Bachelor of Science in Nursing

Student Handbook
2016-2017
Creighton UNIVERSITY
Bachelor of Science in Nursing Student Handbook
2016-2017

The University reserves the right to change and to make exceptions to the provisions of this Handbook at any time and to apply any change or to make an exception applicable to any student without regard to date of admission application or date of enrollment. This handbook is neither a contract nor an offer to enter into a contract. As a student in the Bachelor of Science in Nursing Program at Creighton University, you are responsible for being familiar with policies and procedures of the University and College of Nursing. This student handbook supersedes previous editions, and expands upon and provides specific information supplemental to that in the Creighton University Undergraduate Catalog. Please refer to the Catalog for all general information regarding Creighton University.

The Catalog is available from the College of Nursing Student Affairs office and on the Web at http://www.creighton.edu/registrar/bulletins/undergraduateissue/index.php.

Bachelor’s students also abide by the policies in the Creighton University Student Handbook, which is available at: http://www.creighton.edu/studentservices/centerforstudentintegrity/.

An electronic version of this handbook is available on the College of Nursing Student Affairs BlueLine site. In the event of difference between a printed edition and the current online edition, the online edition will supersede the printed edition.

Creighton University College of Nursing offers both undergraduate and graduate nursing education. The College of Nursing was accredited by the National League for Nursing (NLN) from 1964 until 2001, and the graduate program held NLN accreditation from 1985 until 2001. In 2001, the College of Nursing's undergraduate and graduate programs received accreditation from the Commission on Collegiate Nursing Education.

In November 2011, the Commission on Collegiate Nursing Education (CCNE) Board of Commissioners granted accreditation for the BSN and MSN programs for the period of 10 years. The DNP program was granted initial accreditation for the term of 5 years, which is the maximum number of years for a new program. The Board determined that the three programs met all four accreditation standards and that there are no compliance concerns. The accreditation actions are effective April 11, 2011, the first day of the CCNE on-site evaluation. The BSN and MSN programs next on-site evaluation is spring of 2021, and the DNP program is spring of 2026.

Revised for Fall 2016

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1.0 Non-Discrimination Policy

It is the admission policy of Creighton University to accept qualified students within the limits of its resources and facilities. Creighton admits qualified students and hires qualified employees without regard to race, color, national or ethnic origin, handicap, sex, religion, or status as a disabled veteran or veteran of the Vietnam era. Its education and employment policies, scholarship and loan programs, and other programs and activities, are administered without any such discrimination. The University’s Office of Equity and Inclusion has been delegated the responsibility for coordination of the University’s Equal Rights efforts.
## 2.0 Creighton University College of Nursing Administration

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3.0 Overview and Identity

3.1 Mission Statement

Creighton University College of Nursing offers value-centered educational programs that provide opportunities and guidance for students to develop their intellectual, spiritual and physical potential and to master the knowledge and skills necessary for competent practice at an entry professional, advanced generalist, or advanced specialty level. These programs are designed to prepare nurses whose role is to provide comfort and dignity in life and death and to promote, maintain, or restore health, not as an end in itself but as a means to life that is meaningful and manageable.

This mission is in concert with the Jesuit values mission statement of the University. A learning environment is fostered where students are assisted toward maturity as members of the human community and the nursing profession, capable of critical and creative thinking, thoughtful reflection on ethical and moral responsibilities, and the development of new solutions that foster social justice.

The faculty is responsible for curricula that address the comprehensive health needs of individuals, families, and populations. The baccalaureate program prepares generalists for first level professional positions and provides a foundation for graduate study in nursing. The master’s program prepares clinicians who are capable of advanced generalist practice, such as clinical nurse leaders, or advanced specialty practice, such as nurse practitioners or clinical nurse specialists. The doctoral program prepares nursing leaders who are capable of improving health care through advanced specialty practice and selectively contributing to the development of nursing practice, theory, and science; collaborating with scholars from other disciplines in the application of evidence-based research findings; and designing, managing, and evaluating clinical practices and organizational systems.

Research is perceived as integral to the faculty role for the purpose of generating new knowledge, translating research findings and evidence into practice, and ultimately improving the quality of nursing care, education, and management. Commitment to nursing research is demonstrated through a structure that provides opportunities for both collaborative and interdisciplinary research activities.

The faculty regards service to the community as a responsibility that is demonstrated through active participation in a variety of professional endeavors at the local, state, and national levels. Faculty, serving as role models for future nurses, actively participates in professional and community organizations in order to provide direction for the nursing profession and health related agencies. This participation is particularly intended to exemplify the belief that access to quality health care should be available to all people.

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1 Revised February, 2007
3.2 History

"The Creighton University College of Nursing came into being by an agreement between Creighton Memorial St. Joseph’s Hospital and Creighton University in 1928 for the purpose of improving the quality of nursing education." (Vossen, 1991, p. 29). With the help of Fr. Gerald Fitzgibbon, S.J., and Fr. William F. Kelley, S.J. in 1955, Dorothy Vossen headed the newly established Department of Nursing, which offered a four-year baccalaureate degree.

Creighton University College of Nursing (CUCON) is accredited by the Commission on Collegiate Nursing Education (CCNE) and is one of ten schools of nursing in Nebraska offering a baccalaureate degree as basic educational preparation for practice as a registered nurse (RN). Creighton University College of Nursing was granted full ten-year accreditation (October, 2001 – December, 2011) from the Commission on Collegiate Nursing Education (CCNE), which is affiliated with the American Association of Colleges of Nursing (AACN). CUCON offers three undergraduate curricula: Traditional, Accelerated (ANC) and RN to BSN, leading to the Bachelor of Science in Nursing (BSN) degree. Graduate curricula include a Master of Science in Nursing (MSN) degree, and Doctorate of Nursing Practice (DNP) degree.

The College of Nursing has experienced consistent growth and progress while maintaining a creative and competitive edge in the profession of nursing. The first class of students in the Accelerated Curriculum was admitted in May, 1975. Creighton University was one of two Jesuit universities to offer such a program offering a BSN degree to college graduates in one calendar year. The Accelerated Nursing Curriculum (ANC) expanded to the Hastings, NE Campus in August 2001 and has a cooperative venture with Hastings College.

The College of Nursing was one of the first to offer a continuing education program, a curriculum focused on primary nursing and a computerized artificial intelligence system to address patient care questions. The 1977 COMMES (Creighton On-Line Multiple Modular Expert System) served as a predecessor to current computerized relational databases.

The Nursing major in the Master of Science degree program was initiated in 1980 under the direction of Laura MacLachlan, EdD, RN, Associate Dean of Nursing. The program admitted its first students in Fall 1981 and provided an innovative means for working nurses to obtain a master’s degree. Originally, the curriculum provided a single broad clinical focus (family nurse clinician) and a choice of two role options (nurse educator or nurse manager). The gerontological nursing focus was added in 1984 in response to a national call for preparation of nurses in advanced roles to meet the needs of the rapidly growing population of elders. In 1987, following a needs assessment of nurses in the local and surrounding area, planning was initiated to add a clinical focus in adult health nursing and role courses in case management. Upon further discussion, it was decided that the appropriate role focus was that of clinical nurse specialist with competencies and experiences in case management. The clinical specialist student had opportunities to specialize in the areas of cardiac health, behavioral health, community health, and gerontology. In 1997-98 the nurse practitioner role option was added. Initially, students had the option to prepare as a family nurse or adult nurse practitioner. In 2000, the College added a neonatal nurse practitioner option in response to the nationwide growing need for that role. The growing need for nursing faculty has led the graduate program to reinstate a nurse educator option as a combined option for the nurse practitioner or clinical nurse specialist student. Originally offered on weekends and evenings, graduate classes now meet one day a week for most courses. Web-based options are increasing.
In 1985 Creighton University College of Nursing was invited to develop an off-campus BSN Program in the rural community of Hastings, Nebraska. The Mary Lanning Healthcare selected Creighton University College of Nursing to replace its diploma school that was to be closed and did close in June, 1988. This NLN accredited diploma program had been in existence since 1915. Creighton University officially opened a nursing school campus in Hastings (NE) on the Mary Lanning Healthcare Campus in 1986. Implementation of the baccalaureate program at Hastings was achieved by using a combination of courses available at Hastings College and all of the Creighton University nursing courses. From 1985 to 2014, both the four year traditional and ANC were offered at Hastings campus. In 2014, the CON suspended admission into the four year traditional program at the Hastings campus. In 2016, a collaborative agreement between Hastings College and CUCON began in the form of a 3+1 degree. Students enrolled in this curriculum earn a 3-year degree from Hastings College during which all core requirements and pre-requisites to the ANC are completed. Pending meeting all conditions of enrollment, students then enroll in the ANC and receive the one year ANC degree from CU.

The RN to BSN curriculum was reconfigured in 1997 and was designed specifically for registered nurses holding an associate degree or diploma as their highest nursing credential. Classes met every other Thursday alternating between on campus and distance learning formats. Students completed the nursing requirements for the BSN in three semesters of full-time study. The RN to BSN curriculum was offered both in Omaha and Hastings. In 2007, the RN to BSN completion education curriculum evolved to online nursing education with a web-based focus. In 2011, the College of Nursing decided to temporarily discontinue the RN to BSN program. Beginning in Fall 2016, the RN to BSN program will again be offered featuring an emphasis on outcomes management and care coordination. Additionally, in Fall 2016, the CON began offering an outcomes management and care coordination leadership certificate.

As changes to the Masters of Science degree began, an advanced generalist option called the Clinical Nurse Leader (CNL) was first offered in the fall of 2007.

Faculty approved the change to a Master of Science in Nursing degree (MSN) in October, 2008 which would continue to be awarded by the Graduate School, but administered by the College of Nursing. Prior to this change, the Master’s of Science (MS) degree program in nursing was administered by the Dean of the Graduate School and the Graduate Board. Students completing their graduate education in nursing at Creighton University received a Master of Science degree with a major in nursing.

In October, 2008, Creighton University College of Nursing was approved by the Higher Learning Commission to offer a program of study in nursing leading to the degree of Doctor of Nursing Practice (DNP) with specialty tracks in Advanced Practice Nursing (APN), Advanced Public Health and Global Health Nursing, and Clinical Systems Administration (CSA). The DNP program provides graduate education in a learning environment where ethical leadership, creative problem resolution, service to patients and communities, inter-professional teamwork, appreciation of diversity, and commitment to performance excellence are the hallmarks. In offering the DNP degree, the College of Nursing is dedicated to preparing nurses with advanced knowledge and skills to respond to challenges in the health care system and assume leadership in managing quality, accessible, and cost-effective care.

In 2013, the School of Nursing officially changed its name to the College of Nursing to conform to the Creighton University Statutes, which state that academic units admitting students directly from secondary schools "shall be called colleges."
3.3 Goals
1. Support development of caring professionals who are culturally sensitive and who respect the uniqueness and dignity of the client.
2. Provide a value-centered educational environment conducive to meeting learning needs of diverse student populations.
3. Promote critical thinking, professional competence, and accountability for the management of care to improve health outcomes.
4. Foster a professional commitment for life-long learning and scientifically based practice.
5. Promote a disposition toward service to others and engaged civic responsibility
6. Support ability to communicate professionally and therapeutically using diverse modalities.

3.4 Philosophy
The College of Nursing seeks to exemplify the mission of Creighton University, which is focused upon people as unique individuals having potential to seek the truths and values essential to human life. A Christian learning environment in which students are assisted toward maturity as members of the human community and as scholars is fostered. In light of this Mission, and the statement of Goals and Common Objectives in the Health Sciences, the College of Nursing endorses the following statements addressing people, health, environment, learning, and nursing.

A. People
Each person is a unique individual made in God's image and endowed with freedom of choice, dignity, and intrinsic worth. Intellectual capability enables the person to reflect, consider, analyze, judge, and communicate. Affective abilities enhance communication through the formation of affectional bonds with the result that life is conducted in a caring, concerned way.

Individuals are creative and strive for biological, psychological, social, and spiritual integration and well being. Individual behavior is motivated by unique perceptions, needs, and goals resulting in a complex set of behaviors related to the potential for growth. A person can best be understood in the context of genetic, historic and situational influences within a society and culture. People include individuals, families, groups, and communities organized through mutual interests and directed to the achievement of common goals. Each person has a responsibility to contribute to the well being of others.

B. Health
Health is defined as a dynamic multidimensional state that implies interaction with the environment. Each person perceives health differently. Nurses recognize these individual perspectives and respect their influence on health decisions. The promotion of healthy lifestyles presents nurses with challenges and opportunities to address the self-care needs of clients. Health is influenced by optimal use of one's resources to achieve maximum potential for daily living. Opportunities to optimize health potential should be available to all.

C. Environment
Environment is defined as the circumstances, conditions, and factors that affect the existence and development of an individual, group or community. A continuous, reciprocal relationship exists between the individual and the internal and external environments. The internal environment

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2 Accepted October 2, 1997; Revised May, 2000
includes physiological, psychological, emotional, intellectual, and spiritual components. The external environment includes physical, societal, and cultural components. These environmental components also exist within, and influence, families, groups, and communities.

D. Learning

Learning is an active, life-long internal process based on need, motivation, and opportunity. Learning is demonstrated by cognitive, affective, and psychomotor changes. Motivation is enhanced when goals are mutually established and when individual cognitive styles are understood and addressed. Learning is fostered by organized instruction and role modeling followed by opportunity for application, evaluation, and feedback. The learning climate fosters ongoing scholarly activities and provides an environment where students and faculty are encouraged to discover and develop their potential. Experiences that promote critical thinking are provided. Critical thinking provides the foundation for making personal, clinical, and other professional decisions. Critical thinking is used in understanding, investigating, and synthesizing the implications of social, professional, and health care issues. Formal education in this College of Nursing provides a foundation for beginning and advanced practice that focuses on care management and health outcomes.

E. Nursing

The focus of nursing is to promote, maintain, or restore health and provide comfort and dignity in life and death. The roles appropriate for the practice of nursing are interdisciplinary, multidimensional, and interrelated. These roles include but are not limited to: care provider, care manager, critical thinker, communicator, change agent, and educator. The discipline of nursing embodies a knowledge base that is evolving. Professional nursing contributes to and uses professional, legal, and ethical standards of practice. Emerging patterns of care and roles in nursing develop as research is conducted, disseminated, and fully integrated within all practice settings.

3.5 Organizing Framework

The curriculum of the College of Nursing is developed within an organizing framework (see Figure 1) that exemplifies the faculty’s beliefs related to professional nursing. The organizing framework is intended to assist the faculty in structuring the curriculum and to assist students in developing a systematic method to guide their professional growth both in the immediate and distant future.

The faculty believes that the major concepts essential to professional nursing practice are those that relate to people, health, environment, learning, and nursing.

The faculty believes the nurse must also possess specific knowledge of and the ability to critically think about factors that influence a person’s positive interaction with the environment. These factors are: communication, health states, care management, and personal and professional development.

The preceding factors are organized into vertical and horizontal strands. A vertical strand gains both depth and breadth in its application to nursing as the student progresses in the program. Theories and principles are added as the complexity of nursing interventions increases. A horizontal strand offers all elements in its initial introduction and gains breadth in its application in various settings. According to these definitions, critical thinking is accepted as a horizontal strand whereas communication, health

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3 Approved: August 16, 1996; Revised: May 2000; Reviewed: November 19, 2004
states, care management, and personal and professional development are classified as vertical strands. Program objectives reflect the philosophy and the organizing framework. The program objectives guide course development and the selection of learning experiences.

A. Communication
Communication is a process that is dynamic, complex, irreversible, and inevitable. Communication involves a sender, a receiver, and a message. The process of communication involves integration of meaning, which occurs in a cultural, developmental, and environmental context. In professional nursing there are two significant goal-directed communication processes: therapeutic and professional. Therapeutic communication includes relationship building, helping skills, and education. Professional communication includes both intra/interdisciplinary communication such as collaboration, consultation, coordination, documentation, advocacy, conflict resolution, evaluation, assertiveness, and scholarly communication.

B. Care Management
Care management is a client-centered and intra-and interdisciplinary process to enhance health states, functional abilities, and quality of life for individuals, families, and populations. The foci of nursing care management are to assess health states and plan, provide, negotiate, coordinate, and evaluate options and services to achieve quality, cost-effective outcomes. The care management process occurs in a climate of partnership with individuals, families, groups, communities, providers, and payers. In this partnership, nurses as care managers, serve as change agents and advocates for outcomes improvement by seeking solutions that empower clients to promote, protect, restore, and maintain health.

- **Health Promotion**
  Proactive strategies that optimize physical, social, and emotional health and well-being of individuals, families, and communities. Health promotion activities enhance the quality of life throughout the lifespan and are initiated at both personal and public levels.

- **Health Protection**
  Strategies to safeguard physical, social, and emotional health and well-being of individuals, families, and communities from specific and identified potential risks. Health protection activities are enacted at both the personal and public levels.

- **Health Restoration**
  Diagnosis and interventions directed to returning individuals, families, and communities to a pre-acute illness or pre-crisis state and/or optimal level of functioning. Health restoration activities are targeted to early identification and timely management of existing health alterations with the goal of restoring the individuals, families, and communities to an optimal level of function.

- **Health Maintenance**
  Comprehensive, coordinated interventions to support optimal levels of functioning and quality of life in populations who require ongoing surveillance.

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4 Accepted by Care Management Teams: February 3, 1998; Revised: March 20, 1998; October 4, 2004
• **Disease Management**
  A model to manage the care of individuals and/or populations experiencing disease. Emphasis is placed on understanding the natural course of a disease in order to coordinate comprehensive interventions designed to protect, restore, and maintain health.

• **Episodic Health Alteration**
  An alteration in health lasting a discrete period of time, during which individuals are consistently within the symptomatic range to meet diagnostic criteria of a particular illness or syndrome.

• **Chronic Health Alteration**
  A constant and prolonged alteration in health that shows variability in the presence and severity of symptoms and level of functioning.

• **Vulnerable Populations**
  Designates groups of people who are in a state of defenselessness, fragility, risk, or susceptibility to illness or injury. Vulnerability stems from variables or risk factors which increase the probability of developing disease, injury, or a lower level of functioning. The risk factors may be biological, behavioral, sociocultural, economic, and/or environmental in nature.

• **Outcomes**
  Measurable changes in health states of individuals, families, communities, and populations as a result of the care management process. Outcomes can be described both quantitatively and qualitatively.

• **Social Justice**
  As faculty and students in a Jesuit University College of Nursing, we are taught to put our faith and teaching into practice in everyday life. This calls us to awareness of problems of poverty and discrimination and commits us to educate others and advocate for the health and well-being of those clients and communities who cannot do so for themselves. Social Justice includes direct efforts on behalf of individuals and communities in need and/or provision of non-violent witness against threats to peace and justice.

C. **Health States**
  Health is a multidimensional dynamic state that contributes to and is influenced by the full range of life experiences. The framework for studying the wide range of health states is based upon knowledge from nursing and other disciplines. The factors that influence health states are also studied in this framework with the goals of thinking creatively about and investigating ways in which the nurse can positively influence health states of people.

D. **Personal and Professional Development**
  Development is a lifelong process by which a person’s potential is challenged. Activities, often referred to as developmental tasks, ordinarily arise at certain times in the lifespan and impact health. Successful achievement of these developmental tasks facilitates subsequent growth. Self-awareness, values consciousness, and accountability are critical to the process of professional development. Personal growth enhances the nurse’s ability to provide professional nursing care.
E. Critical Thinking

Critical thinking is the process of purposeful, self-regulatory judgment that includes the cognitive skills of interpretation, analysis, evaluation, inference, explanation, and self regulation.²

3.6 Figure 1: College of Nursing Organizing Framework Chart

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4.0 Bachelor of Science in Nursing Program Description

The College of Nursing offers three curricula for undergraduate study leading to a Bachelor of Science in Nursing (BSN) degree: the Traditional curriculum for qualified high school graduates and college transfer students, the Accelerated Nursing curriculum (ANC) for qualified persons with non-nursing baccalaureate or higher degrees. The College of Nursing provides opportunities and guidance for students to master the knowledge and skills necessary to become competent professional nurses and to develop their individual intellectual, spiritual, and physical potential. Qualities considered highly desirable for nursing are critical thinking skills; sensitivity to feelings, responses, and needs of others;

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professional communication skills; integrity and a developed sense of values. The College believes that understanding and managing the care of clients can only be achieved by balancing the knowledge and skills gained in the humanities, basic sciences and nursing. Students are prepared to practice as generalists in a variety of settings with diverse populations. Because of the College’s belief that learning is a lifelong endeavor, completion of any of the three undergraduate curricula provides a foundation for advanced study at the graduate level.

4.1 Program Objectives

Completion of the Bachelor of Science in Nursing program prepares students to:

1. Integrate into professional practice, respect for each person's dignity, worth and spiritual uniqueness.
2. Synthesize knowledge from nursing and other disciplines in using evidence based practice to manage health care of diverse clients.
3. Demonstrate critical thinking skills in reasoning, analysis, research or decision-making relevant to the discipline of nursing.
4. Communicate professionally and therapeutically using diverse modalities.
5. Manage resources efficiently and effectively when planning, implementing and evaluating therapeutic interventions to achieve optimal health outcomes for diverse populations.
6. Incorporate self-awareness and values consciousness into a process of personal and professional development.
7. Integrate professional, legal and ethical standards into nursing practice.

4.2 Program Curricula

The baccalaureate nursing curriculum offers a prescribed sequence of courses and learning experiences, which provide for the progressive development of knowledge and skills necessary for practice as a nurse generalist. Courses are sequential in nature and are taken in the order identified. The program also establishes the foundation for graduate study in nursing which prepares the graduate for advanced practice roles. Nursing courses for all curricula may be transmitted from either the Omaha or Hastings campuses.

A. Traditional Curriculum

The traditional baccalaureate curriculum is designed for recent high school graduates and requires eight (8) semesters of full-time study at the Omaha campus. The well prepared high school graduate ordinarily spends four academic years completing the requirements for the degree of Bachelor of Science in Nursing. This four-year curriculum leading to the degree is referred to as the traditional curriculum in Nursing. During the freshman and sophomore years, students enroll in the Ratio Studiorum Curricula course, foundational nursing courses, liberal arts and sciences courses, as well as other basic science and humanities courses. These courses are the foundation for the practicum courses at the junior and senior levels. During their junior and senior years, traditional students enroll in nursing practicum courses focusing on outcomes-oriented, evidence-based nursing practice. Emphasis is placed on using the care management process as a framework for achieving optimal outcomes through health promotion, protection, maintenance, and restoration of altered health states. The senior year culminates in a preceptored practicum designed to provide a

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Revised April 25, 2008
concentrated experience in complex collaborative nursing care management under the supervision of a registered nurse. Alternate plans of study are available for students wishing to pursue their academic studies over five years.

B. Accelerated Nursing Curriculum (ANC)
The ANC is a three semester (one year) full-time curriculum designed for students who hold non-nursing baccalaureate or higher degrees. Before admission to the curriculum, an individual must have completed the courses in the social/behavioral and natural sciences (or acceptable substitutes) required in the traditional curriculum. A Bachelor of Science in Nursing degree is awarded at graduation.

C. RN to BSN Curriculum
The Creighton University College of Nursing RN to BSN Program is designed for the practicing professional registered nurse with an associate degree or diploma degree who desires to obtain a Baccalaureate degree in nursing. The RN-BSN Degree Program emphasizes both theory and clinical learning experiences in the areas of outcomes management, care coordination and transition, cost-quality initiatives, and population health management. The program of study includes 52 credit hours of required courses that support the nursing (NUR) courses in the program. A minimum of 32 credits hours must be earned at Creighton University. Students in this program will also take 36 credit hours of nursing (NUR) courses as outlined in the program of study.

D. Outcomes Management and Care Coordination Leadership Certificate
Creighton University’s College of Nursing offers an Outcomes Management and Care Coordination Leadership Certificate Program for registered nurses (RN) who already hold an associate degree, diploma, or baccalaureate degree in nursing. This 13 credit hour certificate can be completed through a 24-week on-line program. All credit hours, earned in the Certificate Program can be applied toward the College of Nursing’s RN to BSN degree program.

E. International Students
This College is authorized under Federal law to enroll nonimmigrant alien students. The ability to speak and write correct grammatical English is imperative. All international applicants whose first language is not English or who have obtained a high school diploma or degree outside of the United States must present a TOEFL score of 600 on the Paper-Based Test (PBT) or 100 on the Internet-Based (IBT). Scores over 2 years old will not be accepted. The College of Nursing reserves the right to require students to re-take the exam. It is also at the discretion of the College of Nursing as to whether a TOEFL score is required of applicants who have earned a college degree from a United States university. Foreign students may enroll in Creighton University’s English Language Program on a full-or part-time basis in order to improve their English skills.

4.3 Course Descriptions
Descriptions for all undergraduate nursing courses may be viewed in the Creighton University Undergraduate Catalog found at http://www.creighton.edu/registrar/bulletins/undergraduateissue/index.php
5.0 Conditions of Enrollment Policies and Annual Verification

5.1 Conditions of Enrollment

Certain conditions are required to meet university guidelines and the terms of clinical agency contracts. Prior to enrollment in the program, all students will provide evidence of meeting the following conditions.

A. Completion of immunizations are required of all Creighton University Health Sciences students. A complete listing of required immunizations may be found at https://www.creighton.edu/chc/studenthealthservices/immunizationrequirements/. Participation in clinical experiences is dependent upon current immunizations.

B. Background Investigations of accepted students will be conducted and will include but not be limited to, a combination of the following screenings for every state and county of residence in which the student has resided:
   1. County Criminal Record Search
   2. Alias Name Search
   3. Found Wants and Warrants
   4. Found Protection Orders
   5. Residential History Search
   6. Social Security Number Search
   7. Abuse Registry
   8. Sex Offender Registry
 10. General Services Administration (GSA) Excluded Parties Listing System

Please reference the Background Check Policy, the Steps to Complete your Background Check, and the Your Rights Under the Fair Credit Reporting Act documents available on the CoN Access Student Affairs BlueLine.

C. Verification of a physical examination is needed to provide evidence that the student is free from contagious disease and not a health hazard to patients in various settings. The student will provide the health care provider (MD, DO, NP, PA) with the appropriate physical examination attestation form attesting that a physical exam has been completed and that the provider has had an opportunity to identify whether or not the Safety & Technical Standards can be met.

D. Completion of a drug screen (Traditional Students)
   A drug screen will be conducted during the first semester of freshman year.

E. An unencumbered RN license to practice in the state where students will be completing all practicum courses.

5.2 Prior to First Clinical Course

All students will provide evidence of meeting the following conditions prior to their first clinical course. (Traditional students begin clinical courses during the fall semester of their junior year. Accelerated students begin clinical courses immediately upon enrollment.)
A. **Current certification in Basic Life Support (BLS)** prior to enrollment into the program and throughout the program is required.

1. Courses sanctioned by the American Heart Association ("Basic Life Support for the Professional Rescuer") [preferred], the Red Cross ("Health Care Provider"), or the National Safety Council are accepted. Courses should be labeled "professional level" and include instruction on use of the Automated External Defibrillator (AED).
2. Traditional students are required to certify or re-certify just prior to the beginning of junior year so that the two-year certification will be in force during clinical courses.
3. ANC students are required to have the professional level Basic Life Support (BLS) with AED training prior to the beginning of classes.

B. **Completion of a drug screen.** The Drug and Alcohol Testing Policy and Procedures document is accessible on the College of Nursing Student Affairs BlueLine site. An additional drug screen will be conducted at the start of the semester prior to the first clinical course.

5.3 **Annual Verification of Meeting Requirements**

The College of Nursing’s compliance office will contact students on an on-going basis to ensure currency of specific health-care related requirements (e.g. PPD, immunizations, BLS certification) and/or other clinical agency requirements (e.g. HIPAA) necessary to continue practice in the clinical agencies. *Students not current in their requirements will be removed from the clinical agency until the requirements are met. Students should note that removal from clinical could delay their academic progress.*

Students will verify that they meet the following requirements, and have access to the Handbook in electronic form, by signing the “Undergraduate Signature Sheet”.

A. The "Safety and Technical Standards" form (accessible on the College of Nursing Student Affairs BlueLine site) is to validate the student’s ability to meet the cognitive, affective and psychomotor requirements of the curriculum, with or without reasonable accommodations, consistent with the Americans with Disabilities Act.

B. Students will sign the following statement. "I agree to notify the College of Nursing within 30 days of being charged with crime, felony, misdemeanor, or other offense; and any convictions, guilty pleas or no contest pleas to any crime, felony, misdemeanor or other offense which occurs during my enrollment in the College (any such occurrence is called an “Offense”). I understand any such Offense may subject me to disciplinary action by the College, with possible consequences up to and including dismissal from the College. I also understand that if I fail to provide the College of Nursing with information about an Offense, such failure to report could subject me to disciplinary action by the College, with possible consequences up to and including dismissal from the College."

C. Prior to the semester that the student enters the first clinical course, and annually thereafter, the student must complete all required general orientation modules and the agency specific modules.

6.0 **Student Rights and Responsibilities**

Each student is personally responsible for completing all requirements established for the BSN degree by the University and the College of Nursing. It is the student’s responsibility to inform oneself of these
requirements. A student’s advisor may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard. The University reserves the right to modify requirements at any time. Although the University encourages the widest amount of student responsibility, with a minimum of administrative regulation, it expects each student to maintain appropriate standards in his or her academic and personal life. The University reserves the right to terminate the registration of any student who does not meet the standards acceptable to the University.

6.1 Office of Disability Accommodations (ODA)/Services for Students with Disabilities

Creighton University aims to provide and coordinate support services and reasonable accommodations through the Office of Disability Accommodations (ODA) in order to aid students with disabilities in achieving academic success. Creighton University is committed to providing all students equal access to educational opportunities, programs, and activities. Students with documented disabilities are eligible for academic services through the ODA. Students whose disabilities require accommodations to successfully complete the course requirements must seek assistance through the ODA as well as the Course Leader. It is the student’s responsibility to contact the ODA and the Course Leader to discuss the appropriate accommodations. These accommodations are determined based on the student’s documented disability, report and/or consultation from appropriate professional personnel, and consultation with the ODA. Accommodations include those related to note taking, taping, and test taking.

It is the policy of the University to make programs and services available to disabled individuals. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provide services and accommodations for individuals with disabilities. Services for students with disabilities are provided to qualified students to ensure equal access to educational opportunities, programs and activities in the most integrated setting possible. Students must make timely and appropriate disclosures and requests (at least 5 weeks in advance of a course, workshop, program, or activity for which accommodation is requested or such other reasonable time as the particular circumstance of a request for accommodation warrants). The Office of Disability Accommodations coordinates accommodations based on valid documentation of a disability. Tutoring services are not considered an accommodation, and although the ODA will help students who are registered with them to find tutors, they cannot identify that assistance as an accommodation. Offices are located in the Old Gym, suite 437 and the phone number is 402-280-2166. See http://www.creighton.edu/disabilitysupportservices/

If a student has a disability and feels he/she needs accommodations it is the student’s responsibility to do the following:

1. Students with disabilities seeking accommodations must register with the Office of Disability Accommodations, complete a written needs assessment, and provide the ODA with documentation by a qualified evaluator. The ODA evaluates accommodation requests and ensures that reasonable accommodations are provided in a timely manner. Contact information for the ODA is available online at http://www.creighton.edu/disabilitysupportservices.

2. Submit medical or other diagnostic documentation of disability and limitations. Additional evaluation of limitations may be required by Creighton University or other agencies prior to receiving requested accommodations. The University reserves the right to provide services only to students who complete and provide written results of evaluations and service recommendations to
appropriate University personnel. The program chair, with initial recommendations from the ODA, may allow accommodations while testing is completed.

For more information, contact the office of the Assistant Dean for Student Affairs at (402) 280-2001 or the Director, Office of Disability Accommodations at (402) 280-2166, DeniseLeClair@creighton.edu.

6.2 Academic Success

The Academic Success Coordinator for the College of Nursing, Ms. Sue Selde, is available to provide Creighton nursing students with a holistic approach to academic success. Ms. Selde provides academic coaching, academic counseling and assistance with issues that might impact a student’s academic success at Creighton. To contact Ms. Selde, email sselde@creighton.edu, call 402-280-2254, or visit Ms. Selde in the Student Affairs pod of the College of Nursing, 1st floor, office 195G. *Note: Ms. Selde is not on campus during June and July.

Additionally, The Creighton EDGE program offers students academic success opportunities including academic coaching, group and one-on-one tutoring throughout the academic year, and networking opportunities. To contact The Creighton EDGE, call 402-280-5566; email edge@creighton.edu, or visit the office at Reinert Alumni Library Building, Suite L27.

6.3 Lines of Authority/Communication

Lines of authority/communication are delineated below according to academic or non-academic concerns.

1. If an academic question or problem arises, the student should pursue the matter in the following sequence:
   - Individual faculty member and/or the student’s faculty advisor who can serve as a student advocate, if warranted
   - Course leader
   - BSN Program Chair
   - Associate Dean for Academic and Clinical Affairs
   - Dean of the College of Nursing

2. If a non-academic question or problem arises, the student should pursue the matter in the following sequence:
   - The student’s faculty advisor
   - Assistant Dean for Student Affairs
   - Dean of the College of Nursing

6.4 Student Governance

Students’ contributions are important to the overall governance of the college. Students are crucial to the formulation and revision of policies that govern the college. Student input is valued and provision is made for student participation on most College of Nursing committees. Students are encouraged to volunteer as representatives on these committees.

Responsible student representation includes:
1. Attending regularly scheduled meetings; should a conflict occur, an alternate student representative should attend.
2. Serving as a liaison between student groups and faculty.
3. Demonstrating objectivity and open communication with faculty and peers.
4. Polling student peers for their views, comments, reactions and suggestions about committee matters and relay them to the committee.
5. Communicating committee deliberations and conclusions to the Nursing Senate.
6. Preparing and completing committee assignments.
7. Adding items to the agenda by contacting the committee’s chairperson prior to the meeting.
8. Maintaining confidentiality of information discussed or dispersed.
9. Developing one’s leadership skills in a democratic manner.
10. Demonstrating accountability for individual decisions, communication and behaviors.

The Nursing Senate is responsible for student governance in the College of Nursing. The composition and function of the Nursing Senate are outlined in the Nursing Senate Constitution (Appendix A). As a governance group, the Nursing Senate is a recognized student organization within the University and serves as a liaison between the student body and the administration of the College of Nursing on both academic and nonacademic issues affecting nursing students both within the college and within the university.

All students registering in the undergraduate colleges and in the professional schools become voting members of the Creighton Student Union (CSU). See https://www.creighton.edu/csu/csuinformation/ for more information.

6.5 Pre-Professional Student Organizations

All students are eligible for membership in the Creighton University Student Nurses Association (CUSNA) which is the pre-professional organization for nursing students. (CUSNA Bylaws, Appendix B).

Students may attend district or state meetings of the Nebraska Nurses Association, the state professional organization for nurses. Announcements regarding regularly scheduled meetings and workshops will be announced over the students listserv.

6.6 Student Involvement in Curriculum Evaluation

Creighton University’s College of Nursing is committed to the continuous quality improvement of its curriculum. The College seeks input from students in order to continually assess course effectiveness as well as the quality of the College’s faculty and instruction. Provision will be made for anonymity of responses. Faculty use this information for formative evaluation and modification of the course and the learning strategies. Results from all evaluations are taken seriously and incorporated into improving course offerings and teaching as well as inform overall curricular and programmatic decisions.

A representative sample of student evaluations is also used by faculty in their own self-evaluation and in preparing dossiers for promotion and tenure.

Students are provided with multiple evaluation opportunities including but not limited to opportunities to evaluate:
1. Course effectiveness
2. Quality of faculty instruction
3. Classroom resources
4. Clinical resources
5. Overall satisfaction with their experience as a student at Creighton University

The College of Nursing will conduct online course and faculty surveys. An opportunity for evaluation is provided for each course and at the completion of the program.

6.7 Evaluation of Students

Students are notified of their academic progress on a regular basis. Instructors are responsible for keeping anecdotal records of all conferences informing students of their progress. Written evaluations of student's clinical performance are prepared at the completion of each clinical course and are filed in the student's permanent record. Evaluations are based on the achievement of specified clinical objectives. Final evaluations are to be discussed with and signed by students and faculty.

6.8 Confidentiality of Student Records

Creighton’s policy relating to the confidentiality of student records is in keeping with the “Family Educational Rights and Privacy Act” (FERPA). More complete information about FERPA can be located at http://www.creighton.edu/registrar/confidentialityprivacyferpa/index.php.

Information about students or former students will not be released without the written consent of the student other than in the exceptions stated in the Federal Act. The “Release of Information” form to give permission to selected individuals or to the College of Nursing for discussions with parents or to provide references can be obtained on the College of Nursing Student Affairs BlueLine site.

6.9 E-Mail Accounts/Lists

Students are required to have and regularly use a Creighton University e-mail account and will be placed on the College of Nursing listserv. The listserv is the official means for College of Nursing communication with students.

7.0 Academic Policies

7.1 Advisement

The College of Nursing abides by University Policies regarding registration, special student status, transient study, and general university leave of absence policies. All students are assigned a faculty advisor who is responsible for academic advisement. Students are expected to meet with advisors regularly (at least once each semester) and to keep the advisor apprised of their progress. Exceptions to the recommended plan of studies must be approved by the Assistant Dean for Student Affairs.

7.2 Transient Study

Permission for transient study must be obtained from the Assistant Dean for Student Affairs prior to taking courses offered at other institutions.
Students must:
1. Discuss plan of study, including non Creighton courses with faculty advisor.
2. Complete the “Application for Transient Study at Another Institution” form.
3. Provide a course description and credit hour allocation from the accredited college or university.
4. Meet with Assistant Dean for Student Affairs for final approval.
5. Upon completion, provide an official transcript from that college or university to be sent directly to the Assistant Dean for Student Affairs as soon as the course is completed with a “C” grade (2.0) or better.

7.3 Registration

Registration is administered by the College of Nursing, Department of Student Affairs. Fall and Summer registration takes place after Spring Break, and Spring registration takes place after the Fall Break.

Academic Calendars are available at the following Website:
http://www.creighton.edu/registrar/academiccalendars/

Registration plans are approved by the assigned faculty advisor and/or the Assistant Dean for Student Affairs. Students who proceed through the curriculum in sequence will receive first priority when class size is limited. Changes in registration (dropping or adding courses) must be approved by the student’s advisor. A student wishing to add or drop courses after the official drop/add time should obtain a “Change of Registration Petition and Notification” form from the College of Nursing Student Affairs office for the Assistant Dean’s signature.

7.4 Unit of Instruction

Credit allotment is determined on a 15-week semester according to the following formula: Lecture courses - 1 hour is equivalent to 50 minutes/week. Laboratory course – equivalent to 2 hours/week per each semester hour of credit. Clinical practica 1 credit hour is equivalent to 3 hours/week per each semester hour of credit.

7.5 Adjustments and Withdrawals after Registration

The last day to withdraw from a course with a “W” is printed on the Registrar’s home page at http://www.creighton.edu/Registrar/. The withdrawal application from nursing courses must be approved by the Assistant Dean for Student Affairs.

8.0 Retention and Progression Policies

8.1 Grading Scale

The College of Nursing Baccalaureate program adheres to the following grading scale:

<table>
<thead>
<tr>
<th>%</th>
<th>Letter Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>91 – 100</td>
<td>A</td>
<td>Outstanding achievement and an unusual degree of intellectual initiative</td>
</tr>
</tbody>
</table>
8.2 Grading Policies

Students must achieve a 75% cumulative exam grade to pass all care management courses (NUR 290, 381, 390, 496, 351, 371, 471) as well as NUR 252 Human Pathophysiology, NUR 224 and NUR 288 Health Assessment Across the Lifespan, and NUR 341 Nursing Management of Pharmacotherapy to pass the course. Medication calculation competency exams, quizzes, project paper, and class activity grades cannot be used to achieve a passing grade for these courses. All other projects/classroom assignments will be factored into the grade if the student achieves a 75% cumulative exam grade.

If a student achieves a 75% or greater cumulative exam grade, grades submitted to the registrar’s office will be a cumulative grade of all assignments in the course. If the student achieves less than a 75% cumulative exam grade, grades submitted to the registrar’s office will be the cumulative exam grade.

The raw numerical grade that a student earns will be the grade recorded and translated into the associated letter grade per the College of Nursing grading scale. There is no rounding of grades. Grades shown on BlueLine are not official course grades. Official course grades will be posted on NEST at the end of the semester.

Except for NUR 482 & NUR 498, the practicum courses, or components of practicum courses, are graded as Satisfactory (SA) or Unsatisfactory (UN). Satisfactory means the student has completed or accomplished all course objectives. Both formative (on-going) and summative (final) written evaluations of student’s clinical performance are conducted throughout the student’s clinical rotation. Evaluations are based on the achievement of specified clinical objectives. Summative (final) evaluations are to be discussed with and signed by students and faculty.

Quizzes, unit, final, and exit exams may be given in theory or practicum courses as methods to evaluate the knowledge and skill sets of students. Policies regarding test taking are highlighted in the section titled Examination Policies and Procedures in this Handbook.

See the Creighton University Undergraduate Bulletin (http://www.creighton.edu/registrar/informationandschedules/bulletins/undergraduatebulletin/index.php) for the Pass/No Pass option. Approval to take a course on a P/NP basis must be obtained from the Assistant Dean for Student Affairs.

8.3 Academic Standing

Academic probation within the College of Nursing is initiated when a student’s grade point average (GPA) is a 2.20 or below.
A cumulative grade point average of at least 2.20 is required for graduation. The average shall be computed only on the basis of all work attempted at Creighton.

However, any student whose cumulative grade point average is below 2.20 at the end of any semester will be placed on academic probation within the CON. Removal of academic probation requires achievement of a cumulative grade point average of 2.20 or above by the end of the subsequent semester following assignment of academic probation. If a 2.20 is not earned by this time, the student may be dismissed for poor scholarship.

Whenever a student's grade point average falls below 2.20, the student may be advised not to carry a full schedule of studies. The student may also be advised to drop all extracurricular activities. Any student who has been dismissed for poor scholarship may not apply for readmission to the University until a full year has elapsed. If readmitted, the student is placed on final academic probation.

Freshman students who do not attain a 2.20 GPA at midterm in the fall semester and were not enrolled in EDGE 120 Strategies for Academic Success are required to register for EDGE 130 Strategies for Student Success during the spring semester. If the fall semester final GPA is 2.20 or higher, the scheduled EDGE 130 may be dropped. The student is still encouraged to seek academic assistance from the College of Nursing's Academic Success Coordinator, Counseling Center, or Student Support Services.

Freshman students who took EDGE 120 and did not attain a 2.20 GPA during the fall semester are required to register for the Success Seminar through the EDGE Office during the spring semester.

Any student whose GPA is not at least 2.00 at the end of the sophomore year or at the end of any subsequent semester may be dismissed from the University for poor scholarship.

Any student who has been dismissed for poor scholarship may not apply for readmission to the University until a full year has elapsed. If readmitted, the student is placed on final academic probation.

**Freshmen**

Any freshman whose cumulative grade point average is not at least 1.75 at the end of the freshman year may be dismissed for poor scholarship. In some cases if a freshman student's GPA is exceptionally low at the end of the first term of the first year, the student may be dismissed for poor scholarship.

**8.4 Course Progression**

All nursing courses that have a corresponding lab or practicum component are considered as a unit of learning and both must be successfully completed before proceeding to the next course. In the event of failure of one component, both must be repeated.

A minimum grade of “C” must be earned in all required nursing (NUR) courses. Any grade below a "C" (2.0) is considered a failure in nursing (NUR) courses. Additionally, a minimum grade of “C” must be earned in all of the following courses:

1. BMS 111
2. BMS 303
3. CHM 111
All nursing courses (NUR) are required and should be taken from Creighton University College of Nursing. These courses are required as part of the Nursing Major and therefore, nursing courses from other institutions will not be accepted for transient study.

*NUR courses that are exception to this policy and will be considered for transient study include:
- NUR 200 Statistical Reasoning
- NUR 223 Nutrition
- NUR 228 Lifespan Development

A. Course Failure
Failure in a nursing course is subject to review and evaluation by the College of Nursing Undergraduate Admissions and Promotions Committee. The Committee may, but is not required to, recommend to the Dean the retention or dismissal of a student from the Program in connection with a failure in a Nursing course. Placement in a course to be repeated will be on a space available basis only. Priority will be given to students progressing through the curriculum without interruption.

No more than one nursing (NUR) course may be repeated. Following two nursing (NUR) course failures, the student will be dismissed from the College of Nursing. *NUR courses that are exception to this policy and will not count toward two-failure policy are:
- NUR 200 Statistical Reasoning
- NUR 223 Nutrition
- NUR 228 Lifespan Development

If, in courses with corresponding clinical lab or practicum requirements, only one course component (theory or lab/practicum) is failed, it is considered as one failure. If both theory and practicum or lab components are failed concurrently it is considered two course failures and the student will be dismissed from the College of Nursing.

The Admissions and Promotions Committee will determine conditions and establish criteria under which the student may be permitted to reapply. If readmission is approved, the student may re-enter the program 12 months from the beginning of the semester within which the course failure occurred and will be placed on final academic probation. Final academic probation means one additional nursing course failure will result in permanent dismissal from the CON. The student has the responsibility to consult with the advisor about any potential plan of study and activity involvement. Returning students must meet with the BSN Program Chair prior to re-entry to determine a specific plan for remediation.
B. Practicum Failure
A student receiving an unsatisfactory (UN) in a practicum course will receive a grade of no credit (NC) in the corresponding theory course. Both theory and practicum courses must be repeated. The student will be responsible for paying for both the theory and practicum courses. Upon successful completion of the practicum component of the course, the previously earned theory grade will be added to the transcript provided current performance in the practicum is satisfactory.

C. Theory Failure
A student receiving a grade of less than “C” in the theory component of a nursing course will receive a grade of no credit (NC) in the co-requisite clinical practicum. Both theory and practicum courses must be repeated. The student will be responsible for paying for both the theory and practicum courses. Upon successful completion of the theory component of the course, the previously earned practicum grade will be added to the transcript provided current performance in the practicum is satisfactory.

8.5 Incomplete Policy (for Undergraduate and Graduate)

An Incomplete (grade of “I”) may be given to a student who is unable to fulfill all requirements of a course due to extenuating circumstances. The student may petition the instructor before the close of the term to assign an end-of-term grade of “I” indicating incomplete performance. The instructor may agree to this grade when, as a result of serious illness or other justifiable cause, the work cannot be completed by the end of the term. A grade of “I” will not be granted to a student who has been excessively absent during the term or who has simply failed to complete the work of the course before the close of the term without an exceptionally good reason. Students must submit an Incomplete Request and Agreement Form for a grade of “I” to be assigned. This form indicates the work to be completed and the deadline for completion, which is set by the instructor and should not exceed a maximum one year from the end of the term*. Both the student and professor must endorse the form.

The responsibility for completing all course work rests with the student. After the deadline or maximum one year time limit has passed without a grade submission by the faculty, the grade specified in the Incomplete Agreement will be recorded by the University. (If no grade was designated on the Incomplete Agreement, a failure of the course is assumed and a grade of “F” will be recorded). If credit is desired for a course where a failing grade was assigned, the student must re-register for (appropriate tuition will be assessed) and satisfactorily complete the course. When an Incomplete is cleared and a final grade, either passing or failing, is assigned, the final grade is entered on the student’s permanent academic record in place of the “I”.

Incompletes do not affect the grade-point average but may affect Satisfactory Academic Progress. A student with an outstanding “I” in a course that is a pre-requisite for another course will not be permitted to enroll in the subsequent course. A degree will not be conferred if the student has any outstanding Incomplete(s).

*Masters and doctoral dissertation courses follow the Incomplete guidelines and timeframe set forth by the Graduate School.

Approved by Council of Deans, August 2015
Effective Term: Fall 2016
8.6 Program Dismissal

A notification to the Admissions and Promotions Committee regarding dismissal from the program may be made by the course group at any point during or at the end of the semester. Factors which may be cause for dismissal include, but are not limited to:

1. Clinical performance that constitutes a threat to patient safety
2. Behavior that demonstrates a lack of accountability, integrity and/or professionalism
3. Unsatisfactory scholarship classroom
4. Unsatisfactory scholarship clinical

Students who are dismissed may not apply for readmission to the College of Nursing until a full calendar year has elapsed from the beginning of that semester. The Admissions and Promotions Committee will determine conditions and establish criteria under which the student may be permitted to reapply. **Readmission is not guaranteed.** If readmitted, the student is placed on final academic probation. **Final academic probation means one additional NUR course failure will result in permanent dismissal.** The student has the responsibility to consult with the advisor about any potential plan of study and activity involvement.

8.7 Academic Failure

A. Policy
A student may request to appeal an academic failure if the student believes that the faculty or course group decision-making process in the failure was determined in a capricious or arbitrary manner.

B. Appeal for Academic Failure
Students may file an “Intent to Appeal Form: Academic Failure” (available on College of Nursing Student Affairs BlueLine site) based on the belief that Grounds for Appeal exist.

Grounds for Appeal related to academic failure are limited to the following:
- **Capricious** (decision-making process was determined in a manner that involved ill-will or unreasonableness on the part of the faculty/course group)
- **Arbitrary** (grade was given without any standard, e.g., grading scale, evaluation criteria)

The burden of proving that a course grade was assigned arbitrarily or capriciously rests with the student.

The following delineates the steps in the Appeal Process:

1. The “Intent to Appeal Form” must be filed within one (1) working day after being formally notified of the academic failure. Hastings students must hand deliver a copy of the written appeal to appropriate Program Coordinator in Hastings and inform the Associate Dean ACA of the intent to appeal. In certain instances, the stated time frames may be adjusted at the discretion of the Associate Dean ACA.

2. The student is permitted up to three (3) working days after being formally notified of the academic failure, by the course leader or A & P committee, to prepare and hand deliver written appeal documentation complete with the student’s signature to the Associate Dean ACA. A Hastings student must hand deliver a copy of the written appeal to appropriate Program
Coordinator in Hastings and inform the Associate Dean ACA that it was submitted. The written appeal document must expand on the rationale given on the Intent to Appeal form. An appeal shall not be considered to have been filed properly or timely unless it is specific. A letter, which merely lists the grounds of appeal without concern for the individual case at hand, may be dismissed as frivolous.

3. If the student does not submit the written appeal within three (3) working days, the student forfeits the right to appeal.

4. The Associate Dean ACA will arrange an Appeal Board meeting within five (5) working days. The meeting will be scheduled a minimum of two (2) working days after the appeal documentation is submitted by the student. These two working days will afford Appeal Board members adequate opportunity to review all documentation thoroughly.

5. The Appeal Board consists of four (4) appointed faculty members, one of whom represents the Hastings campus. The Appeal Board will be appointed from all full-time faculty members. Any faculty member who is involved in the course addressed in the appeal or any member who has information which may appear to constitute a conflict of interest or bias toward the student or toward the involved faculty members will be excluded. Additional members of the Appeal Board will be the Associate Dean ACA and a student representative. The Course leader is to be present. A College of Nursing staff member will be present to document proceedings.

6. The Associate Dean ACA will serve as Chair of the Board. The Associate Dean will not vote except in the case of a tie vote. The four faculty members and the student representative are voting members.

7. The Appeal Board members as described in #4 are the only ones allowed to be present during the Board’s deliberations.

8. Student Responsibilities:
   a. The student may bring another member of the University community with him/her but the student is expected to present the case in his/her own words.
   b. If the student elects to have legal counsel present, the Appeal Board reserves the right to have Creighton University legal counsel present.
   c. The student may bring one of his/her parents or a legal guardian to the hearing. The parent or legal guardian may only observe at the hearing. They are not allowed to ask questions or make any comments. They are not permitted to act as the student’s advisor, nor are they permitted to act as a witness for the student.
   d. The student must specify the names and relationship of all individuals who are to accompany the student. This list must be submitted in writing with the appeal documentation.
   e. Any evidence submitted by student must be included as part of the appeal documentation.

9. During the Appeal hearing, the student may present any data that supports the student’s contention of grounds for the appeal. The course leader involved may respond to the student’s contentions. Following questioning by Appeal Board members, all present except the Board will leave the meeting so that deliberations and voting may take place.

10. The Appeal Board’s recommendation will be delivered in writing with rationale to the Dean’s office at the conclusion of the Appeal Board meeting. The Associate Dean ACA will then inform the student of the decision as soon as possible.

11. The meeting proceedings will be documented in writing by a College of Nursing staff member. No tape recorders are allowed. All original materials, other than student evaluation forms, will be kept on file in the Dean’s office. Student evaluation forms will be returned to the student’s file and all other copies of the materials will be destroyed. The final outcome of the Appeal Board decision, including options or suggestions, will be placed in the student’s file.
12. The student may appeal the decision of the Appeal Board to the Dean of the College of Nursing within three (3) days following written notification of the Appeal Board recommendation. The Dean’s decision is final except as noted below.

C. Appeal to the Provost
If the decision of the Dean in an academic failure appeals process results in a serious penalty (e.g., expulsion or request for withdrawal), the student may appeal to the University President. The policy and procedure related to this appeal is found in the Creighton University Undergraduate Student Handbook [https://www.creighton.edu/students/studenthandbook/](https://www.creighton.edu/students/studenthandbook/).

9.0 Professional Conduct Policies

9.1 Creighton University Community
The educational process at Creighton University is founded on Christian ideals and is committed not only to intellectual growth and the search for truth, but to the development of such attributes as integrity, human dignity, and concern for others. The Creighton University community is based on a Catholic, Jesuit tradition and is committed to supporting the intrinsic value of each human being. This tradition involves striving to create a human community influenced by the laws of justice and love, complete with respect and concern for all persons as children of God. The Creighton University community is dedicated to the promotion of values consistent with personal and academic excellence. Choosing to join this community, whether as a student, faculty or staff, obligates you to act in a manner that is consistent with these commitments. Joining the Creighton University community evidences your acceptance of these commitments and agreement to strive for their achievement.

Creighton University Student Handbook and Center for Student Integrity Website:
[http://www.creighton.edu/studentlife/centerforstudentintegrity/](http://www.creighton.edu/studentlife/centerforstudentintegrity/)

Creighton University Office of Equity and Inclusion
[http://www.creighton.edu/generalcounsel/officeofequityandinclusion/](http://www.creighton.edu/generalcounsel/officeofequityandinclusion/)

Commitment to living by these principles means that you will endeavor to:

1. Act with professional, academic, and personal integrity.
2. Respect and promote the dignity of all persons.
3. Respect the policies of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members.
4. Support the personal, professional, academic, and vocational development of the members of the Creighton University Community.

9.2 Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

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7 Approved August 14, 2007
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

9.3 Harassment and Discrimination

In accord with its history, mission, and credo, Creighton University believes that each individual should be treated with respect and dignity.

Any form of harassment or discrimination is a violation of human dignity. The University strongly condemns any such harassment or discrimination. Whether verbal or physical, conduct of this sort violates another person’s rights and can create an intimidating, hostile, or offensive working or learning environment. Such conduct when it is genuinely discerned is subject to prompt and effective remedial action. Students who believe they are victims of harassment or discrimination are encouraged to report the facts to the University in order that the University might investigate and take corrective action where appropriate. Further information can obtained from the Creighton University Student Handbook.

9.4 Sexual Harassment

Sexual harassment is conduct that is sexual in nature; is unwelcome; and denies or limits a student’s ability to participate in or benefit from an education program. Non-consensual sexual misconduct is considered the most serious form of sexual harassment. For specific policies and procedures refer to the non-consensual sexual misconduct policies and procedures in this handbook. (See Non-consensual Sexual Misconduct policies and procedures on p. 60 of the Creighton University Student Handbook.)

9.5 Creighton University Office of Equity and Inclusion

A. Equity Efforts
Creating an environment that is safe and free from harassment and discrimination speaks to the Creighton University community’s commitment to the dignity of all persons. We do this by living our values and by complying with federal laws (e.g. ADA, Title VI & VII Civil Rights Act of 1964 and Title IX)
B. **Inclusion Efforts**
Prevention Education and Advocacy are the cornerstones needed to create an environment that is free from harassment and discrimination. Support from all areas of Creighton’s community is achieved through education and awareness.

C. **Resolution Efforts**
Harassment, Discrimination and Grievances: The University will take all reasonable efforts to prevent and promptly correct instances of harassment or discrimination. Creighton has established a consistent process for resolving complaints of harassment and/or discrimination and grievances in a fair and just manner.

For more information:  [www.creighton.edu/oei](http://www.creighton.edu/oei)

9.6 **Student Dispute Resource Center**

The Center provides a number of confidential services that empower students to confront their disputes and thus serve as a positive agent for change in their own lives and those of others. These services included third party mediation, individual consultation and educational programming and are free of charge to the Creighton University community. [http://www.creighton.edu/oei/](http://www.creighton.edu/oei/)

9.7 **Academic Misconduct**

A. **Academic Honesty**
Academic misconduct refers to misrepresentation or deliberate or unacceptable classroom, lab, or clinical behavior. Refer to University Student Handbook “Academic Honesty Policy” [http://www.creighton.edu/studentservices/centerforstudentintegrity/index.php](http://www.creighton.edu/studentservices/centerforstudentintegrity/index.php)

College of Nursing students will read and review the required on-line text: *Learning in the Academy: An Introduction to the Culture of Scholarship* ([http://www2.creighton.edu/fileadmin/user/CCAS/docs/LearningInAcademy.pdf](http://www2.creighton.edu/fileadmin/user/CCAS/docs/LearningInAcademy.pdf)) and will be required to abide by its principles throughout their time in the College of Nursing.

Every student will submit a signed *Learning in the Academy: An Introduction to the Culture of Scholarship* form to the College of Nursing’s compliance officer at the beginning of the program. This form is posted on College of Nursing Student Affairs BlueLine site.

Students should also refer to course syllabi for individual course expectations and consequences of academic misconduct.

**Plagiarism**
Academic paper/project plagiarism is a common form of academic misconduct. Students need to be extremely cautious when writing papers and other academic works that they are not intentionally or unintentionally plagiarizing. Ideas for academic works are often drawn from other sources, but those ideas must be written in the student’s own words. Simply rearranging a few of the source’s words or substituting a few words does not constitute adequate paraphrasing. Direct quotations should be used rarely as too many quotes reflect a lack of synthesis on the student’s part. Please refer to your required on-line text, *Learning in the Academy: An Introduction to the*
Culture of Scholarship
(http://www2.creighton.edu/fileadmin/user/CCAS/docs/LearningInAcademy.pdf) for definitions and examples of plagiarism.

B. General Procedures Related to Academic Misconduct
Any observed or reported misconduct is to be documented as expeditiously and thoroughly as possible. Papers, notes or other evidence of the misconduct are to be collected and maintained by the faculty member. Relevant communication to the student may be given verbally and followed up with e-mails. Written documentation including the emails will become a matter of record. Procedures to be utilized in cases of suspected academic misconduct are listed below and in the algorithm. In certain instances, the stated time frames in the procedures may be adjusted at the discretion of the Associate Dean ACA. Sanctions or penalties established by the College of Nursing may range from reduction of grade for an assignment or examination to course failure. Repeated or egregious instances of academic misconduct can result in dismissal.

Pending resolution of the misconduct and any permitted appeal, the student’s status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property.

- **Academic Misconduct Procedure**
  1. Academic misconduct is suspected by faculty and the student is informed. Student status is unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property.
  2. Within 24 hours (or as soon as possible thereafter), faculty member notifies course leader (CL) unless faculty is the only faculty member teaching the course.
  3. Faculty/CL notifies Program Chair (PC) and Associate Dean ACA.
  4. Within 3-5 days, faculty/CL gather information related to the incident including information from student, faculty, and witnesses as appropriate.
  5. Within 3-5 days, student prepares information about the incident and submits to PC or to the Associate Dean ACA if the PC is the involved faculty member.
  6. Within 3-5 days, course group meets with PC to determine if academic misconduct occurred.
  7. If no academic misconduct is determined, no further action is taken.
  8. If it is determined that academic misconduct did occur, the course group recommends consequences. The faculty member prepares the Summary Form to document course recommendations.
  9. The faculty member, CL, and PC meet with the student to discuss the misconduct and the recommendations from the course group. The student has the right to the assistance of an advisor, from within the University community. The student’s advisor may not be an attorney or College of Nursing faculty member. Obtaining an advisor is the student’s responsibility.
  10. The student signs the Summary Form indicating that he/she received it and is aware of the implications.
  11. If the student agrees with the academic misconduct, he/she accepts the consequences.
  12. If the student disagrees with the outcome, he/she reviews the rounds or Appeal. Grounds for appeal are limited to the following:
    - Procedural due process
    - Absence of sufficient evidence
    - to support decision
13. If the student does not believe grounds for appeal exist, he/she accepts the consequences.
14. If the student believes that grounds exist, the student files Intent to Appeal Form within one (1) working day with the Associate Dean ACA. Hastings students must hand deliver a copy of the written appeal to appropriate Program Coordinator in Hastings and inform the Associate Dean ACA of the intent to appeal.
Academic Misconduct Procedure Algorithm

Academic misconduct
Suspected by faculty

Faculty notifies Course Leader (CL) within 24 hours

Faculty/CL notifies Program Chair (PC) and Associate Dean for Academic and Clinical Affairs (ACA)

Student informed
Student status unaltered*

Within 3-5 working days, student prepares information about incident & submits to PC

Within 3-5 working days, review of incident (CL/Faculty)
Information is gathered from:
Student Faculty Witnesses

Within 3-5 working days, course group meeting with PC to determine if academic misconduct occurred

Yes
Recommend consequences
Prepare Summary Form

No
No action

Meeting of student, Advisor**, Faculty, CL, PC Summary Form signed by Faculty and student (indicating receipt)

Student agrees
Accepts consequences

Student recognizes no grounds for

Student disagrees:
Reviews Grounds for Appeal***

Student files Intent to Appeal Form with Associate Dean for ACA within one (1) working day
Student submits Appeal documentation within three (3) working days to Associate Dean for ACA

Appeal process begins

*Except for reasons relating to the physical or emotional welfare of the student or others, or reasons involving the safety of persons or property

**A member of the University community; may not be an attorney or SON faculty member

***Grounds for appeal
1) Procedural due process
2) Absence of sufficient evidence to support decision
3) Introduction of new evidence

Approved 08-14-2007
**Appeal for Academic Misconduct**
- Students may file an *Intent to Appeal Form* within one day of notification of course failure. (available on the College of Nursing Student Affairs BlueLine site) based on the belief that Grounds for Appeal exist. Grounds for Appeal are limited to the following:
  - Procedural due process
  - Absence of sufficient evidence to support decision

The following delineates the steps in the Appeal Process:

1. Student is permitted up to three (3) working days to prepare and hand deliver written appeal documentation complete with the student’s signature to the Associate Dean ACA. A Hastings student must hand deliver a copy of the written appeal to appropriate Program Coordinator in Hastings and inform the Associate Dean ACA that it was submitted. The written appeal document must expand on the rationale given on the Intent to Appeal form. An appeal shall not be considered to have been filed properly or timely unless it is specific. **A letter, which merely lists the grounds of appeal without concern for the individual case at hand, may be dismissed as frivolous.**
2. If the student does not submit the written appeal within three (3) working days, the student forfeits the right to appeal.
3. The Associate Dean ACA will arrange an Appeal Board meeting within five (5) working days. The meeting will be scheduled a minimum of two (2) working days after the appeal documentation is submitted by the student. These two working days will afford Appeal Board members adequate opportunity to review all documentation thoroughly.
4. The Appeal Board consists of four (4) appointed faculty members, one of whom represents the Hastings campus. The Appeal Board will be appointed from all full-time faculty members. Any faculty member who is involved in the course addressed in the appeal or any member who has information which may appear to constitute a conflict of interest or bias toward the student or toward the involved faculty member will be excluded. Additional members of the Appeal Board will be the Associate Dean ACA and a student representative. The appropriate course leader and faculty member involved in the academic misconduct are to be present. A College of Nursing staff member will be present to document proceedings.
5. The Associate Dean ACA will serve as Chair of the Board. The Associate Dean will not vote except in the case of a tie vote. The four faculty members and the student representative are voting members.
6. The Appeal Board members as described in #4 are the only ones allowed to be present during the Board’s deliberations.
7. Student Responsibilities:
   a. The student may bring another member of the University community with him/her but the student is expected to present the case in his/her own words.
   b. If the student elects to have legal counsel present, the Appeal Board reserves the right to have Creighton University legal counsel present.
   c. The student may bring one of his/her parents or a legal guardian to the hearing. The parent or legal guardian may only observe at the hearing. They are not allowed to ask questions or make any comments. They are not permitted to act as the student’s advisor, nor are they permitted to act as a witness for the student.
   d. The student must specify the names and relationship of all individuals who are to accompany the student. This list must be submitted in writing with the appeal
Any evidence submitted by the student must be included as part of the appeal documentation.

8. During the Appeal hearing, the student may present any data that supports the student’s contention of grounds for the appeal. The faculty member or course leader involved may respond to the student’s contentions. Following questioning by Appeal Board members, all present except the Board will leave the meeting so that deliberations and voting may take place.

9. The Appeal Board’s recommendation will be delivered in writing with rationale to the Dean’s office at the conclusion of the Appeal Board meeting. The Associate Dean ACA will then inform the student of the decision as soon as possible.

10. The meeting proceedings will be documented in writing by a College of Nursing staff member. No tape recorders are allowed. All original materials, other than student evaluation forms, will be kept on file in the Dean’s office. Student evaluation forms will be returned to the student’s file and all other copies of the materials will be destroyed. The final outcome of the Appeal Board decision, including options or suggestions, will be placed in the student’s file.

11. The student may appeal the decision of the Appeal board to the Dean of the College of Nursing within three (3) days following written notification of the Appeal Board recommendation. The Dean’s decision is final except as noted below.

- **Appeal to the Provost**
  If the decision of the Dean in an academic misconduct appeal process results in a serious penalty (e.g., expulsion or request for withdrawal), the student may appeal to the University President. The policy and procedure related to this appeal is found in the Creighton University Undergraduate Student Handbook: [http://www.creighton.edu/studentservices/centerforstudentintegrity/](http://www.creighton.edu/studentservices/centerforstudentintegrity/)

### 9.8 Confidentiality of Classroom, Clinical, & Electronic Communications

Information that is discussed in the classroom or on web-based assignments should be viewed as confidential and should not be shared with anyone not enrolled in the class.

Clinical practicum information is considered confidential. The Health Insurance Portability and Accountability Act (HIPAA) requires that health care professionals and students respect confidentiality of patient health information.

Students must adhere to the following rules regarding patient records in any clinical course at any facility:

- A. Regardless of the format (paper, electronic, verbal) and no matter how socially benign, patient information is protected under federal law. It is the duty of the student to protect the confidentiality of patient information by keeping that information reasonably secure;
- B. Patient information may never be accessed for inappropriate use;
- C. Students may not grant access to or divulge patient information to anyone who is otherwise not authorized to have it;
- D. Reasonable security for paper includes keeping it in a reasonably secure location, whether at home or in clinical site. It is NOT reasonable to leave papers unattended at a work station, the nurses’ station, or anywhere else;
E. Reasonable security for electronic items includes encryption of files or machines and controlling the physical custody of those files and machines (e.g., do not leave your PDA unattended);

F. Reasonable security for verbal items includes having conversations only with the care team and others in the academic program or class. It also includes having those conversations in a relatively secure location (e.g., not in elevators, public areas, cafeterias);

G. Reasonable security also includes shredding of paper and “cleaning” for electronic records when your program need for that information ends.

Failure to comply with HIPAA regulations and/or failure to maintain confidentiality is considered academic misconduct and is subject to the College’s policies and procedures related to academic misconduct. If a student fails to follow clinical agency policies, the clinical agency may deny that student and other students the right to participate in clinical practicum experiences at that site.

9.9 Substance Use/Abuse Screening Policy

This policy pertains to nursing students of Creighton University College of Nursing. The policy of the College of Nursing is consistent with university policies related to alcohol or substance use or abuse. Students may refer to the Creighton University Student Handbook.
http://www.creighton.edu/studentlife/centerforstudentintegrity/sanctions/alcoholanddrugpolicies/

A. Reasonable Suspicion Testing
   Any student covered under this policy will be subject to mandatory testing for the presence of illegal or legally controlled substances and/or alcohol if and when there is reason to conclude that the student is impaired as a result of chemical substance abuse, or that he or she may be abusing chemical substances, even if not obviously impaired. Refusal of the student to submit to testing in these circumstances will be grounds for immediate removal from practicum courses, and possible dismissal from the College of Nursing.

B. Cost of Testing
   The cost of chemical substance testing undertaken as a result of reasonable suspicion of substance abuse and/or impairment will be borne by the College of Nursing.

C. Further Actions and Consequences Upon confirmation of chemical substance use, students will be removed immediately from practicum courses by the Assistant Dean for Student Affairs. They will then be referred to Creighton University’s Counseling and Psychological Services for evaluation and counseling. The cost of chemical substance testing performed as part of a treatment program, including maintenance monitoring, will be considered to be part of the cost of the program to be paid by the student, and not by the College of Nursing. After completion of the evaluation and counseling process, the student may apply to the Admissions and Promotions Committee for reinstatement in a practicum course.

9.10 Dress Code

Uniforms add to the professionalism of the clinical practica experience. The College of Nursing recognizes individuality and diversity in dress and ornamentation. However, the College abides by the dress code, hygiene, and ornamentation policies of each clinical facility. It is the right of the faculty and/or agency staff to identify what constitutes inappropriate dress or ornamentation. Extreme make-up,
clothing, jewelry, hairstyles, fingernails, and ornamentation are unacceptable. No artificial nails or extenders are to be worn in the clinical areas. Students in their preceptorship experience should adhere to the dress code of their agency in which they are assigned. All students must be identified with their student nametag at all times.

Required equipment for clinical practicum includes a stethoscope, bandage scissors, goggles, calculator, student name bar/tag (see the course syllabi for specific equipment requirements). A wrist watch (digital or with a sweep second hand) also should be worn.

Approved College of Nursing uniforms are required for pre-lab and participation in clinical practica. The appropriate setting for wearing College of Nursing uniforms are clinical practica. Students should not wear uniforms to social or non-practicum events. Whenever the uniforms are worn, students should behave in a professional manner, as the entire College of Nursing is represented. Uniforms should be ordered and purchased during the summer before the junior year. Tops will have the College of Nursing (CON) insignia embroidered on when purchased. The faculty suggests that you will need two royal blue scrub tops, two royal blue scrub pants, one khaki pant, one “polo shirt” (“Silk Touch Sport shirt.”), one CON gray fleece jacket, and on royal blue scrub jacket. The polo shirt is available in long or short sleeve and comes in white, navy, or royal blue. This shirt is embroidered with the CON name. Uniform pricing and order forms can be found on the College of Nursing Student Affairs BlueLine site.

- No denim, leggings, tank tops, t-shirts, or other non-professional attire are allowed at any time in clinical facilities. Tops must be able to cover the waist of the pants even when you bend over, so they must not be too short. Pants must fit well enough that you can bend easily and without a gap between your pants and top.

All shoes must have closed heels and toes. No sandals or clogs are to be worn. Shoes must be clean, professional and predominantly one color (white, navy, or black). Socks should be appropriately colored to match either pants or shoes.

Any student not properly dressed will be sent home to change. The lost time will be considered part of a clinical absence and may need to be made up.

Approved College of Nursing uniforms are required for pre-lab and participation in clinical practica. “The appropriate setting for wearing College of Nursing uniforms are clinical practica. Students should not wear uniforms to social or non-practicum events. Whenever the uniforms are worn, students should behave in a professional manner, as the entire College of Nursing is represented.”

9.11 Social Media Policy

Creighton University College of Nursing abides by the Creighton University Statement on Social Media

The College of Nursing recognizes that social media are an important and timely means of communication. Creighton University College of Nursing abides by and supports the American Nurses Association (ANA) and National Council of State Boards of Nursing (NCSBN) guidelines for use of social media for nurses. The National Council of State Boards of Nursing White Paper
on Social Media Use https://www.ncsbn.org/NCSBN_SocialMedia.pdf is a valuable resource to
guide student use of social media as nursing students and as professional nurses. For guidance on
the proper use of social media please refer to the ANA “6 Tips for Using Social Media”
http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-

Examples of violations of proper use of social media include, but are not limited to: posting
client-related information, practicum-related information, faculty, staff or university-related
information on the social media site. Students found to be in violation of the principles associated
with Creighton University’s guidelines for social media use, and/or the ANA and NCSBN
recommendations for proper social media use for nurses and/or nursing students will be subject to
Academic Misconduct policies and procedures of the College of Nursing.

10.0 Course Policies

10.1 General Policies Regarding Clinical and Classroom Learning

Learning is an internal process, which is progressive in nature. The curriculum is designed as a
continuum, which is intended to broaden students’ general education base and encourage the transfer of
previous learning. The overall curriculum and each individual course reflect the Creighton University
Mission. The nursing courses operationalize the College’s philosophy and organizing framework. These
courses require interaction with other health disciplines to achieve holistic care.

1. Theory and clinical assignments are designed to:
   a. Provide experiences appropriate to the student’s development of
      knowledge and skills
   b. Provide opportunities that will assist the student in attaining specific behavioral objectives
   c. Provide opportunities to utilize
      problem-solving methodology and enhance critical thinking.

2. Clinical assignments are made by the clinical instructor in cooperation with the clinical agency.
   At the discretion of the instructor, students may participate in the selection of clinical learning
   experiences.

3. Students are expected to attend all classes, practica and exams and to notify the appropriate
   faculty member and/or agency if unable to attend. See syllabi for specific guidelines.

4. Students are expected to prepare for all didactic and practicum experiences. Students are expected
to complete and submit classroom, laboratory, and practicum assignments per schedule. Students
submitting late work, unless previous arrangements have been made with the course coordinator,
may be penalized either by receiving a lower grade or no credit for the assignment. Consequences
for late work will be detailed in a course’s syllabus.

5. Traditional and ANC students will take a comprehensive exit exam in addition to selected
   competency exams. The ATI RN Comprehensive Predictor Exam™ will be administered to
   Traditional senior nursing students prior to NUR 482 and again at the conclusion of their
   preceptorship. The Accelerated senior nursing students will take their ATI RN Comprehensive
   Exam prior to NUR 498 and again at the conclusion of their preceptorship. Students will bear the
cost of copying any ATI grading sheet summaries.

6. Instructors are responsible for relieving students of a patient assignment if the patient’s
   health or safety is jeopardized by the student’s health status or lack of knowledge in
   preparation. The BSN Program Chair and Associate Dean ACA are to be notified when any
   student has been relieved of an assignment. The student may resume clinical responsibility
when this is feasible in the judgment of the Associate Dean ACA and the instructor.
7. Students are responsible for costs associated with student-related projects (including, but not limited to, poster presentations, brochures and handouts) in individual courses.
8. If a student demonstrates disruptive behavior during the class time/synchronous chats, faculty may ask the student to leave the classroom/chat session. Should this occur, the student will not be allowed to return the next hour of class. Disruptive behavior includes, but is not limited to, talking, text messaging, sleeping, use of cell phones, and use of a laptop for any purpose other than note taking.
9. Out of respect for your colleagues and as a demonstration of professional behavior, electronic devices must be turned off while you are in class or in synchronous chats.

10.2 Classroom and Clinical Attendance

Attendance and promptness to classes and laboratory experiences are expected of all nursing students. Course attendance expectations may be dependent on the nature of the course. The course syllabus will identify individual course attendance policies.

1. Guidelines for reporting absences from a class/clinical experience are specified in each course syllabus.
2. Anticipated absences should be discussed with the course leader(s) at the beginning of the semester so that planning for missed class/clinical experiences can be completed well in advance.
3. If ill, a student is required to contact the clinical instructor as soon as possible. In some rotations, the student may also be required to contact the clinical facility. If you are unable to reach your instructor, call the course leader for your course. Students must not leave a message with another student. Medical verification of illness may be requested by the individual instructor. The need for compensatory experiences will be determined by the individual student’s achievement of practicum experiences. All clinical absences will be made up at the discretion of the clinical instructor (CI) and/or course leader. Make up time will be scheduled during finals week if necessary.
4. In the event of absence from a clinical experience, faculty may request medical verification of illness and approval to return to the clinical and classroom setting. The need for compensatory experiences will be determined by the student’s achievement of class/clinical objectives.
5. Consequences of tardiness and/or excused absences will be determined by the course attendance policy. Repeated unexcused absences may result in failure.
6. It is the student’s responsibility to make arrangements for missed classroom/clinical time, assignments, and activities.
7. Students are responsible for clinical assignments unless school is cancelled. If Creighton University is not closed, contact the instructor immediately if you are unable to attend a clinical activity due to severe weather. Clinical hours specific to each curriculum must be met. The student is accountable for these hours.

Please refer to the Policies Section of the Creighton University Undergraduate Catalog located at http://www.creighton.edu/registrar/bulletins/undergraduatedataissue/index.php for more information on overall University attendance policies.

Online courses require active participation in asynchronous discussion as well as occasional (preannounced) synchronous charts. Students are expected to follow netiquette at all times. It is essential to proof comments carefully before sending to assure proper intent is being conveyed. Due to the pace of the course and the discussion forums as virtual classrooms, timeline is the utmost importance.
Comments/submission to discussion boards made after the due dates are not “heard” by fellow classmates and will be graded accordingly.

10.3 Weather-Related Attendance

Decisions to cancel classes due to inclement weather conditions are made by the President of Creighton University. The CUAlert Service is an emergency notification system which sends out voice, email, and text messaging to alert subscribers of an active emergency or weather warning on or near campus. It is used only for Creighton University emergency communication purposes. Visit the website for additional information and to sign up or revise your current contact information: http://www.creighton.edu/cualert/.

Announcements are also made on the voice messages of departments and on KFAB (AM-1110) radio station. Students can also call the Creighton University Weather Hotline—(402) 280-5800. Because students traveling a distance may experience different weather than the Omaha area, students should always call ahead and consider their own safety.

10.4 Transportation and Safety

Students are responsible for their own transportation to clinical sites. Many students have been able to arrange car pools. An interval of at least one hour should be allowed between clinical laboratory and on-campus classes.

Students will exercise judgment and not enter into or remain in a potentially hazardous situation. If any hazardous situation arises during a practicum experience, leave and immediately contact the instructor. Students are not to respond to requests for assistance from anyone on the street or by referral from agency clients or families; instruct people to request immediate assistance from the city emergency service (911). Students also do not accept rides from people unknown to them and do not transport assigned clients in their automobile. Offers from unknown persons to transport students to where a client is temporarily located are also not accepted. Students are not to make agency visits outside of designated or pre-arranged clinical hours.

CU SAFE is an initiative encouraging promotion of safety throughout the University campus. This includes safety in the classroom, in the clinical setting, in residence halls, and in everyday experiences as a member of the Creighton community. The CU SAFE webpage contains information on reporting suspicious behaviors, educational information, and additional resources. Visit https://www.creighton.edu/admin/publicsafety/cusafe/ for more information. If a student has a concern about a student, faculty member, staff member, or guest at Creighton University, please call the CU SAFE reporting line at 402-280-4400 for issues regarding harassment, discrimination, and concerning behavior.

10.5 Examination Policies and Procedures

A. Policy: Exams will be given in a fair, uniform manner that will provide an adequate environment for test security and student responses to the exam questions.

B. General Rules (Procedures):
   1. Exams will start and end at the scheduled times.
2. Time allotment for exams is at the discretion of faculty, and may be influenced by such factors as the nature and length of exam.
3. Proctors will not answer questions during the exam.
4. No retesting is permitted on any unit or final exam.
5. Final examinations may be given in theory courses.
   a. A maximum of 150 minutes may be allotted for each final exam.
   b. Final exams will be given at the times designated by the faculty.
   c. Details of exam scheduling are included in course syllabi.

C. Attendance:
1. Attendance is mandatory at the scheduled exam times.
2. The student must inform the course leader **prior to the exam** if he or she will be unavoidably absent from the exam.
3. The reason for absence from any exam will be documented in the student’s file.
   a. The student is participating in a university-sponsored event
   b. A death in the immediate family has occurred
   c. The student has an injury or illness/injury that has been documented in writing or electronic means by the Student Health Services office or the student’s health care provider.
4. The Course Leader, in consultation with the Program Chair, may determine exceptions to the listed unavoidable absences.
5. A score of zero (0) will be assessed for any exam in which it is determined the absence is not excused.
6. Travel plans made during midterm and finals week are made at the student’s own risk as examination schedules are subject to change.

D. Make-up exams:
1. Make-up exams will not be identical and may not have the same format (i.e. short answer or essay) as the original exam.
2. The make-up exam should be taken within five business days of the original exam.
3. The Course Leader will determine:
   a. Whether a make-up exam will be allowed.
   b. Exceptions to the timing of the make-up exam (longer than five business days).

E. Test Security in the classroom:
1. During examinations, students are to place all books, bags, etc. in the front of the room or another designated area.
2. As space allows, students are to sit one seat apart from other students.
3. No visors or billed caps will be worn during examination periods.
4. Cell phones and other electronics (including watches and Google glass devises) are to be turned off (not just on vibrate) and not with the student. Faculty may confiscate electronic devices that are not stored appropriately and may assign a grade of zero (0) on the exam.
5. Students are not to communicate about the examination in any form (electronic, verbal, or otherwise) with students who are absent from the exam. Sharing of such information is
considered academic misconduct and is subject to the Academic Misconduct Procedure in the CON Student Handbook.

F. Test Security for Paper Exams:
1. Nothing should be allowed on the student’s desk except the test booklet and answer sheet, unless directed otherwise by faculty.
2. Only calculators provided by the College of Nursing (CON) will be allowed.
3. If a bubble sheet is used to record answers, the bubble sheet constitutes the only valid record for determining the official grade.
   a. The bubble sheet must be completed within the total time allowed for the exam.
   b. Students are responsible for making sure they have darkened the appropriate circles on their bubble sheets.
   c. No credit will be given for mistakes in transcribing answers from the test to the bubble sheet once the test has been turned in.
4. Students are expected to protect their test paper and bubble sheet from other students’ fields of vision.

G. Test Security for Computer-Based Exams
1. Students will download the encrypted exam onto their computer within 24 hours prior to the exam and before coming to the exam/proctor site. Instructions for downloading the exam are posted on the BlueLine course site. The exam should be downloaded only on the computer to be used during the exam; only one download is allowed. The exam file is password protected.
2. The exam proctor will provide the password to open the exam for all students at the exam start time. All other computer functions will be locked during the exam time.
3. If a student’s computer should malfunction during the exam, the CON will provide a laptop to use for the exam if the student is on campus.* The student will be given the originally allotted time to complete the exam; however this may cause the student to be absent from class and thus required to make up missed content. *If the student is a distance student and experiences a computer malfunction, please contact the Exam Manager.
4. A blank sheet of paper will be provided by the CON to each student on campus. This paper will be labeled with each student’s name and must be turned in at the end of the exam.

H. Student Responsibility for Computer-Based Exams:
1. As students entering the profession of nursing, it is expected that all students would uphold the highest level of academic integrity. Creighton University’s code of conduct may be found at: http://www.creighton.edu/studentservices/centerforstudentintegrity/codeofconduct
2. Students will be responsible for registering with ExamSoft and installing SofTest on their personal laptop computers that meet the CON minimum computer requirements at the beginning of each semester.
3. Students are responsible for assuring their computer is in good working order, free from viruses, pop-up blockers, and other applications that may interfere with SofTest performance. Students are responsible for assuring SofTest is working before an exam and should contact ExamSoft support if there are indications of performance problems. Contact information for ExamSoft support will be in the course syllabus. A technical problem at the proctor site may result in a delay in completing the exam and having to complete an alternate exam.
4. Students are responsible for ensuring their computers are set to the current time zone for their testing location.

5. Students are responsible for arriving at the exam with a fully charged computer battery. Students are encouraged to bring a power cord to the exam; however a power outlet may not be available for every student.

6. Students are responsible for uploading their exam before leaving the exam room. Answers uploaded at the completion of the exam are the only valid record for determining the official grade. Students are responsible for verifying that the file has been uploaded before exiting the exam room.

7. Questions written in the format of “Select all that apply” must have all correct options selected in order to receive credit. There will be no partial credit given for “Select all that apply” questions as this is consistent with NCLEX-RN standards.

8. Questions within the exams will be randomized as this is consistent with NCLEX-RN standards.

I. Students Studying Abroad. Students studying abroad are expected to abide by the same policies and procedures for test security as all other students.

10. 6 Exam Review Policies:

The purpose of exam review is to provide the student and instructor with time to review the answers to each question. Faculty may choose to conduct the exam review as a large-group session or as a collaborative exam review.

A. Policies for Exam Review Sessions:

1. Students are to place all books, bags, etc. in the front of the room or another designated area.

2. Cell phones and other electronics are to be turned off (not just on vibrate) and not with the student. Faculty may confiscate electronic devices that are not stored appropriately and may assign a grade of zero (0) on the exam.

3. Students may not take notes during test review

4. All questions regarding test items should be submitted to the faculty responsible for that content within 24 hours of the test review

5. When asking for test question consideration, the student must present evidence from the textbook, power points, lecture notes or handouts that another answer may be correct. To say a test question is "bad" or "not written well" is not justification and will not result in a test question being edited. The grade received is not a valid basis for an edit request.

6. Faculty will respond to all queries with a rationale for their response. Students should make an appointment to discuss concerns with the faculty member. All test edits will be made prior to the next scheduled exam. No edits for an exam will be considered once the next exam is given.

7. Students may be allowed, as a group, to review their tests at a scheduled time prior to a comprehensive final. Faculty or staff must be present during this review.

B. Procedure for Large Group Exam Review Session (Paper):

1. The faculty will read the correct answers for the exam. Students may then review their exam in silence. Students may raise their hands to ask questions of faculty regarding clarification of
content. These conversations may occur 1:1 or in small groups. If the discussion becomes unprofessional or unruly at any time, faculty have the discretion to end the review.

2. Exams will be returned to faculty in an orderly manner to ensure exam security.
3. An exam review option may be made available to view before uploading the exam file for grading. The proctor will need to enter the review password in order for the student to review.

C. Procedure for Collaborative Exam Review Session:

1. After the individual exam, all students must exit the exam room.
2. Students who wish to participate in the collaborative review will return to the exam room and will be randomly assigned to groups. Faculty proctors will direct them to seating areas by randomized group assignment (groups of 4-5).
3. Each student group will receive one bubble sheet and one blank exam booklet. Names of all students in the group should be recorded on the exam booklet.
4. Students will elect a scribe who will record his/her name and netID on the bubble sheet, and all names of group members on the signature line.
5. Students will have 30 minutes to work together in their groups to complete a 50-question exam. Groups must reach consensus on all answers and may not discuss answers with other groups during the collaborative review.
6. Upon completion of the collaborative exam, all group members must come forward to turn in the bubble sheet and exam booklet, and promptly leave the exam room.
7. Group members must ensure that the exam is completed within the time allotted. This includes bubbling answers. No exceptions will be made to this policy. Faculty will provide groups with a 5-minute warning.
8. It is the students’ responsibility to fill in the information required on the bubble sheet. This includes completely filling in circles on the bubble sheet.
9. At the end of the 30-minute period, faculty will collect all bubble sheets.

10.7 BSN Portfolio

A. Description
The portfolio is an exhibit of evidence that the student has demonstrated the competencies specified for completion of the Creighton BSN program. It provides a summary of the student’s major attainments for the purpose of self-evaluation and reflection. It also introduces the preceptor or potential employer to the quality of the student’s work.

B. Organization of Content
ANC and Traditional students may present their portfolios in paper or ePortfolio format.

All portfolios should include the following information:
1. Table of Contents
2. Resume
3. Skills and technologies satisfactorily completed in the BSN program
4. Evidence of attainment of the nine (9) CON accepted competencies
5. The competencies should each be listed:
   a. Implement the care management process to achieve optimal health
outcomes for a diverse population in changing practice environments.

b. Integrate knowledge, skills, and values from liberal education into nursing practice.

c. Demonstrate knowledge of basic organizational and systems leadership and its impact on quality care and patient safety.

d. Translate current evidence into practice.

e. Demonstrate skills in using patient care technologies, information systems, and communication devices that support safe nursing practice.

f. Analyze how healthcare policies, finance, and regulatory environments impact nursing practice.

g. Communicate and collaborate inter-and intra-professionally to improve patient health outcomes.

h. Integrate health promotion, as well as disease and injury prevention across the lifespan for individuals and populations.

i. Demonstrate professionalism and professional values.

6. Selected assignments demonstrating that the competency has been achieved should be included under the appropriate competency.

7. A short reflective statement for each competency section must be included. The reflection should include the following:

a. A reflection on the importance of attainment of the competency in nursing. (For example, why is attainment of professional communication important for a nurse?).

b. A description of how you have gained competence in this particular area over the course of nursing school and how you plan to continue to build on each competency in your career.

c. A brief description and rationale for each piece of evidence included for each competency.

C. Selection of Evidence

Students are responsible for assembling and organizing their portfolios. Faculty members who grade students’ course assignments will include comments related to the quality and appropriateness of the work for inclusion in the portfolio.

Students are to select completed assignments that they believe will best demonstrate specific competencies and review their progress in assembling their portfolios annually in consultation with their assigned advisors. Students are to bring their portfolios to their scheduled registration conferences with their advisor. Advisors will not evaluate the quality of the work but will review the portfolio for completeness and organization. Only the most recent best examples go into the portfolio. (At early levels, students are encouraged to place examples with faculty suggestions for improvement and then replace these with better illustrations as their work improves in quality and complexity.)

Final portfolios will be evaluated and graded by the senior course faculty (NUR 482 [traditional] and NUR 492 [ANC].)
11.0 Academic Support Services

11.1 College of Nursing Academic Success Services

Selected students will be assigned to take EDGE 120 “Strategies for Academic Success” to receive concentrated instruction in strategies to facilitate academic success. Any student seeking similar skills can contact the College of Nursing Academic Success Coordinator at 280-2254.

11.2 Library Resources and Services

There are three libraries on campus that will prove most useful to nursing students:

1. The Health Sciences Library/Learning Resources Center (HSL/LRC):
   http://www.creighton.edu/health/library/
2. The Reinert-Alumni Library: http://www.creighton.edu/reinert/

Current Student IDs are needed to use materials and check out resources. For a nominal fee, library personnel will copy and send printed material to distance students.

11.3 Writing Center

Students have access to the Writing/APA Resources site at http://mockingbird.creighton.edu/english/writcen/writcenmain.htm. Students are responsible for accessing, reading, and applying this knowledge to their academic writing.

The Writing Center for on campus students is located in Creighton Hall, Room 136 and the phone number is (402) 2802822. The Writing Center is a resource for those students who may need help in writing papers. The staff will not help you with content but will help you with writing skills, such as sentence structure. You need to have your paper written early enough so you can receive feedback from the staff.

Students enrolled in the RN to BSN online program, as well as students on the Hastings campus have access to online writing support through Center for Academic Innovation https://www.creighton.edu/center-for-academic-innovation/faculty-resources/smarthinking

11.4 Multicultural Student Services

The purpose of the Office of Multicultural Affairs is to develop, facilitate, and maintain an appreciation for cultural diversity within the Creighton community. The staff is committed to providing an environment where students are free to pursue their academic, spiritual, and person development in a supportive and challenging atmosphere of mutual respect and appreciation.

The office collaborates with multicultural student organizations and sponsors cultural events and leadership opportunities throughout the year such as the Luau, All Nations Pow-wow, Intercultural Expo, Fiesta Latino, African American and African Student Banquet, and nationally-known speakers and performers. Inter-cultural learning events are open to all students, faculty, and staff.

Multicultural students can receive assistance with issues such as financial aid, academic needs, and
technology access. Creating an inclusive environment for all is the priority of this office. Students may contact Multicultural Affairs at (402) 280-2459, or at the Harper Center, Room 3006.

11.5 Health Sciences–Multicultural and Community Affairs (HS-MACA) Support Services

HS-MACA’s mission is to help Creighton University Health Science schools in the training and development of future leaders for an increasingly multicultural society. HS-MACA provides support and retention services to students by providing diversity awareness to the entire campus community. Omaha students contact the HS-MACA office, (402) 280-2124. Hastings Campus students contact Moses Dogbevia at Hastings College, (402) 461-7466, or mdogbevia@hastings.edu.

A. Peer Advising
   This program is designed to match incoming freshmen with an upper-class student who will serve as an "advisor" to them. The role of the Peer Advisor is to serve as a friend, consultant, tutor, and a resource person in helping the student become oriented to campus life at Creighton and be successful academically and socially.

B. Mentorship Program
   The Mentorship Program matches upper-class students with a faculty member or administrator. The program is designed to assist students in three areas: (1) academically and socially, to help students stay in school and graduate; (2) preparation for graduate or professional school; and (3) career decision making and job opportunities.

12.0 Computer Requirements for Students

All Undergraduate nursing students are required to have a laptop they can bring to class activities and exams when notified to do so. The laptop must meet the requirements listed below, including Microsoft Office (Word, Excel, and PowerPoint).

At this time, tablet devices, such as iPad, iPad Pro, Android, Amazon Fire, Chromebook, etc. are not acceptable due to online exam requirements. Please contact the College of Nursing eLearning Director with any questions.

Computer Requirements for Creighton University College of Nursing students:

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>REQUIRED</th>
<th>PREFERRED (IF APPLICABLE)</th>
<th>RATIONALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Windows: 8.1, 10* Mac: Yosemite or El Capitan*</td>
<td></td>
<td>*See note below.</td>
</tr>
<tr>
<td>Display</td>
<td>11.6&quot;</td>
<td>12&quot; or higher</td>
<td>Online exams are easier to view using a larger screen.</td>
</tr>
<tr>
<td>Processor</td>
<td>Intel i-Series (i3, i5, i7) or equivalent (Windows/Mac)</td>
<td>Intel Core i5 or higher or equivalent (Windows/Mac)</td>
<td>The latest operating systems and applications require advanced processors to be used effectively.</td>
</tr>
<tr>
<td>Memory (RAM)</td>
<td>4 GB</td>
<td>8 GB or higher</td>
<td>Memory demands for Windows operating system will require at least 4 gigabytes (GB) of memory</td>
</tr>
</tbody>
</table>
### Hardware Requirements

<table>
<thead>
<tr>
<th><strong>Hard drive</strong></th>
<th>250 GB</th>
<th>500 GB or higher</th>
<th>Storing class materials on the computer. A backup solution is also strongly recommended for storage.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web-cam, speakers, microphone</strong></td>
<td>Internal</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Headset/earbuds</strong></td>
<td>with built in microphone</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Internet speed</strong></td>
<td>3 Mbps upload/3 Mbps download</td>
<td>3 Mbps upload/3 Mbps download or higher</td>
<td>Streaming lecture capture viewing and online exams.</td>
</tr>
<tr>
<td><strong>Battery</strong></td>
<td>3 hour minimum</td>
<td></td>
<td>It is suggested that quick charger or extended battery be purchased.</td>
</tr>
<tr>
<td><strong>Office 365</strong></td>
<td>Free for all students</td>
<td></td>
<td>See below.</td>
</tr>
<tr>
<td><strong>Virus Protection Software</strong></td>
<td>Free options available. See DoIT.</td>
<td></td>
<td>Virus protection software with frequent updates.</td>
</tr>
<tr>
<td><strong>Printer</strong></td>
<td></td>
<td></td>
<td>May choose to print on campus at student's expense.</td>
</tr>
</tbody>
</table>

### iPad:

It is recommended that incoming traditional freshman students purchase an iPad with webcam, iOS7 and WiFi.

*NEW Operating System Updates Notice:

New computer operating systems become available at various times through any given school year. It is in each students’ best interest to verify before updating to a new operating system that all required educational software (exam software for example) is compatible with a new operating system. Sometimes there is a period of time where one must wait to update an operating system in order to continue to be able to complete requirements for class. Please direct questions to the eLearning Director for the College of Nursing.

### Office 365:

As part of Office 365, faculty, staff, and students receive five (5) free copies of Office 365 to install on personally owned computers. To access the downloads sign in at [http://portal.office.com](http://portal.office.com) and click "Install Now" or from your OWA ([http://outlook.office365.com](http://outlook.office365.com)) window click on the "gear" in the top right hand corner, then select "Office 365" settings. From there, select "Settings" on the left hand bar. This will install Word, Excel, PowerPoint, Outlook, and other Office 365 apps locally. This is a great benefit for students, as you won't have to pay to purchase Microsoft Office on your computers. What you receive:

- The latest versions of Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Access and Publisher
- Installation on up to five PCs or Macs, and Office apps on other mobile devices including Windows tablets and iPads
- 1 TB of OneDrive cloud storage
- Office Online
Required Plugins and Media Players:
- Adobe Acrobat Reader to view PDF files: https://get.adobe.com/reader/
- Adobe Flash Player: https://get.adobe.com/flashplayer/
- Java: http://java.com
- VLC Media Player: http://www.videolan.org/vlc/index.html

Browsers Requirements (Latest Version Required):
Students are highly encouraged to install Firefox and Chrome in addition to the installed browser.
- Internet Explorer/Edge (PC only)
- Safari (Mac only)
- Mozilla Firefox
- Google Chrome

Internet Requirements:
Connection to the internet (on campus or at home) is essential.
Access to a high speed DSL or better internet connection includes:
- A minimum broadband connection of 3 Mbps upload and 3Mbps download for viewing lecture captures, simultaneous screen sharing, video and audio conferencing is required of all students.

Basically, your internet connection speed needs to be fast enough to stream video without noticeable buffering, allow for uninterrupted web conferencing (streaming of audio and video) and a constant connection to download files, as needed. Please speak with your internet service provider to make sure your internet connection speed will accommodate these needs, and your router/modem are new enough to handle the required connection speed as well. To test the connectivity level where you will be studying, taking exams, etc. go to http://speedtest.net.

Mobile Device Requirement:
Students enrolled in NUR351/352 as well as subsequent Care Management courses will be required to use a mobile device (i.e. Smartphone, iPod Touch, iPad Mini, etc) in clinical and some classes.

Optional Items (may be required - see course syllabi for details):
- Digital camera, video camera
- USB flash drive
- SPSS software (statistical software)
- Some classes may require web or application services that require a fee

Computer Resources: Hastings
A computer lab is available for nursing students. The lab is located in the basement of the Medical Services Building. The lab is open anytime using your MLMH Badge, but library staff are available only during the following hours:
Monday - Friday 8:00 a.m. to 4:30 p.m.
Closed on Saturday, Sunday and Holidays

When a class or exams are in process, you will not be allowed to enter the lab. These times will be posted on a calendar ahead of time so that you will be able to plan for them. There are six computers outside the lab that can be used during these times.
Student Technical Support Information:
If you have a technical problem using an application supported by Creighton University or a vendor that the College of Nursing contracts with to provide support to students directly, remote technical support is usually handled by a technician over the phone and a request for remote access to the student’s computer maybe necessary to diagnose problems. Students grant technician’s remote access and are able to watch what the technician is doing while connected on the phone. Before any changes are made to a student’s computer, the technician will explain the change and the reason for the change. The student is responsible for agreeing to allow the change to be made or figuring out a different method or computer to use in order to complete the necessary task with the application should the student be unwilling to allow changes or remote access to their computer. The student is able to disconnect the remote access at any time and technicians are not able to reconnect a remote session without the student agreeing to the session. Technical support is provided for genuine English based operating systems.

13.0 Blood and Body Fluid Exposure Procedure for Students

The Blood & Body Fluid Exposure Algorithm is accessible the College of Nursing Student Affairs BlueLine site.

In case of suspected exposure to potentially infectious blood or body fluids, the student shall:

1. **STOP** current activity. Evaluation and treatment should begin **within one hour**.
2. **CLEANSE** wound with soap and water. Flush eyes with water after any splash.
3. **REPORT** to supervisor/faculty and the appropriate facility supervisor.

Appropriate institutional contact is made so informed consent may be obtained and appropriate blood testing of source patient and the student may occur. These tests should include HIV, Hepatitis B, and Hepatitis C.

Complete an incident report (located on CU Student Affairs BlueLine site) for the agency and Creighton University. Submit the completed incident report to the institution and fax a copy of the Creighton University report to Student Health Services (402) 280-1859 and to the Assistant Dean for Student Affairs (402) 280-2045. All faxes are confidential. The incident report should include:

1. Name of student
2. Time, date, place of incident, name, and phone number of agency
3. Name or initials and medical record number of source patient
4. Name of clinical supervisor/faculty
5. Description of incident

Student Affairs office will fax the report to the Creighton University Risk Management office (402) 280-5719.

Claims for Emergency Department visits, treatment, and required follow-up visits should be submitted to the student’s own insurance.

13.1 At CHI Health Creighton University Medical Center

- Monday – Friday between 7:30AM and 4:00 PM go directly to Employee Health Services, located in Human Resources, room 2231, (402) 449-4467.
- Evening/night and weekend/holiday shifts page the House Nursing Supervisor on inhouse pager 22-0422 (students must be in the hospital to use this number) or call the Supervisor’s portable phone at (402) 559-7090.
• Notify Student Health Services at (402) 280-2735 of the incident within 24-48 hours for follow-up.

13.2 At Mary Lanning Healthcare
• Monday – Friday between 8:00 AM and 4:30 PM go directly to Employee Health (402) - 461.5166.
• Evening/night shifts contact the House Nursing Supervisor (402) 461.5125.
• Weekends and holidays between 7:00 AM and 3:00 PM go directly to the Hastings Mary Lanning Emergency Department.
• Make an appointment with Employee Health, (402) 461.5166 within 24-48 hours of the incident.
• Contact Hastings Campus Student Affairs, (402) 461.5329 to inform of the incident.

13.3 At Other Facilities
• Contact the Nursing/House Supervisor (if available) and follow their procedure for exposure
• If no supervisor is available, go directly to the Emergency Department
• Inform clinical faculty
• Contact Student Health Services (402) 280.2735 within 24-48 hours for follow-up
• Inform College of Nursing Student Affairs
  – Omaha Campus: (402) 280.2000 | (800) 544.5071
  – Hastings Campus: (402) 461.5329
Questions regarding the above procedure should be forwarded to Student Health Services, (402) 280.2735 or the Office of Student Affairs in the College of Nursing (402) 280.2000 | (800) 544.5071.

14.0 Health Services/Information

14.1 Availability of Health Care Services: Omaha Campus

The variety of services available at Creighton University Center for Health and Counseling will meet the health care needs of most students. Every effort is made to help students obtain appropriate consultation or referral when additional or specialized services are required. A physician, physician's assistant, or nurse practitioner provides services. Services are available to all currently enrolled Creighton University students.

A. Services Available

• Allergy Injections
• Physicals
• EKG's
• Immunizations
• Laboratory
• Travel Health Consultations
• Pap Smears
• Radiology
• Health Promotion
• Educational Materials

Services are supported by student fees, personal insurance, and/or self pay. Immunizations, laboratory tests, x-rays, splints, specialist referrals etc. not covered by personal/family health insurance will be the financial responsibility of the student.

It is essential that a current insurance card be presented at each visit.
B. **How to Obtain Student Health Services**
   Call (402) 280.2735, Monday through Friday. Appointments should be made for all health needs other than emergencies. It is important that you keep scheduled appointments and that you arrive on time. If you will be late or must cancel, please call as soon as possible. Your courtesy will result in the best use of our available appointment times.

   Students will be seen in the Center for Health and Counseling located in the Harper Center Room 1034.

C. **After Hours Care**
   Urgent care services are available at local urgent care centers. These centers have laboratory and x-ray services and can treat most acute illness and injury. CHI Health Creighton University Medical Center’s Emergency Department is conveniently located adjacent to campus. Any after hours care received will be the financial responsibility of the student. Campus Health Aides are available to students living in Residence Halls and can be reached by calling (402) 280.2104.

D. **Services Available During the Summer**
   Services provided during the summer are the same as those offered during the academic year. These services are provided through personal health insurance and/or self-pay. Summer hours may vary.

   For additional information please contact Health Services:
   Harper Center for Student Life and Learning 2500 California Plaza, Omaha, NE 68178.
   Phone: (402) 280-2735
   Fax: (402) 280-1859
   https://www.creighton.edu/chc/studenthealthservices/

14.2 **Student Health and Counseling Services**

A. **Omaha Campus: Center for Health and Counseling**
   Services offered by the Center include crisis intervention, consultation, personal counseling, referrals, couples counseling, psychological evaluations, alcohol/drug counseling, career exploration, and academic counseling (study skills and test taking). It is located in the Harper Center Room 1034, and the phone number is (402) 280-2735. Office hours are 8:00 a.m. to 6:30 p.m. Monday through Thursday, 8:00 a.m. to 4:30 p.m. Friday. See http://www.creighton.edu/chc/index.php for more information. If immediate life saving medical care is necessary, call Public Safety, (402) 280.2911 for on-campus students and the Omaha Police Department (911) for off-campus students.

B. **Hastings Campus: Health Care Services**
   Health care services are available to Creighton students at Mary Lanning Healthcare. The Employee Health Office is staffed by a full-time Registered Nurse. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Please call (402) 461.5166 for appointments.
   - Emergency care is available at the Mary Lanning Healthcare Emergency Department. Physician services are paid for by the student and/or the student's personal health insurance.
   - TB testing and the Hepatitis B series are available at the Employee Health Office for cost of supplies. Antibody titers will be done by the hospital laboratory at a nominal charge.
Hepatitis B immunization series is also available. There is no charge for the titer if the immunization series is obtained at Mary Lanning Healthcare. There is nominal charge for TB testing. Contact Debora Marr, Senior Administrative Assistant on the Hastings campus to make arrangements for these services. Please refer to Creighton University Student Handbook http://www.creighton.edu/studentservices/centerforstudentintegrity/ for other health information.

14.3 Hastings Campus: Behavioral Health Care Services

A. Students who are also registered at Hastings College (freshman and sophomore) may contact the Hastings College Counseling Center by emailing either Stephanie Pershing (spershing@hastings.edu) (402) 461.1314 or Jeri Hinrichs (jhinrichs@hastings.edu) (402) 461.7424).

B. All Hastings campus students may access services through the Mary Lanning Healthcare Employee Assistance Program (EAP) at (402) 463.7711. This is only for outpatient counseling and not for medications, psychological testing, drug/alcohol services, or inpatient services. Services of a psychiatrist or psychiatric nurse practitioner will be charged to the student’s insurance. Additional follow-up visits will be billed to the student’s insurance. If a student is experiencing a mental health emergency, they may go to the Mary Lanning Healthcare Emergency Department at 715 N. St. Joseph, or call (402) 461.5186 (Emergency Department) or call Hastings Police Department (911).

C. Hastings students may also contact the Creighton Counseling Center in Omaha for free phone or Skype counseling services. Contact Dr. Michael Kelly at (402) 280.2735 for more information.

15.0 Insurance Information

15.1 Health Insurance

Health insurance is required of all students. A complete announcement of the insurance plan is sent to each student and prospective student.

- An assessment for health insurance is made with charges for tuition and fees unless a waiver is obtained by submitting complete information on comparable health insurance to the Student Health Services Office via the NEST. The waiver can also be found at: http://www.aetnastudenthealth.com/stu_conn/student_connection.aspx?groupID=812848.
- In the event of a needle stick or body fluid exposure and the need to obtained treatment from an Emergency Department, students will be expected to utilize their insurance to cover the treatment cost. A co-pay may be required at the time of treatment.

15.2 Professional Liability Insurance

All nursing students in clinical courses are required to be covered by professional liability or malpractice insurance. To facilitate adequate coverage at reasonable rates, this insurance is provided through the College of Nursing. The premium is included in the course or lab academic program fee.
15.3 Motor Vehicle Insurance

Nebraska regulations require that insurance coverage for a vehicle must be retained by the vehicle owner. Initial insurance claims on the vehicle are always made to the owner’s insurance policy. The University cannot be responsible for damage to a student’s vehicle while the vehicle is in use for student learning experiences. Since the student must look to personal auto insurance coverage if an accident occurs, it is important that adequate limits of personal liability and physical damage coverage be maintained on your vehicle.

16.0 Financial Information

16.1 Tuition and Fees

For the most up to date tuition and fee information, visit the Financial Aid website at http://www.creighton.edu/financialaid/index.php

Students are assessed a yearly course lab or academic program fee payable with tuition each term. This fee covers various lab/course materials, standardized tests and liability insurance.

16.2 Financial Aid

Financial aid for nursing students is handled by the Office of Financial Aid. Students should contact that office for information regarding scholarships and loans or refer to the Financial Aid website at http://www.creighton.edu/financialaid/ or call (402) 280.2731. The financial aid office is located in the Harper Center, Room 2040.

16.3 College of Nursing Scholarships

Information regarding College of Nursing Scholarships can be found on the College of Nursing Student Affairs BlueLine site.

16.4 Short-term Emergency Loans

Short-term emergency loans are available for students encountering a period of unexpected financial need. Contact the Assistant Dean for Student Affairs if you are experiencing such a financial crisis. Web access to the application is found at http://www.ecsi.net/emloani2.html.

16.5 Withdrawals and Refunds

Students withdrawing before the end of a semester will be charged tuition and recurring fees. More information can be found at http://www.creighton.edu/businessoffice/welcometothecreightonbusinessoffice/index.php.

17.0 Student Honor Society & Awards

- The Sigma Theta Tau, Iota Tau Chapter, is affiliated with Creighton University College of Nursing. The purposes of Sigma Theta Tau, the international honor society for nursing, include:
  a. recognizing superior achievement in nursing,
  b. encouraging and facilitating leadership development,
  c. fostering high nursing standards
  d. stimulating creative work, and
e. strengthening the commitment to the ideals of the profession. Students demonstrating scholarly achievement and leadership may be invited to join after completing over half of the program of study. Additional members from the community may also be invited based on their achievements.

- **Sigma Theta Tau–Iota Tau Chapter Award**, a certificate and a monetary award to a graduating traditional senior for the outstanding research utilization project.

- **Academic Achievement Award**, an award for the highest overall scholastic achievement in each undergraduate curriculum.

- **Constance Smith-Peterson Memorial Award**, an award to a senior or group of seniors for the most outstanding community-based synthesis paper or project.

- **HS-MACA Graduating Senior Award**, an award celebrating students who promote the HS-MACA mission through service and community outreach.

- **Nursing Student(s) of the Year Award**, an award for the full-time senior(s) displaying outstanding ability in academic achievement, professional competence, service and spirit (Omaha and Hastings campuses).

- **Service and Spirit Award**, an award for the full-time senior who best exemplifies the Creighton spirit through extracurricular activities and service.

### 18.0 Graduation Preparation

#### 18.1 Application for Degree

Refer to:

- Registrar’s website ([http://www.creighton.edu/Registrar/Commencement/](http://www.creighton.edu/Registrar/Commencement/)) for details and deadlines about graduation.

- Students must file a formal application (*Application for Graduation, Graduate Activity Form, and Cap and Gown Form*) to be considered for a degree. The application may be accessed through NEST ([https://thenest.creighton.edu/PROD/twbkwbis.P_GenMenu?name=homepage](https://thenest.creighton.edu/PROD/twbkwbis.P_GenMenu?name=homepage)).

- It is the student’s responsibility to meet the deadlines.

#### 18.2 Pinning and Hooding Ceremony

At the completion of every semester a Pinning and Hooding ceremony is conducted. This ceremony is an opportunity for the College of Nursing graduates to celebrate their achievements with classmates, family, faculty and staff. Student awards are presented at the ceremony. Depending on the program completed, students are honored with a College of Nursing pin and/or a hood representing their accomplishment.

#### 18.3 Commencement

Annual University Commencement Ceremonies are held in May. Students who complete their degree program in the spring semester are expected to be present at the commencement ceremony to receive their degrees. Refer to the *Creighton University Undergraduate Catalog* ([http://www.creighton.edu/registrar/bulletins/undergraduateissue/index.php](http://www.creighton.edu/registrar/bulletins/undergraduateissue/index.php)) in regards to mandatory presence at Commencement. Requests of absence from Commencement must be in writing and approved by the Dean. Diplomas will be mailed upon confirmation, by the College of Nursing Dean, of the completion of all degree requirements.
Students who complete their degree programs in August or December may attend Commencement in May following completion or, with approval of the Dean’s Office, in the preceding May. Your diploma will be mailed upon confirmation of the completion of all degree requirements by the Dean.

The guideline for determining if you can walk in the May commencement PRIOR to your December graduation is you must be within 24 graduate credits of successfully completing all degree requirements and able to register for the remaining credits in the summer and fall terms. In addition, you must have the approval of your advisor and program chair.

All candidates who receive degrees at the end of a Fall Semester or Summer Session are listed in the next May Commencement Program.

19.0 Licensure Application

Eligibility for licensure may be compromised by any criminal charges, either in Nebraska or other states (this may include alcohol or drug-related charges as well as any other misdemeanor or felony charges).

1. Applicants for Nebraska licensure may complete the application through the College of Nursing Dean’s Office.
2. Applicants applying for licensure in a state other than Nebraska are responsible for contacting and completing all procedures of that state’s Board of Nursing (http://dhhs.ne.gov/publichealth/Pages/crl_crlindex.aspx)

20.0 Miscellaneous Information

20.1 Name and Address Changes

Students whose names and addresses change while enrolled in the program should submit an official name or address change form to the Registrar’s Office. Forms are available in the Registrar’s Office and on the website at http://www.creighton.edu/registrar/.

Students should let the College of Nursing’s Office of Student Affairs know of any name or address changes.

20.2 Part-time Employment

While traditional students may be engaged in part-time employment, the College of Nursing is under no obligation to adjust class times and clinical experiences, exams, etc. to accommodate students work schedules.

20.3 Photographs

Photographs may be taken for internal use (on password protected web pages and printed documents). Students may reserve the right to refuse permission for their photograph to be used.
20.4 Recording of Classes

As part of the College of Nursing evaluation plan and quality improvement activities, faculty may record classes. Certain lectures may be available to students.

20.5 Parking

To park on the Creighton University campus before the hour of 4:30 p.m., students are required to have a valid parking sticker on their cars. Parking permits are obtained from Public Safety, 2204 Burt Street, Omaha, NE, 68178; http://www.creighton.edu/PublicSafety/.

20.6 Campus Emergency Procedures

Students may find emergency procedures for specific situations in the Creighton University Student Handbook http://www.creighton.edu/studentservices/centerforstudentintegrity/. Public Safety Telephone Numbers:

- EMERGENCY (402) 280.2911
- NON-EMERGENCY (402) 280.2104

Public Safety Website: http://www.creighton.edu/PublicSafety/.

20.7 Bookstore and Textbook Acquisition

Students may arrange to have required and recommended textbooks sent directly to them by the Bookstore at (402) 280-2796 or at http://www.bkstr.com/creightonstore/home. Follow the Textbooks links, selecting the term, courses, and sections. Follow directions onscreen for checking out and submitting payment information. The ordered books will be shipped in 48 hours. With this service, students may arrange to:

- Pick textbooks up at the bookstore. (Students must provide proper ID and the order number to pick up textbooks in-person)
- Have textbooks shipped directly to the student’s address.

The Bookstore is located on the main floor of the Harper Center.

20.8 Transcripts

A copy of a student’s academic record is called a transcript and is issued by the University Registrar upon written request of the student. A special Request for Transcript form is available via the student’s NEST or at the Registrar’s Office, A226 in the Administration Building or on the Registrar’s website http://www.creighton.edu/registrar/. Copies are not made of transcripts of records on file from other institutions. Any additional copies of these must be requested by the student directly from the original issuing institution.
APPENDICES

Appendix A

Creighton University College of Nursing
Constitution of the Nursing Senate

ARTICLE I. NAME
Section 1. The name of this organization shall be Nursing Senate, hereafter referred to as the Organization.

ARTICLE II. PURPOSE
Section 1. The purpose of this organization shall be to serve as one voice for the nursing student body. The organization coordinates and embraces issues and activities directed toward fulfilling the needs of the College of Nursing. The organization shall channel communications between the College of Nursing, faculty, and students. The organization strives to positively contribute the nursing profession, Creighton University, and the College of Nursing by extending service and social opportunities to all nursing students; collaborating with nursing students, faculty, staff and other professional schools; and working together, sharing experiences, and strengthening community within the College of Nursing.

ARTICLE III. MEMBERSHIP
Section 1. Regular membership in this organization shall be open to any full-time Creighton University nursing student. The following members from the student body of the College of Nursing at Creighton University shall constitute the membership of the Nursing Senate.

a. A President, Vice-President, Secretary, and Treasurer shall be elected at large or appointed by the executive board.

b. Twenty-one representatives: four elected from each traditional class (specifically Freshmen, Sophomore, Junior and Senior) and two from each Accelerated class, and one from the RN to BSN program.

i. Qualifications of the class representatives shall include: Students shall be enrolled in the College of Nursing at Creighton University for the semester during which they are elected and for the following two semesters, except for Accelerated and RN to BSN students who begin their term and the commencement of their first semester and terminate at the conclusion of their school year. Representatives must be members of the class for which they are seeking to represent. Class membership is determined on enrollment in clinical courses. In case of students whose class membership may change after one semester, the President in consultation with the Dean of the College of Nursing will make the decision.

ii. Duties of the class representatives shall include: Coordinate activities specific to the needs of the class represented, each representative has voting power in the organization, serve on committee to which appointed by President, the organization shall appoint a student representative to each of the following College of Nursing committees: Curriculum, Recruitment and Retention, Admissions and Promotions, Evaluation, Faculty, and Appeals; therefore, the class representative shall attend all meetings of said committee as a student representative. With the exception of Appeals committee, representatives do not have voting power. Place items for discussion on the agenda for said committee meeting through the office of the Dean of the College of Nursing.
Appendix A cont

e. One appointed College of Nursing Representative to the Creighton Students union (CSU) and one elected representative would be chosen.
   i. Qualifications include: Students shall be enrolled in the College of Nursing at Creighton University for the semester during which they are elected and for the following two semesters.
   ii. Duties include: Provide input from extraneous sources to assist in the functioning of the Senate. Be in close communication with the College of Nursing students in order to best represent their interest with the CSU. Have voting power on matters in the Nursing Senate.

f. Nursing senate will appoint a publicity chair.

g. A representative from the Creighton University Student Nurses’ Association (CUSNA) will be elected by that organization.
   i. Qualifications include: Must be currently enrolled in the College of Nursing at Creighton University and for the following two semesters. Must be a member of this organization and in good standing as deemed by the National Student Nurse Association by-laws.
   ii. Duties include: Represent the interests of the CUNSNA in the organization; coordinate any assistance that may be needed by the CUNSNA by the organization, and report to the organization on CUNSNA activities.

Section 2. The Nursing Senate shall be the student government of the College of Nursing.
a. Said Senate shall coordinate and deal with activities directed toward fulfillment of the needs of the College of Nursing faculty and students.
b. Said Senate shall channel communication between College of Nursing faculty and students.
c. Each member may hold one office with one vote on the Senate board. Section 3. Any member of the Senate may forfeit his/her position by written resignation to the President. In the event of Presidential resignation, a letter of intent should be submitted to the Nursing Senate. Section 4. The faculty advisor to the organization can be appointed by the Dean of the College of Nursing upon vacancy of the position as otherwise determined by the Dean of the College of Nursing. The duties of the advisor include: attend meetings of the Nursing Senate when possible; assist in forming policies and programs, but does not have voting power; counsel and advise the officers and members of the group as needed, particularly with regard to the rules and standards established by the University; approve appropriate communications from the organization to the College of Nursing public (letters, invitations and contracts); serve as liaison between the organization and College of Nursing faculty with regard to current activities and needs of the organization; assure student representation on appropriate College of Nursing committees as defined by the College of Nursing Bylaws; assist organization members with procurement of faculty and staff support and appropriate University services deemed necessary for organization activities; and the advisor is encouraged to develop a more specific set of expectations within the spirit and intent of the above guidelines.
ARTICLE IV. OFFICERS

Section 1. Officers of the organization shall be as follows:

a. President
b. Vice President
c. Secretary
d. Treasurer

Section 2. Election of officers shall be as follows:

a. All elections shall be conducted under the direction of the President in office at the time of the election.
b. In each race of any election, the candidate with the simple majority of votes is declared the winner.
c. In the event of a tie, a run-off election will be held on the first possible date.
d. Election results will be posted by the Executive Board (The President, the Vice-President, Secretary and the Treasurer).
e. Elections shall be held for all offices for which there are more than the number of seats available for the positions allotted.

Section 3. Officers and the Representatives shall be elected in the Spring Semester at mid-term. Candidates shall register themselves in the race of their choice by registering their name with the President(s) at the current time. Elections shall be held at a date as determined by the executive officers at the current time. After being elected, new officers shall attend a personal conference with the current outgoing officer. They will then take office at the completion of the school year and will remain in office for one year.

a. Procedure for the election of the representative: Said Representative's term of office will begin at the completion of the spring semester and terminate at the conclusion of the spring term of the next school year. An exception would be for freshman's term, which will begin four weeks into the fall term and will conclude at the completion of the spring term of the same school year.
b. Procedure for the election of representatives for the Traditional, RN to BSN and Accelerated program: The candidates for said Representatives shall register themselves active in the race by registering their name and a statement of qualifications and intentions with the President(s) at the time of all other representative elections. Elections shall be held on the following Monday.
c. Procedure for election of the Representatives from the freshman class: The candidates for said Representatives shall register themselves active in the race by registering their name and statement of qualifications and intentions with the President(s) beginning four weeks into the fall term. Elections shall be held the following Monday.
d. Procedures for election of one Representative from the CUNSNA: The CUNSNA shall elect one member of their organization to represent their organization on the Organization. The Representative must be currently enrolled in the Creighton College of Nursing. His/Her term will begin at the completion of the spring semester and terminate at the conclusion of the spring term of the next school year.

Section 4. Officers shall not be on academic or disciplinary probation at the time of their elections and throughout their terms of office. Officers must possess a 2.5 cumulative QPA or its equivalent and maintain a minimum of 2.5 QPA or its equivalent to serve during their tenure.
Section 5. The procedure to fill vacancies is as follows:

a. Vacancy to the Presidency: The Vice-President is given the option of succession to the Presidency. In the case that the Vice-President chooses this option, a new Vice-President is elected. In the case that the Vice-President prefers to remain Vice-President, any member of the Senate is given the priority to vie for the Presidency. Members if the Nursing Senate vote on the vying candidates. Said election is under the direction of the Vice-President. In the case that no Senate member chooses to seek the vacated position, the election is opened up to the student body of the College of Nursing. Said election will be under the direction of the Vice-President. Said election will follow the procedure outlined in Article IV, Section 3, in as far as possible as determined by the Vice-President.

b. Vacancy of the position of Vice-President, Secretary and/or Treasurer: Members of the Senate are given priority to vie for the vacated position. Members of the Nursing Senate vote on said candidates. In the case no Senate member chooses to seek the vacated position, the election is opened up to the student body of the College of Nursing; said election will follow the procedure outlined in Article IV, Section 3 in as far as possible as determined by the President.

c. Vacancy of position of Class Representatives: An election will be held to fill the position. Said election will follow the procedure outlined in Article IV, Section 3, as far as is possible as determined by the President. If an election is impossible because of special circumstances, the President with Senate approval will appoint the new member.

Section 6. Duties of Officers are as follows:

a. All executive members must have one year of experience as a member of the Nursing Senate to be elected as an executive officer.

b. President: Preside over meetings, direct activities, call meetings, direct elections and student referendums, accept all resignations, attend executive committee meetings as student representative with voting power when applicable, appoint committees and/or members for committees, vote on matter in the case of a tie, appoint new members, perform activities germane to the welfare of nursing students, and may co-sign checks.

c. Vice-President: Serves on a committee to which appointed by the President, works with President in his/her direction of activities of the organization, has voting power on matters in the organization, fills the duties of the President in case of an absence, and may co-sign checks.

d. Secretary: Keep records of all activities of the organization and record the minutes of all meetings, maintain committee folders and bring folders to meetings for updates by committee members, has voting power in matters in the organization, may co-sign checks, and post one copy of the minutes on the Nursing Senate board.

b. Treasurer: Prepare and submit the working budget for the school year to the organization and CSU for approval, maintain all financial records for the school year in accordance with established University policies and procedures, submit payment requests to faculty advisor for the Dean's approval, has voting power on matters in the organization, work closely with Faculty Advisor in planning activities within budget constraints and College of Nursing fiscal policies.

ARTICLE V. MEETINGS

Section 1. The organization shall meet at least every other week; the President shall call additional meetings as necessary. Meeting time is determined each semester.

Section 2. A quorum shall consist of 50% of the regular members.
Section 3. A quorum shall be present in order for any official business to be conducted. Official business shall include: elections, proposals, and matters requiring voting of the organization.

Section 4. The attendance policy for meetings is as follows:
   a. An absence is considered unexcused if a member neglects to attend meetings for reasons such as study purposes, i.e. tests, papers, social events. If three unexcused absences are accumulated throughout each semester, the Nursing Senate member may be asked to resign.
   b. An excused absence would include illness or a special function, i.e., clinical conflicts or class conflicts; in either case the member is to notify the President, the Nursing Senate Secretary, Faculty Advisor, or the Secretary of the College of Nursing. Involved members are required to review the posted minutes of the missed meeting and attend to their committee responsibilities.

ARTICLE VI. COMMITTEES
Section 1. The officers of the organization shall have the authority to create any standing committees or special committees that will further the purpose of the organization. Each member of the organization shall serve on at least one committee. For example: service, publicity, sales, and social committees.
Section 2. All students on committees either appointed or elected are responsible to attend committee meetings. If unable to attend the meetings, efforts should be made to contact the chairperson of the committee to obtain the results. Reports on the committee should be given to the Nursing Senate monthly, either in written form or verbally.
Section 3. Procedure concerning meeting agendas of committees under the direction or supervision of the Dean of the College of Nursing shall be as follows:
   a. Proposals or materials needing discussion can be placed on the agendas for respective committee meetings through the office of the Dean of the College of Nursing.
   b. The agendas for committee meetings will be distributed to student representatives through the Dean of the College of Nursing to the meeting in question.

ARTICLE VII. FINANCES
Section 1. If the organization dissolves, all funds granted by Creighton Students union will be returned to CSU. The remaining funds will be used to benefit the College of Nursing students as determined by the organization.

ARTICLE VIII. PARLIAMENTARY AUTHORITY
Section 1. The parliamentary authority shall be the current edition of Robert's Rules of Order, newly Revised. [This resource is available in the Leadership Library in the Student Activities Office.]

ARTICLE IX. AMENDMENTS
Section 1. Prior to being voted on, all amendments to this constitution require written notice of at least two (2) weeks.
Section 2. All amendments require a 2/3 vote of quorum for adoption.
Section 3. Amendments become effective only after approval by the Student Activities Office and the Dean of the College of Nursing.

Revised April 23, 2009
Appendix B

Bylaws for Creighton University Student Nurses’ Association

November 2009

MISSION STATEMENT OF CREIGHTON UNIVERSITY STUDENT NURSES’ ASSOCIATION
The Creighton University Student Nurses’ Association is an organization committed to the promotion of community service, leadership, and professionalism. The members serve as leaders of the Creighton College of Nursing community, as well as, representatives of a group of student nurses who will become the nation’s health care providers. As future nurses, the group’s mission is strongly rooted in Creighton University’s Jesuit tradition of men and women for others.

ARTICLE I
NAME

The name of this organization shall be Creighton University Student Nurses’ Association, a constituent of the Nebraska State Student Nurses’ Association and National Student Nurses’ Association, hereinafter referred to as CUSNA, NSSNA, and NSNA respectively.

ARTICLE II
PURPOSE AND FUNCTIONS

SECTION 1. The Purpose of CUSNA

a. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
b. To aid in the development of the whole person and one’s responsibility for the health care of people from all walks of life.
c. To encourage professional behavior through leadership, management, and organizational skills of members in preparation for post-graduate practice.
d. To provide programs and service activities representative of fundamental and current professional interest and concerns.
e. To promote interdisciplinary support and cooperation between health professions.

SECTION 2 The function of CUSNA shall include the following:

a. To have direct input into standards of nursing education and influence the educational process.
b. To influence health care, nursing education and practice through legislative activities as appropriate.
c. To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues;
d. To represent nursing students to the consumer, to institutions and other organizations;
e. To promote and encourage students’ participation in interdisciplinary activities.
f. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person’s race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
g. To promote and encourage collaborative relationships with the American Association of Colleges of Nursing (AACN), American Nurses Association (ANA), the National League for Nursing (NLN), the International Council of Nurses (ICN), as well as the other nursing and related health organizations.
ARTICLE III
MEMBERSHIP

SECTION 1. Membership of CUSNA shall be:

1. Active members (paid dues):
   a. Undergraduate students enrolled in one of Creighton University’s Nursing programs leading to licensure as a registered nurse.
   b. Registered nurses enrolled in undergraduate programs in nursing.
   c. Active members shall be entitled to all the privileges of membership.
   d. Members are encouraged to belong to state and national levels.

2. Membership shall be renewable annually.

3. Membership requires at least one philanthropy or community outreach activity per semester
   a. Students who fail to meet the philanthropy requirement may choose to donate five dollars to a charity designated by the officers of CUSNA.
   b. Second semester seniors are exempt from the philanthropy requirement.

SECTION 2. Active membership may be extended six months beyond completion of a student’s program in nursing.

SECTION 3. Membership shall not be restricted because of a person’s race, creed, sex, lifestyle, national origin, or economic status.

ARTICLE IV
QUALIFICATIONS AND DUTIES OF OFFICERS

SECTION 1. The officers of CUSNA shall consist of the president, vice president, secretary, and treasurer.

SECTION 2. Officers shall be elected at the annual meeting (final Fall semester meeting) and take office in January to serve on year.
   a. Officers may only serve two (2) terms in the same office

SECTION 3. Candidates for office shall:
   a. Be chosen from among those members who have been nominated and who are active members of CUSNA.
   b. Hold at least a sophomore standing in the School of Nursing to be elected as the President or Vice-President.
   c. Have given their consent to serve if elected.
   d. Not be on academic or disciplinary probation at the time of their elections and throughout their terms in the office.

SECTION 4. Duties of Officers:

1. All officers shall:
   a. Assume responsibilities of a designated committee.

2. The president shall:
   a. Preside at all meetings of CUSNA or the position will be assumed by the vice president. In the event of the absences of both the president and vice president, the president will appoint an alternative representative.
   b. Appoint special and standing committees with the approval of the elected officers.
   c. Approve expenditures as submitted by the treasurer and authorized by the elected officers.
d. Be responsible for representation of CUSNA in all matters.

3. The vice president shall:
   a. Assume the duties of the president in their absence or vacancy of office.
   b. In the event of a vacancy occurring in the office of the president, shall assume the duties of the president.
   c. Be responsible for communications among local, state, and national chapters of NSNA.

4. The secretary shall:
   a. Keep an accurate list of the names and addresses of all the officers and members in CUSNA on file.
   b. Record the minutes of all meetings of CUSNA and read them for approval at the next meeting.
   c. Keep a permanent record of all reports, papers, and documents submitted.
   d. Refer to the committees for the necessary records for the proper performance of their duties.
   e. Send the names and addresses of all officers of the constituent immediately after election of appointment to the corresponding secretary of NSSNA.

5. The treasurer shall:
   a. Act as custodian of the organization’s funds and deposit these funds in a bank approved by the officers.
   b. Keep accurate entries of acquisitions and disbursements of the organization funds.
   c. Report the organization financial status at each CUSNA meeting.
   d. Prepare a written report of the year’s transactions to be submitted at the annual meeting and placed on file.
   e. Keep a record of all dues paid together with a register of all members whose dues have been paid.
   f. At the close of the fiscal year, submit financial records to the CUSNA faculty advisors.

SECTION 5. All receipts should accompany all reports of expenses.

SECTION 6. Officers, other than the treasurer, shall deliver to their successors all records, papers, or other property belonging to the constituent within two weeks following their retirement. The retiring treasurer shall deliver to the newly elected treasurer all money, vouchers, books, and papers of CUSNA.

SECTION 7. At the end of their terms all officers shall prepare a report of their terms consisting of their activities during the past year, including suggestions for the following year. The secretary will distribute electronic copies to the following: Dean of the Nursing College, the CUSNA advisors, and the CUSNA website.

SECTION 8. A vacancy of the CUSNA board shall be filled by a majority vote of CUSNA members present and voting at the next regularly scheduled CUSNA meeting. The appointed person shall serve until the next regular election of officers.

SECTION 9. Any resignation from a position on the CUSNA board shall be submitted in writing to the president. The vacancy shall then be filled by a majority vote of CUSNA members present and voting at the next regularly scheduled CUSNA meeting.

SECTION 10. Any officer not performing the duties of the office as specified in these bylaws shall be subject to impeachment upon the request of the CUSNA board. The impeachment will require a three-fourths majority vote of the CUSNA board. The vacancy shall then be filled by a majority vote of CUSNA members present and voting at the next regularly scheduled CUSNA meeting.
ARTICLE V
ELECTIONS

SECTION 1. The officers of CUSNA and Nominations and Elections Committee shall be elected at the annual meeting (also known as the final Fall semester meeting).

SECTION 2. All elections shall be by ballot.

SECTION 3. A plurality vote of all members present and voting shall constitute an election. In the case of a tie, the choice shall be decided by a secondary election between the tied parties.

SECTION 4. Before the opening of polls, an opportunity shall be given for nominations from the floor and voting shall not be limited to the nominees. Persons nominated from the floor, after verification of availability, and willingness to serve, may be written in on the ballot.

SECTION 6. Ballots will be destroyed following announcement of election results.

ARTICLE VI
MEETINGS

SECTION 1. The annual meeting shall be held for the purpose of electing new officers of CUSNA.

SECTION 2. Special meetings of CUSNA may be called by the president upon the written request of a one-third or more of the active members.

SECTION 3. All meetings of CUSNA shall be open unless otherwise voted before a specified meeting.

SECTION 4. Meetings of CUSNA shall be held monthly or at the discretion of the president.

ARTICLE VII
VOTING POWER

SECTION 1. The voting body at all meetings of CUSNA shall consist of only active members.

SECTION 2. The voting body at the annual meeting of CUSNA shall consist of members who are proven members.

SECTION 3. Majority Vote is defined as more than half of the votes cast by those present and voting.

ARTICLE VIII
FACULTY ADVISOR

SECTION 1. There shall be at least one Creighton University College of Nursing faculty advisor for CUSNA.

SECTION 2. The advisor shall:

a. Be responsible for providing the interchange of information between the officers of CUSNA and the faculty.
b. Serve as resource person(s) for consultation with the officers, members, and staff.
c. Be responsible for attendance of at least one faculty advisor at each chapter meeting.
d. Serve as a guide for CUSNA members, while respecting the fact that CUSNA is a student-lead organization.
ARTICLE IX STANDING COMMITTEES

SECTION 1. Standing committees shall be composed of members of CUSNA and shall assume such duties as are assigned by CUSNA officers and specified in these bylaws.

SECTION 2. The committees shall report to CUSNA members as needed.

SECTION 3. There shall be the following standing committees, which shall serve the length of one academic year:

   a. Committee on Bylaws
   b. Committee on Activities
   c. Committee on Philanthropy
   d. Committee on NSNA
   e. Committee on Nominations and Elections

SECTION 4. The Committee on Bylaws

1. Composition: the Committee on Bylaws shall consist of at least three active members, working mainly with CUSNA secretary, and will be elected by a majority vote of the CUSNA officers.

2. The committee will elect a chair by majority vote.

3. Vacancies will be filled by appointment of CUSNA officers.

4. Duties:
   a. Review and/or revise CUSNA bylaws
   b. Forward revisions to the CUSNA membership at the annual meeting for acceptance.

SECTION 5. The Committee on Activities

1. Composition: The committee on Activities shall consist of at least three active members, working mainly with the CUSNA president, and will be appointed by a majority vote of the CUSNA officers.

2. The committee will elect a chair by majority vote.

3. Vacancies will be filled by appointment of CUSNA officers.

4. Duties:
   a. Develop programs of professional concerns.
   b. Prepare a preliminary budget for approval by executive committee.
   c. Organize fundraising activities for the CUSNA chapter.

SECTION 6. The Committee on Philanthropy

1. Composition: The Committee on Philanthropy shall consist of at least three active members, working mainly with the CUSNA treasurer, and will be appointed by a majority vote of the CUSNA officers.

2. The committee will elect a chair by majority vote.

3. Vacancies will be filled by appointment of CUSNA officers.

4. Duties:
   a. Develop service activities of professional concerns.
   b. Prepare preliminary budget for approval by executive committee.
Appendix B cont

SECTION 7. The Committee on NSNA

1. Composition: The Committee on NSNA shall consist of at least three active members, working mainly with the CUSNA Vice President, and will be appointed by a majority vote of the CUSNA officers.

2. The committee will elect a chair by majority vote.

3. Vacancies will be filled by appointment of CUSNA officers.

4. Duties:
   a. Work together with the Vice President to keep positive communication between local, state, and national chapters of NSNA.
   b. Organize all components of NSNA Annual and/or Midyear NSNA Conference(s).

SECTION 8. The Committee on Nominations and Elections

1. Composition: The Committee on Nominations and Elections shall consist of at least 3 active members, working mainly with the CUSNA Vice President, will be elected by a majority vote of CUSNA members present and voting at the annual CUSNA meeting.

2. The committee will elect a chair by majority vote.

3. Vacancies will be filled by appointment of CUSNA officers.

4. Duties:
   a. The Nominating and Elections Committee shall receive official applications of proposed candidates submitted by NSNA members.
   b. The Nominating and Elections Committee shall choose a slate of candidates for officers, directors, and members of the Nominating and Elections Committee. The consent of all proposed candidates shall be obtained in writing before placing their names on the ticket. Candidates shall obtain and submit the written support of their nursing program director or an explanation of why the support was withheld.

5. A vacancy of the Committee of Nominations and Elections shall be filled by a majority vote of CUSNA members present and voting at the next regularly scheduled CUSNA meeting. The appointed person shall serve until the next regular election.

ARTICLE X DUES

SECTION 1. A member will pay the prescribed dues for NSNA and NSSNA directly to NSNA. Dues for members shall be for a period of twelve consecutive months.

SECTION 2. CUSNA dues may be set by the executive board with the approval of the CUSNA membership. If dues are set, dues of $10.00 will be paid to the treasurer.

1. Approval will be by the majority of the CUSNA chapter.

2. Members will be notified of a possible increase in dues at the previous meeting.

SECTION 3. CUSNA will be responsible for collecting and paying any added assistance that may be given to members toward their dues.

ARTICLE XI
DISSOLUTION OF ORGANIZATION

In case of dissolution of CUSNA, any residue of funds shall be held by the Dean of the Creighton University College of Nursing and any funds received from the Creighton Student Union shall be returned.
ARTICLE XII FISCAL YEAR

The fiscal year of CUSNA shall be the membership year, extending from December 1 to November 30.

ARTICLE XIII QUORUM

SECTION 1. Two officers of CUSNA and fifty-one percent of members attending the meeting shall constitute a quorum at meetings of CUSNA.

SECTION 2. A majority of the officers shall constitute a quorum at any meeting of the officers.

SECTION 3. A majority of the committee members shall constitute a quorum at meetings of standing or special committees.

ARTICLE XIV
PARLIAMENTARY AUTHORITY

All meetings of CUSNA shall be conducted according to parliamentary law as set forth in Robert’s Rules of Order when the rules apply and are not in conflict with these bylaws.

ARTICLE XV
AMENDMENTS

SECTION 1. These bylaws may be amended at the meeting of CUSNA by two-thirds vote of the members present.

SECTION 2. All proposed amendments shall be prepared and publicized by the meeting prior to the annual meeting.

SECTION 3. These bylaws may be amended without previous notice at the annual meeting or a meeting called by a percent vote of those CUSNA members present.

SECTION 4. Amendments become effective only after approval by the Creighton University Student Activities Office.

Revised November 23, 2009