care assignments and meet course learning objectives or required clinical hours established in the program plan with the Ohio Board of Nursing may impact their progression in the major or graduate on schedule.

After signing below, return this form to the School of Nursing office via email to j.matthews46@csuohio.edu or via US MAIL by the start of your first nursing class to:

Cleveland State University School of Nursing
Cleveland State University
College of Health
2121 Euclid Avenue
IM 307
Cleveland, Ohio, 44115

Student’s Signature

Date

Name

Printed



School of Nursing

COLLEGE OF HEALTH

Media Release and Copyright Permission

I hereby grant permission to Cleveland State University and its representatives the right to produce, use, transmit, place online and reproduce any photograph, video recording, and/or audio record taken of me during my tenure as a student at Cleveland State University in the School of Nursing or while participating in any activities related to or sponsored by Cleveland State University and/or the School of Nursing.

I understand that I am granting permission to Cleveland State University the right to produce, use, transmit, place online, or reproduce the above-mentioned item(s) for instructional or research purposes, for exhibition, display, illustration, advertising or promotional reasons, or any other purposes which may benefit the University or the School of Nursing to further its educational and service missions. Hereafter, Cleveland State University will retain all proprietary and copyrights in the abovementioned material and any component thereof.

Please indicate whether you have any objection to the use of your name in connection with the above-mentioned items.

Yes No

Please Check One

I am of legal age

I am not of legal age, but the signature of my parent or guardian acting on my behalf appears below.

After signing below, return this form to the School of Nursing office via email to j.matthews46@csuohio.edu or via US MAIL by the start of your first nursing class to

Cleveland State University School of Nursing
Cleveland State University
College of Health
2121 Euclid Avenue
IM 307
Cleveland, Ohio, 44115

Student's Signature

Date

Signature of parent or guardian if not legal age

Date

Address

Date



School of
Nursing

COLLEGE OF HEALTH

**Cleveland State University
School of Nursing**

Documentation of Student Behavior Requiring Progressive Intervention

Student Counseled: _____

Date of Counseling: _____

Description of Incident/Situation:

Level of progressive intervention required:

Coaching _____

Reprimand _____

Suspension _____

Dismissal _____

Corrective Action proposed and Implementation Plan:

Instructor Signature _____ **Date** _____

Student Signature _____ **Date** _____



School of
Nursing

COLLEGE OF HEALTH

SON POLICY FOR IMPAIRED STUDENTS

This policy supports the School of Nursing's legal and professional responsibility to maintain an environment that ensures the provision of high quality, safe nursing care. Student nurses must provide safe, effective, and supportive nursing care while as fully in control of their manual dexterity and skills, mental faculties, and judgment as possible. Lack of such control is generally referred to as impairment and may have many causes. This policy is designed to address only impairment which results from chemical abuse or dependence.

POLICY:

This policy is applicable to all students enrolled in the nursing major. Registered nurse students are subject to the rules and policies of their employers and the Ohio Board of Nursing.

Confidentiality regarding impairment will be maintained as much as legally possible. However, nursing faculty are required to report any registered nurse who is impaired or suspected of being impaired to Peer Assistance. After investigation, Peer Assistance may inform the Ohio Board of Nursing.

The following behaviors are to be used in evaluating a student who is suspected of being impaired. The behaviors include, but are not limited to, the following:

- Increased errors in charting (illogical entries, changes in handwriting, late entries of narcotics or drugs on client charts)
- Mental confusion; lack of logical thought; reduced mental alertness
- Deteriorating or fluctuating classroom or clinical performance
- Frequent mood swings/irritability
- Changes in strength or motor activity
- Unsteady gait; staggering gait
- Slurred speech
- Lethargy/sleepiness
- Frequent use of the bathroom
- Preference to work/eat alone
- Disheveled appearance; appearance or behavior inappropriate to the setting
- Bloodshot eyes
- Use of sunglasses all the time
- Constant use of mouthwash/breath mints
- Flushed face
- Pupillary changes-abnormal constriction or dilation
- Needle tracks or skin blisters
- Frequent disappearances during clinical
- Odor of alcohol

A faculty member or staff who observes a student with behaviors that are indicative of impairment

must assume the student is incapable of participating in the classroom or on campus laboratory activities or providing safe, effective or supportive nursing care in the clinical setting, until proven otherwise. The faculty member has a responsibility to intervene as described below.

PROCEDURE:

A. SUSPECTED IMPAIRMENT WHEN IMMEDIATE ACTION IS INDICATED

1. If a student is impaired and the student's condition or behavior poses a danger to himself/herself or others and medical intervention is needed, the faculty member will dismiss the other students from the class, laboratory, or clinical setting and seek emergency medical attention for the student. The faculty member will file a report of the incident.
2. If the student is impaired and the student's condition or behavior requires immediate action because the student is vocal, disruptive, and/or threatening to others, the faculty member will dismiss the other students from the class, laboratory or clinical setting and try to calm the student. If the student cannot be calmed, the faculty member will call someone from the student's family or a friend to pick up the student. If the student's behavior is not controllable, CSU police or other security will be called to assist and will be responsible for determining how to manage the student.
3. As soon as possible after the incident, the faculty member will contact the Clinical Coordinator and the Undergraduate Program Director of the School of Nursing to inform them of the incident, the status of the student, and the evidence suggesting impairment. Based on this information, the Undergraduate Program Director may refer the case to the Director and Chief Nursing Administrator, and the Dean.

B. SUSPECTED IMPAIRMENT OF A CONTINUING NATURE

- 1.If a faculty member suspects a student of misusing or abusing chemical substances, the faculty member must document the observed behavior and meet with the student to discuss concern.
- 2.The faculty member will review the documentation with the Clinical Coordinator and the Undergraduate program Director.
- 3.The student may be referred to the CareTeam or Counseling services for assistance.



FERPA RELEASE FORM

Picture ID is required with this form.

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their educational record. While parents/guardians/spouses/ and others may have an interest in the student's record, access to or release of the educational record is only by written student consent. Students may choose to complete and submit this "FERPA Release Form" to Campus411 All-in-1 to allow access or release of their educational record.

STUDENT INFORMATION		
Last Name	First Name	Student ID #
Contact Phone #	Email Address	

GRANT INFORMATION ACCESS TO:		
Name	Relationship	SSN or Driver's License #
Name	Relationship	SSN or Driver's License #

INDICATE THE TYPE OF INFORMATION TO BE RELEASED BY CLEARLY INITIALING:		
INITIALS	RECORD TYPE	*COMMENTS
	All Records	
	Student Records	
	Financial Aid	
	Student Account	
	Other *	
	Cancel All	

Security Questions: Please provide answers to at least 3 of the following	
Your city of birth.	
Your high school mascot	
Name of your first car.	
Your father's middle name.	
Your first childhood friend.	

I hereby grant permission to the officials of Cleveland State University to provide copies of written records, permit inspection and review the contents of my education records, and/or to discuss my academic performance as identified above.

STUDENT SIGNATURE _____ DATE: _____

* Students will not be denied any educational services by refusing to provide consent



School of Nursing

COLLEGE OF HEALTH

IMPAIRMENT DOCUMENTATION RECORD

For the Faculty who observed the behavior:

The behavior observed took place in (check appropriate area) and falls under the list of indicators contained in this document.

- a. __ Classroom
b. __ Nursing Resources Laboratory
c. __ Clinical agency

For the student:

- __ I have read the attached policy.
__ I have met with the faculty member, Clinical Coordinator, and the Undergraduate Program Director.
__ I have received documentation of the inappropriate behavior.

CSU School of Nursing Recommendation

Two horizontal lines for recommendation text.

__ I agree to comply with the recommendation.

__ I do agree with the recommendation.

Student's name printed

Student's signature

Date

Faculty's signature

Date

