



Saint Xavier
UNIVERSITY

**BACHELOR OF SCIENCE
IN NURSING
SUPPLEMENTAL HANDBOOK**

2025-2026 EDITION



Saint Xavier
UNIVERSITY

School of Nursing and Health Sciences

Dear Students,

Welcome to Saint Xavier University! Whether you are a new or continuing student, you are an integral part of our SXU community. I am privileged to serve as Dean of the School of Nursing and Health Sciences, focusing my leadership on creating and upholding opportunities to provide you with a program that delivers quality education as you work to achieve and fulfill your educational dreams.

Being a member of the SXU community attests to your accomplishments of working hard to get here, and such efforts create a positive momentum as you continue to pursue your degree. The work is challenging yet rewarding, and before you know it, you will be receiving your diploma and preparing to enter the workforce.

In the tradition of the Sisters of Mercy, the founders of this University, we are compelled to take Mercy into the world, to thirst for knowledge and personal responsibility, to be inspired by faith, and to be voices of dignity and respect. We are a community aspiring to become persons who think critically, communicate effectively, lead faithfully, and respond passionately.

Faculty and staff across the University are dedicated to helping you. Reach out if you have questions or need assistance connecting to one of our many campus resources available to you. Remember that you are now part of the SXU community – a community that is diverse, unique, talented and here to help you to succeed.

I hope you find this student handbook a valuable resource in addressing your questions as a student majoring in nursing, health sciences or natural sciences. With so much in store for the year ahead, I could not be more excited to share and support your educational journeys with you.

In Mercy,

Charlene Bermele, DNP, RN, CNE
Dean, School of Nursing and Health Sciences

SAINT XAVIER UNIVERSITY
School of Nursing and Health Sciences
School of Nursing
Undergraduate Nursing Program

* This handbook is a supplement to, not a replacement for, the **Saint Xavier University Catalog** and the **Saint Xavier University Student Handbook**. Consequently, Saint Xavier University nursing students are subject to the academic student policies and procedures found in the University catalogs and handbooks as well as the policies and procedures contained in this handbook. In instances where University-wide policies differ from those of the nursing program, the policies of the nursing program will take precedence.

The School of Nursing reserves the right to amend policies, procedures, and other program information as necessary. All changes will be communicated promptly.

Student Consent for Audio and Video Recording

Saint Xavier University is committed to quality education and training. With this focus in mind, it is routine that students are observed and evaluated directly or through video recording, which includes any analog or digital media designed to capture and store images and sound.

I agree to allow audio and/or video recordings of activities that I participate in as a student clinician at Saint Xavier University. I understand that these recordings may be used for educational purposes. No identifying information about me (e.g., last name, address, phone number) will be disclosed.

Student Consent for Photographing

I agree to allow photographs of the activities in which I participate as a student clinician at Saint Xavier University. I understand that these photos will have no identifying information about me (e.g., last name, address, phone number). These photographs will remain the property of Saint Xavier University. I waive any and all rights for recompense for the use of said photos.

Student Handbook Acknowledgement and Understanding Form

I have received the **2024-2025** Saint Xavier University Undergraduate Nursing Program Student Handbook*. I am responsible for the content contained herein and I will read all future new policies set forth when notified. **By signing below, I affirm my acceptance of the policies stated on this page and within the handbook and I understand and agree that all future updates added to this handbook throughout my enrollment in the undergraduate nursing program will apply to me.**_____

Signature of Student Clinician

Student ID #

Date

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HISTORY OF THE NURSING PROGRAM

The rich traditions of the nursing program at Saint Xavier University evolved from the commitment of the Sisters of Mercy to serve the city of Chicago. The Sisters arrived in Chicago in 1846 and immediately opened a boarding school for girls, Saint Francis Xavier Female Academy, and began nursing the sick in their home. In 1852, the Sisters were issued a charter for what is Mercy Hospital. As the hospital began to grow, the Sisters of Mercy recognized the need for trained women to care for the patients. To meet this need, the Mercy School of Nursing was opened in 1889 and received its charter in 1892 as the Mercy Hospital Training School.

In the 1930s, the Sisters of Mercy joined a new movement in nursing education, believing that collegiate preparation offered strong advantages to the profession of nursing. After graduating the class of 1935, the Mercy Hospital Training School merged its interests with those of Saint Xavier College. The first baccalaureate-nursing program in Illinois was begun. It was a four-year collegiate program, offering students a basic liberal arts education combined with professional nursing experience, culminating in a Bachelor of Science degree. In May 1940, the Mercy School of Nursing of Saint Xavier College became the only college of nursing in Illinois and the 27th member school to be recognized nationally by the Association of Collegiate Schools of Nursing, which was the first official accrediting body for nursing. In 1958, the school was accredited by the National League for Nursing (NLN) and fully accredited by this organization until 2002, when the school selected the Commission on Collegiate Nursing Education (CCNE) as its new professional accrediting body. The school has been continuously fully accredited by an approved nursing organization since 1940.

Another significant change occurred during 1955-1956 under the leadership of Sister Mary Annette Walsh. In 1955, the school's name was officially changed from Mercy School of Nursing of Saint Xavier College to the Saint Xavier College School of Nursing. Over the next three years, Sister Annette managed the transfer of primary responsibility for the nursing program from the hospital to the college, a transfer symbolized by its move to the South Side campus in 1958. In 1966, the Alpha Omicron Chapter of Sigma Theta Tau, the international honor society for nursing, was established at Saint Xavier.

Innovation and service blend in with the traditions of the Saint Xavier University nursing program. The University Health Center was developed over a 30-year period, beginning in a small office in the nursing wing. Today, it is housed in the Driehaus Center and is managed and staffed by certified nurse practitioners who provide healthcare services to students, faculty, staff, and members of the surrounding community.

In 2018, the School of Nursing was reorganized as the School of Nursing and Health Sciences. Programs in communication sciences and disorders, exercise science, sports and fitness administration, and gerontology joined nursing. In 2018, the nursing program was also re-designated for a fourth consecutive term in 2018 as an NLN Center of Excellence in Nursing Education, recognized for creating an environment that enhances student learning and professional development. Faculty provides an educational milieu that promotes intentional caring with students from diverse backgrounds. In 2020, the nursing program celebrated its 85th anniversary.

During its history, the nursing program has responded to the changing needs of nursing students, the nursing profession, and the health care system. The traditions established over the years are the foundation for future program development, characterized by innovations and responsiveness to educational and health care needs. SXU nursing alumni are practicing in nursing education, administration, and service in a variety of health care settings throughout the United States and other countries. They bring with them a

strong commitment to quality nursing care and service based on Mercy values and traditions.

The Saint Xavier University Nursing Pin

Nursing pins have been awarded by SON for over 100 years to students who successfully complete the rigorous nursing program. Each pin has signified history and legend that marks the recipient as part of a special school and tradition of nurses.

The Saint Xavier nursing pin is modeled after the Saint Xavier coat of arms, which was designed in the 1950s. The large gold pin consists of a combination of elements inspired by the family crest of Saint Francis Xavier, the University's patron saint; the Sisters of Mercy, the founders and sponsors of the University; and sacred Scripture. It is divided into two parts. The left side represents the Xavier shield or coat of arms. To this was added an open book as an appropriate symbol of the educational mission and spirit. The right side represents the Mercy shield. On the upper part is a cross, which is the symbol of the Religious Sisters of Mercy United States. This Mercy shield was adopted from the coat of arms of the Religious Order of Our Lady of Mercy.

The words, Via, Veritas, Vita surmount the shield in the University's coat of arms; these words come from Scripture and are Latin for "Way, Truth, and Life," recalling the works of Jesus who says, "I am the Way, the Truth, and the Life."

The Pinning Ceremony

A ceremony is held at the completion of the program during which students receive their nursing pins. **All baccalaureate nursing students who have met the graduation requirements for the BSN may participate in the pinning ceremony.** The event is co-sponsored by the Student Nurses' Association, the graduating class, and the School of Nursing.

Thank you to Sister Joy Clough for her historical research, which was used in part to write this brief history.

Undergraduate Nursing Program Administration and Staff
School of Nursing

Dean, School of Nursing and Health Sciences Charlene Bermele, DNP, RN, CNE	Phone X3750	Room E-205
Director of Graduate Nursing Colleen O'Hearn, APN, CPNP-PC, DNP	X3721	E-208
Director of Undergraduate Nursing Karen O'Brien, Ph.D., RN, CNE	X3727	E-206
School of Nursing Clinical Placement and Recruitment Specialist Jill Marceille, BA	X3716	E-222
School of Nursing Program Administrator Patricia Griffin	X3740	E-201
Director of Simulation and Integrated Learning Center (SILC) Jennifer Pietranczyk, RN, MSN	X3710	E-100A
Coordinator, BSN/ACC Program Jennifer Rogoz DNP, RN, LTC-CIP	X3363	E-226
Administrative Assistant to the Dean Lisa Pruszweski	X3757	E-203
School of Nursing Coordinator, Clinical Process and Compliance Rebecca Sotiros	X3756	E-224
SILC (Simulation and Integrated Learning Center)	X5059	E-101

MISSION AND VISION

Baccalaureate education in nursing prepares an individual for personal and professional growth. Through liberal education, baccalaureate-nursing graduates are prepared to participate in multifaceted environments. The core of knowledge within the program provides a foundation for thinking in critical and creative ways. The baccalaureate curriculum is designed to prepare the graduate to practice as a generalist independently or collaboratively with other health professionals in the areas of health promotion, risk reduction and illness management.

The goals of the program are to:

1. Develop the liberally educated professional nurse who is prepared to practice in entry-level positions in various settings.
2. Provide a foundation for personal and professional development.
3. Provide a foundation for graduate study in nursing.

This section contains the mission of the University and the mission and vision of the School of Nursing. Both the University and the School of Nursing remain dedicated to promoting the values of the Sisters of Mercy founded upon the ideals of education, service and compassion.

University Mission

Saint Xavier University, a Catholic institution inspired by the heritage of the Sisters of Mercy, educates persons to search for truth, to think critically, to communicate effectively, and to serve wisely and compassionately in support of human dignity and the common good.

School of Nursing Mission

The nursing program embraces the mission of the University that is dedicated to the pursuit of academic excellence in the context of Mercy values. Through innovative and creative educational models that foster scholarship, compassion and lifelong learning, we educate exemplary nurses for professional practice in a diverse, global community.

BACCALAUREATE EDUCATIONAL PROGRAM OPTIONS

Prelicensure Track

This program prepares an individual to become a registered nurse. For full-time students, the program can be completed in four academic years. The graduate is prepared to practice as a generalist, independently or collaboratively, with other health care professionals in the promotion of health, risk reduction, and disease management and prevention. If an individual is transferring to Saint Xavier University from another college or university, it is important to note that it takes a minimum of five semesters as a full-time student to complete the nursing major. Full-time study is expected. If a student requires a part-time plan of study, students must meet with the director of nursing to arrange a program plan. Students graduating from this program will receive a Bachelor of Science in Nursing (BSN) and are eligible to take the national licensing examination, the NCLEX-RN.

LPN to BSN Track

The LPN to BSN option offers licensed practical nurses (LPN) the opportunity to earn a Bachelor of Science in Nursing in a reduced time frame and to qualify for the National Council Licensure examination for registered nursing (NCLEX-RN). In 1991, SXU's LPN to BSN option was the first such educational opportunity in Illinois for LPNs to earn their BSNs in a reduced time frame. It is integrated within the undergraduate nursing curriculum.

LPN students may receive twelve credits of advanced placement nursing credit for the following courses: NURS 349, NURS 333, NURSP 332 and NURS 383. This credit will be held in escrow until the student completes these required nursing courses with a grade of C or better and with cumulative and nursing grade point averages of 2.3 or better (see Form A-LPN-BSN option Advanced Credits).

Accelerated BSN (BSN/ACC) Track

The BSN/ACC option allows the student with an earned non-nursing baccalaureate degree to move through the baccalaureate pre-licensure program within a reduced time frame. Students in the BSN/ACC option begin coursework each May and can successfully complete the BSN program over four sessions in 15 months. Courses are offered only full-time with short breaks between sessions.

Undergraduate Nursing Program Outcomes

Within the tenets of professional nursing and highlighting the values expressed in the University and School of Nursing's mission statements, the graduates of our program will be able to:

1. Integrate and apply established and evolving disciplinary nursing knowledge and ways of knowing, including knowledge from other disciplines, liberal arts, and natural and social sciences.
2. Provide intentional person-centered care that is holistic, inclusive, compassionate, coordinated, evidence-based, and developmentally appropriate to protect, promote, and optimize health.
3. Promote population health across the evolving health care delivery continuum from prevention to disease management through collaborative activities with both traditional and non-traditional partnerships to address health policies and social determinants of health for the improvement of equitable population health outcomes.
4. Synthesize, apply, and disseminate research and evidence-based practice to improve health and transform health care.
5. Utilize established and emerging principles of safety and improvement science to enhance quality of care and to minimize risk of harm to patients and providers, through both system effectiveness and individual performance.
6. Effectively communicate and collaborate across professions and with care team members, patients, families, communities, and other support systems to promote high-quality, safe patient care and enhance the health care experience.
7. Coordinate the use of resources across the continuum of diverse health care systems to meet the evolving health care needs of individuals, families, communities and populations across the lifespan.
8. Use current technologies and informatics to gather data, inform decision-making, and provide, document, and evaluate outcomes of care in the management and improvement of the delivery of health care services, in accordance with best professional practice and regulatory standards.
9. Cultivate a professional identity that reflects nursing's characteristics and values of ethical behavior, accountability, civility, respect, collaborative disposition, excellence, compassion, service, hospitality, and integrity.
10. Participate in activities and self-reflection for professional and personal development that foster personal health, resilience, and well-being, contribute to lifelong learning, and support the acquisition of nursing expertise and leadership development.

UNDERGRADUATE NURSING CURRICULUM – TRADITIONAL TRACK

Schedule of Nursing Courses:

Course	Course title	Credits
Sophomore I		
NURS 102	The Professional Nurse: Roles and Concepts	1
Sophomore II		
NURS 218	Concepts in Professional Nursing I	3
NURS 215	Pathophysiology	3
NURS 220	Holistic Assessment	3
NURSP 221	Introduction to Clinical Practice (45 hours, lab/clinical)	1
		10
Junior I		
NURS 395	Concepts in Professional Nursing II (fulfills digital literacy)	3
NURS 349	Nursing Pharmacology I	3
NURS 333	Holistic Care in Nursing Practice I	3
NURSP 332	Clinical Practice I (135 hours, clinical/simulation)	3
		12
Junior II		
NURS 379	Concepts in Professional Nursing II	3
NURS 376	Holistic Care in Nursing Practice II	4
NURSP 377	Clinical Practice II (135 hours)	3
NURS 449	Nursing Pharmacology II	3
		13
Senior I		
NURS 399	Concepts in Professional Nursing IV (fulfills writing intensive)	3
NURS 383	Nursing Elective – Special Topics in Nursing	3
NURS 433	Holistic Care in Nursing Practice III	4
NURSP 434	Clinical Practice III (135 hours, clinical/simulation)	3
		13
Senior II		
NURS 475	Concepts in Professional Nursing V	3
NURS 478	Advanced Concepts in Nursing Practice	4
NURSP 479	Clinical Practice IV Capstone (180 hours, clinical/simulation)	4
		11

Total Nursing Credits: 60

Nursing Elective (required, can be taken any semester as long as the prerequisite is met.)

UNDERGRADUATE NURSING CURRICULUM – LPN to BSN TRACK

Schedule of Nursing Courses:

Course	Course Title	Credits
Sophomore I		
NURS 102	The Professional Nurse: Roles and Concepts	1
Sophomore II		
NURS 218	Concepts in Professional Nursing I	3
NURS 215	Pathophysiology	3
NURS 220	Holistic Assessment	3
NURSP 221	Introduction to Clinical Practice (45 hours, lab/clinical)	1
		10
Junior I		
NURS 395	Concepts in Professional Nursing II (fulfills digital literacy)	3
Junior II		
NURS 379	Concepts in Professional Nursing III	3
NURS 376	Holistic Care in Nursing Practice II	4
NURSP 377	Clinical Practice II (135 hours, clinical/simulation)	3
NURS 449	Nursing Pharmacology II	3
		13
Senior I		
NURS 399	Concepts in Professional Nursing IV (fulfills writing intensive)	3
NURS 433	Holistic Care in Nursing Practice III	4
NURSP 434	Clinical Practice III (135 hours, clinical/simulation)	3
		10
Senior II		
NURS 475	Concepts in Professional Nursing V	3
NURS 478	Advanced Concepts in Nursing Practice	4
NURSP 479	Clinical Practice IV Capstone (180 hours, clinical/simulation)	4
		11

Total Nursing Credits: 48

UNDERGRADUATE NURSING CURRICULUM-ACCELERATED BSN

Session 1 Summer

Course		Credits
NURS 102	The Professional Nurse: Roles and Concepts	1
NURS 215	Pathophysiology	3
NURS 218	Concepts in Professional Nurse I	3
NURS 220	Holistic Care in Nursing Practice	3
NURSP 221	Introduction to Clinical Practice	1
NURS 333	Holistic Care in Nursing Practice	3
NURSP 332	Clinical Practice I (135 hours)	3
		17

Session II Fall

Course		
NURS 395	Concepts in Professional Nurse II	3
NURS 349	Nursing Pharmacology I	3
NURS 376	Holistic Care in Nursing Practice II	4
NURSP377	Clinical Practice II (135 hours)	3
		13

Session III Spring

Course		
NURS 379	Concepts in Professional Nurse III	3
NURS 399	Concepts in Professional Nurse IV	3
NURS 433	Holistic Care in Nursing Practice III	4
NURSP 434	Clinical Practice III (135 hours)	3
NURS 449	Nursing Pharmacology II	3
		16

Session IV Summer

Course		
NURS 383	Nursing Elective	3
NURS 475	Concepts in Professional Nursing V	3
NURS 478	Advanced Concepts in Nursing Practice	4
NURSP 479	Clinical Practice IV: Capstone (180 hours)	4
		14

Total Nursing Credits 60

LPN-BSN Track: Advanced Credits

Upon completion of the following courses with a grade of C or better and with cumulative and nursing grade point averages of 2.3 or better, students will be eligible to apply for 12 semester hours of advanced credit:

1. NURS 102- The Professional Nurse: Roles and Concepts (1 CREDIT HOUR)
2. NURS 218- Concepts in Professional Nursing I (3 CREDIT HOURS)
3. NURS 215- Pathophysiology (3 CREDIT HOURS)
4. NURS 220- Holistic Assessment (3 CREDIT HOURS)
5. NURSP 221- Introduction to Clinical Practice (1 CREDIT HOURS, 45 hrs, lab/clinical)
6. NURS 395- Concepts in Professional Nursing II (3 CREDIT HOURS)

BSN/LPN Advanced Credits:

Students in the LPN-BSN Track may receive credit for the following 12 credit hours of nursing coursework. See Appendix Form A.

NURS 349- Nursing Pharmacology 1 (3 CREDIT HOURS)

Course Description: This course provides an introduction to concepts necessary for safe medication administration. Basics of pharmacokinetics, administration techniques, drug classifications, and dosage calculation are covered. The role of the nurse in patient education and the use of current resources are emphasized.

NURS 333- Holistic Care in Nursing Practice 1 (3 CREDIT HOURS)

Course Description: This course focuses on concepts fundamental to the practice of nursing from a theoretical evidence base. A conceptual approach is used to explore knowledge and skills as they apply to patients with basic health alterations across the lifespan. Emphasis is placed on therapeutic communication, health promotion, safety, clinical judgment, and nursing interventions.

NURSP 332- Clinical Practice 1 (3 CREDIT HOURS, 135 hours, clinical/simulation)

Course Description: Concepts essential to the provision of nursing care and application of nursing skills are explored and applied to clients in diverse clinical settings. The evidence-based knowledge gained at the Junior 1 level forms a basis for clinical reasoning and decision making as students develop their nursing skills. Professional behavior, patient safety, and appropriate uses of resources will be demonstrated in the administration of medications and application of nursing interventions.

NURS 383- Nursing Elective- Special Topics in Nursing (3 CREDIT HOURS)

Course Description: This course presents varying subject matter related to current trends and issues in professional nursing, dependent upon student interest and faculty resources.

RIGHTS AND RESPONSIBILITIES: ADMISSION, PROGRESSION, DISMISSAL, AND GRADUATION

Student Rights

As noted in the **SXU Student Handbook**, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, establishes rights for eligible students and their parents with respect to records maintained by the University, and additionally, the School of Nursing.

In addition to the University requirements, SON has adopted the following academic requirements, which must be achieved by the student.

Admission Process into the Nursing Program

Refer to www.sxu.edu for current Freshman Admission (sxu.edu) and Transfer into Nursing (sxu.edu) information.

Progression Within the Nursing Program

BSN Traditional and LPN to BSN Students (Freshman Entry and Transfer)

Nursing students in their freshman and sophomore years are enrolled in liberal arts and science courses as well as courses supporting the nursing major. Students admitted to the University as pre-clinical nursing majors must comply with nursing program requirements to progress in the nursing program.

Progression into the Sophomore II semester (nursing courses) requires the following: cumulative GPA of 2.75 at Saint Xavier University and supportive courses (PSYCH 101, PSYCH 204, 199, SOC/ANTH, COMM 101, ENG 120, MATH 135, PE 124) and a GPA of 2.5 or better in all science courses (BIOL 202, 203, 206 and CHEM 109). Students may repeat a science course only one time and may repeat only one science course. These courses must be completed by May 30 for fall Sophomore II start and by December 15 for spring Sophomore II start.

Progression into the Junior I semester (clinical nursing courses) requires a grade of C or better in NURS 102, NURS 215, NURS 218, NURS 220, NURSP 221 and supportive courses. A student in the baccalaureate pre-licensure track shall remain enrolled within the track to which they were admitted.

BSN/ACC Students: Progression into the nursing courses requires completion of all science (BIOL 202, 203, 206, and CHEM 109) and supportive courses (PSYCH 101, 199, 204, SOC/ANTH, COMM 101, MATH 135, PE 124).

A student in the accelerated baccalaureate pre-licensure track who receives a grade of D or W will be given an option by the program coordinator to move to the baccalaureate pre-licensure track and remain in that track until program completion. The student will be responsible for all future tuition and University fees. BSN/ACC students who are placed on probation must meet with a BSN/ACC advisor and ABSN program. A transition from the accelerated track to the traditional program does not count against the student's academic standing or progression within the nursing program.

Six Semester Completion

The student is exposed to NURS 102 in their first year in the program. The SON begins tracking BSN students when they enter the second semester of their sophomore year. Prior to that, students may need to step out or repeat/take additional courses in effort to obtain the needed GPA for entry into nursing courses (2.75 required GPA). Once a student is enrolled in SOPH II level courses, the student has up to and including six semesters to complete the nursing program.

MANDATORY REPORTING:

Saint Xavier University is a community that respects the dignity and worth of each person regardless of race, color, ethnicity, creed, religion, gender, gender identity, abilities, age, sexual orientations, nationality, or immigration status and is committed to fostering a diverse, civil and inclusive community in which its students can learn and grow. As a member of the SXU community, it is expected that students uphold the following values:

- Everyone deserves to feel respected.
- Everyone is responsible for treating members of the SXU community with dignity, civility and respect.
- Everyone is expected to be courteous, engaged, attentive and empathetic in order to help sustain a safe and inclusive environment for all.

Additionally, all members of the SXU community have a responsibility to help SXU be a respectful, inclusive community free from discrimination, bias, bullying and harassment by reporting instances that are not in line with our core values.

Mandatory Reporting Forms on SXU Website:

- **Bias Incident Report Form**: Please use this form to report behavior that discriminates, stereotypes, excludes or harasses anyone in the community that is motivated by prejudice against an individual or group of people based on personal characteristics or identity, including but not limited to: age, gender, gender identity, race, ethnicity, sexual orientation, religion or disability.
- **Sexual Misconduct Report Form**: Please use this form to report sexual harassment, stalking, relationship violence, or sexual assault.
- **Incident Report Form**: Please use this form to report behavior that violates the University Code of Conduct, such as behavior involving alcohol, drugs, obscene language, threats, damage to property, vandalism, theft, etc.

In addition to these forms, you may contact the Office of the Dean of Students directly by visiting Room L-103 of the Warde Academic Center, emailing deanofstudents@sxu.edu, or calling 773-298-3123. In line with our mission, core values, and Catholic Mercy identity, we expect all members of the University community to act toward one another with sensitivity, consideration, understanding, appreciation, tolerance, and active concern for the welfare of others. Please consider how you can positively contribute to our inclusive learning community.

School of Nursing Grading Scale

1. The nursing program grading scale is:

Numerical score	Grade	Grade point awarded
93-100	A	4.0
85- 92	B	3.0
77- 84	C	2.0
70- 76	D	1.0
0- 69	F	0.0

2. A grade of at least a C is necessary for satisfactory completion of all nursing courses and those courses supportive of nursing. For additional information regarding supportive courses for nursing, refer to the Undergraduate Academic Catalog. Departments providing supportive courses may have established specific policies applying to their offerings.
3. Students enrolled in nursing courses must maintain an overall grade point average (GPA) of 2.3 and a nursing grade point average (NGPA) of 2.3. Students whose NGPA falls below 2.3 are placed on academic probation within the nursing program. Students whose overall GPA falls below 2.3 will not be allowed to take nursing courses.
4. The NGPA is calculated only on those nursing courses required in the undergraduate nursing program of studies. NURS 102 and NURS electives count in that calculation. For additional information, refer to the Undergraduate Academic Catalog.
5. Students must successfully complete all required level nursing courses before progressing to the next level.
6. Students enrolled in co-requisite theory and clinical/lab courses who are either unsuccessful or withdraw from either course must repeat both the theory and the clinical/lab courses. Because the clinical/lab courses are co-requisite to the theory course, the withdrawal from both/all courses will be counted as one W.
7. Students are required to have a cumulative 77% average on course examinations in theory courses with a concurrent clinical practicum to successfully pass the nursing course, in addition to other courses as noted in their syllabus.
8. Students who receive a D will meet with their nursing academic advisor to discuss strategies for success. See Appendix Form D Remediation Plan.

Incomplete Grades

When acceptable circumstances prevent a student from completing course requirements prior to the end of a term, the student must initiate the process of an **Incomplete (I)** as outlined in the Undergraduate Academic Catalog. Incomplete grades are assigned only for work in progress and at the discretion of the faculty member. Students who receive an Incomplete in a required nursing course will not be allowed to progress to a sequential semester's nursing course unless the Incomplete has been replaced with a grade of C or better by the start of the sequential semester. The faculty member who serves as the instructor for the course determines the completion date for the I.

Withdrawal Policy

A course may be repeated only one time. A grade of W counts toward the limit allowed for repeats of a course. A student who exceeds this unit will be dismissed from the program. A withdrawal from any course may result in delayed program completion.

Students must notify the course faculty, nursing advisor, and director of the program in writing using University email when:

1. A withdrawal takes place in any course specific to the major.
2. The student does not wish to register for a scheduled course.

The written notification should explain the reason for the withdrawal. The student is also responsible for following the Drop-Add/Withdrawal University policy found in the Catalog.

Note: If receiving financial aid, it is recommended that the student contact the Office of Financial Aid to clarify the impact of course withdrawal on financial aid.

Leave of Absence (LOA)- Semester Withdrawal

Students who request a leave of absence must submit written notification using their University email, along with the Leave of Absence (LOA)- Semester Withdrawal Form (See Appendix Form B) to the Director of Nursing. The communication should explain the reason for the withdrawal and the date of possible/expected return.

Note: If receiving financial aid, it is recommended that the student contact the Office of Financial Aid to clarify the impact of leave of absence and semester withdrawal on financial aid.

Compassionate and Medical Withdrawal

A student may request a Compassionate or Medical Withdrawal from the University in extraordinary cases in which a serious and significant personal situation or illness prevents them from continuing their classes and functioning as a student, and for which the regular University withdrawal process is not appropriate.

Please refer to the Medical and Compassionate Withdrawal Policy. If the Dean of Students approves Medical and Compassionate Withdrawal, this withdrawal does not count toward allotted withdrawals.

Academic Probation

Students entering Junior I (traditional) or Session II (accelerated) nursing courses will be placed on

probation in the nursing program if they fail to maintain an NGPA of 2.3 on a scale of 4.0 or if they receive a grade of D in a required nursing course. Students are allowed only one semester of **academic probation** in the program.

1. Students placed on **academic probation** will be notified in writing of their probationary status by the Director of Nursing.
2. Students on **academic probation** must maintain an NGPA of 2.3 and earn a C or better in all nursing courses. Failure to do so will result in dismissal from the nursing program.
3. Students placed on academic probation are required to follow up for assistance with the faculty advisor and an assigned Academic Success Coach.
4. BSN/ACC students who are placed on probation will meet with their BSN/ACC advisor and the coordinator of the BSN/ACC program to determine progression.

Dismissal Process

Students will be **dismissed** from the nursing program if they:

1. Receive a grade of F in any nursing course.
2. Fail to raise nursing GPA to 2.3 after a semester of academic probation.
3. Fail to receive a grade of C or better in a nursing course that is repeated because of an initial grade of D or W. If a nursing course is not successfully completed a second time, the student will be dismissed from the program. A nursing course may be repeated only one time. Only one nursing course may be repeated. **A grade of W counts toward the limit allowed for repeating nursing courses. A student who exceeds this limit will be dismissed from the program.**
4. Fail to meet the substance use policy.

The School of Nursing reserves the right to dismiss students from the nursing program where the student's personal integrity, clinical judgment, or conduct demonstrates unfitness to continue education in the profession of nursing. A student's integrity and conduct will be judged according to the requirements of this Handbook and the Code for Ethics as adopted by the American Nurses Association. This is a separate and significant basis upon which the School of Nursing may dismiss a student from the program. Depending upon the issues presented, dismissal on this basis may but need not be preceded by remediation, sanctions, or other attempts to address the identified issues through interventions short of dismissal.

In addition, where a nursing student is substantiated to have violated the University's Student Code of Conduct, those findings may form the basis for dismissal from the School of Nursing, including in circumstances where the findings do not result in dismissal from the University itself. The Dean or designate, after appropriate consultation within the School of Nursing, will notify the student in writing of dismissal on the basis of the student's unfitness due to personal integrity, clinical judgment, or conduct issues. A student dismissed on this basis has the same appeal rights as in other instances involving dismissal from the School of Nursing.

The Director of Nursing will notify students of their **dismissal** from the nursing program by SXU email. Upon **dismissal**, the student will be required to immediately withdraw from all nursing courses, including clinical assignments. It will be the

student's responsibility to register for other University courses that may be available, as well as to address any financial aid responsibilities.

Policy for Repeating Senior II Courses

If a student is unsuccessful at the Senior II level and is repeating NURS 478 and NURSP 479, the student is also expected to enroll in the NURS 475 Concepts in Professional Nursing course as an audit course if they have successfully completed this course in the prior semester. This allows the student to enroll and complete the requirements for Capstone, Comp Predictor, and VATI.

Readmission of Students Dismissed from the Program

Readmission of students to the undergraduate nursing program occurs only rarely and is considered on an individual basis. A student who is dismissed or leaves the nursing program and wants to seek readmission must submit a request in writing to the Director of Nursing. The deadline for fall semester readmission is April 1, and the deadline for spring readmission is November 1. The Director will share the letter with the Student Management Committee. Decisions by the committee will not be made on receipt of the letter, but likely the following semester, requiring the student to sit out of nursing courses for one semester. Once a readmission decision is made, the decision is final and will be communicated to the student in writing.

Grievance and Appeal Procedure

A student who believes that an incorrect **final** grade has been received in a course or that a policy has been applied inappropriately has the right to grieve the final grade or the policy decision. Individual assignment grades cannot be appealed. Refer to the University Grievance and Appeal Process.

Graduation Requirements

1. Candidates for the Bachelor of Science in Nursing (BSN) in the traditional track, BSN/ACC, and LPN to BSN option must meet all of the University requirements for graduation as well as all of the requirements for the nursing major.
2. Students are responsible for having a 2.3 cumulative nursing grade point average (NGPA) and meeting all University and program requirements for graduation.
3. Application for graduation must be made through the Office of Records and Registration during the student's final academic year. Deadlines for filing are published in the Academic Calendar. It is the responsibility of the student to note the deadline and to submit the completed form on time.
4. Students need 120 credits to graduate from SON.
5. All required standardized testing and support programs in nursing must be completed. A standardized comprehensive test is administered during the last semester of the senior year. If the student achieves below the passing level, they must follow the criteria identified in the syllabus testing policy.
6. The application process for the NCLEX-RN will be reviewed during the student's last semester/session. All students will have a faculty coach to guide and support the student in the NCLEX-RN preparation process. Students are responsible for completing the application process and for all costs related to this process. The Director's signature indicates only that the student has graduated.

NCLEX-RN Licensure Exam Information

As a graduate of the nursing program, students are eligible to apply for the National Council Licensure Examination, known as the NCLEX-RN. Students need to complete an application for the state in which they plan to practice. The application must be signed by the Director of Nursing. In addition, they must pay the established testing fees online. Students who plan to apply for licensure in Illinois must also submit verification of fingerprint processing from a vendor approved by the state of Illinois.

Testing Modifications for NCLEX Candidates with Disabilities:

Graduates who have had accommodations for tests while in the nursing program may be eligible for testing accommodations on NCLEX-RN. The request for accommodations is part of the Illinois application and/or the jurisdiction in which they are seeking licensure. It is the student's responsibility to contact the Center for Accessibility Resources a minimum of six months before sitting for the NCLEX exam.

GENERAL ACADEMIC POLICIES

Class Attendance

Students are expected to attend all scheduled class sessions, whether face-to-face or offered remotely. Classroom activities are essential to learning and to the application of knowledge. Anticipated absences must be discussed with the instructor prior to the absence. It is the student's responsibility to obtain class notes and assignments missed due to absence. In addition, the student is responsible for knowing and meeting all course requirements, including tests, assignments, ATI proctored exams, and class participation as indicated by the course syllabus and course instructor.

Clinical Attendance Policy

Attendance at all on-campus laboratory/simulation and off-campus clinical experiences is mandatory as part of the requirements for completion of the BSN degree. Practicum experiences include all hands-on experiences occurring in any clinical setting, such as a hospital or health care agency, and all experiences that take place in the Simulation and Integrated Learning Center (SILC), including clinical preparation and simulation activities.

Students who miss a clinical/SIM/lab experience must fulfill the required clinical contact hours and demonstrate clinical competency to pass the clinical experience and the course.

If absence is unavoidable, you, the student, assume responsibility for contacting your clinical instructor immediately.

No call/no show to clinical constitutes a failure. This is defined as when you do not attend clinical/SIM/lab and fail to contact your clinical instructor via cell phone, text message, or email **within the first hour of the start of the clinical experience.**

Students are expected to be **ON TIME** for every clinical/SIM/lab experience. This means that the students are in uniform, with all pre-clinical assignments completed and in the designated meeting place, prepared to receive assignments from the instructor at the scheduled time.

Tardiness will not be tolerated. One tardy will result in a verbal warning. A second tardy will result in a clinical absence. Tardiness is defined as 10 minutes late to clinical/SIM/lab.

A maximum of ONE absence from one practicum experience (clinical/SIM/lab) may be made up per course.

Clinical makeup will be assigned by the clinical instructor and course coordinator to meet learning objectives. If you miss more than one clinical/SIM/lab, you will not meet course objectives.

Makeup assignments and activities may include any or all of the following:

- Time at the clinical/community agency.
- On-campus clinical makeup in SILC during finals week.
- Written/presentation assignment.

The assignment will be due at the date and time assigned by the clinical faculty and clinical course coordinator.

Failure to complete the clinical makeup time will result in an F for the course and dismissal from the program.

The student is required to submit the **Clinical/Lab Absence Form** to the clinical or lab faculty **within one week of the absence**. The form is available on the Undergraduate Clinical Canvas site. The completed form will be kept on file by the faculty for the remainder of the semester.

Veteran Statement

Saint Xavier University is a proud participant in the Yellow Ribbon GI Education Enhancement Program -- a provision of the post-9/11 Veterans Educational Assistance Act of 2008.

Veterans and active-duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities) are welcome and encouraged to communicate these circumstances, in advance, if possible, to the instructor.

Religious Holiday Observations

Regular attendance at class and clinicals is a student obligation. A student is responsible for all work, including tests and written assignments, of all class meetings. Reasonable accommodations will be made by faculty for students requesting to miss class, clinicals, exams, and written assignments due to the observance of religious holidays. Therefore, it is your obligation as a student to notify your course faculty **in writing using your SXU email within the first week of the official start of classes** of foreseen conflicts with class or clinical attendance, tests, and assignments related to your religious observances. At that time, you should review dates for exams, courses, and clinical assignments and meet with the faculty to plan your absence and an alternate assignment.

If your request is denied, you may appeal in writing, outlining the date, time, and practices of the religious observance related to your request, **no later than two weeks before the religious observance**. Your appeal should also include the response from the course coordinator outlining the denial. Your appeal should be addressed to the director of the nursing program.

Examinations

Students are required to be present for all scheduled examinations. Students must notify the course faculty **prior to the scheduled exam time** if they are ill or have appropriate extenuating circumstances preventing them from taking the exam. Course faculty have the following options regarding missed examinations:

1. Maintain the required exam date and assign a grade of zero for the missed examination.
2. Administer the examination at another time to be determined.
3. Administer an alternate form of the examination (e.g., an essay or case study).
4. Administer the same examination, but lower the grade received on the makeup exam.

It is the responsibility of the student to speak with the course faculty within 24 hours of the missed examination to discuss these options. Failure to do so may jeopardize satisfactory course completion.

Test-Taking Policy

Honesty and ethical behavior are values of the nursing profession. Therefore, we wish to provide an atmosphere that encourages appropriate behavior. The following rules apply during testing.

1. Phones are not allowed.
2. Students may be required to show SXU photo identification prior to the start of the examination.
3. Only basic, standalone calculators may be used for mathematical calculations per individual course policy. This means that calculators on phones, clipboards, or programmable calculators will not be allowed. Also, covers must be off all calculators.
4. All books, notebooks, book bags, purses, etc., are to be placed in the front of the classroom during tests.
5. No hats or caps may be worn during a test, except for religious head coverings. Nothing should obscure the face.
6. All students are expected to remain in the classroom until they have finished the test.
7. Room setup and seating arrangements are at the faculty's discretion.
8. Exams that are administered via computer will require the use of a lockdown browser such as Respondus. Instructions will be given in advance regarding the required software that must be downloaded to personal laptops and the need for periodic updates of such browsers by students.
9. No smartwatches.

Assignments

Unless the course syllabus provides alternative guidelines, all academic papers are to follow the American Psychological Association guidelines for formal papers. "The Publication Manual of the American Psychological Association, 7th Edition, 2019," is the manual of style for all nursing written assignments. All papers are expected to be free of grammar, punctuation, and spelling errors. Students who experience difficulty with written communication are encouraged to seek assistance from the University Writing Studio located in the Learning Center (Room L-110).

All assignments must be completed and submitted on the specified due date. Students should carefully follow the calendar printed in the course syllabus. Arrangements for an extension of time for assignment completion must be made before the assignment's due date. Extensions will only be given at the discretion of the faculty member for serious reasons. If assignments are submitted after the specified due date, the course faculty has the option to:

1. Accept the late assignment with no penalty.
2. Maintain the required due date/time of the assignment and lower the grade.
3. Require an additional assignment.
4. Change the assignment.
5. Refuse to accept the assignment and assign a grade of zero.

Mobile Technology Devices

Mobile technology devices include but are not limited to smartphones, smartwatches, laptops, netbooks, and tablets. Mobile technology devices may be used in clinicals, simulations, and classrooms if permitted by the agency and course faculty. Features such as accessing or posting to social media, text messaging, use of device camera, and the use of the internet for purposes other than educational purposes are strictly prohibited. Violation of this will result in unprofessional behavior action.

Academic Dishonesty

Academic honesty and integrity are critical to any educational institution. It is highly valued in the profession of nursing. Faculty expect students to do their own work. Students will not give or receive assistance during quizzes, examinations, or other class work.

One form of academic dishonesty is **plagiarism**. Plagiarism is intellectual theft. It is defined as including, without limitations, the act of representing the work of another as one's own. Plagiarism may consist of copying, paraphrasing, or otherwise using any work of another without proper acknowledgment of the source or presenting oral or written material prepared by another as one's own. It also includes using other people's work available on the internet. (i.e., Chat GPT or any other resources utilizing artificial intelligence) When in doubt about rules concerning plagiarism, students should consult the faculty for assistance.

Cheating, plagiarism, and dishonesty of any kind are very serious matters and will incur serious consequences. Any student involved in dishonesty or academic misconduct may **fail the course or be dismissed from the program**. As noted above, "failure in a nursing course will result in dismissal from the School of Nursing." The University policy on academic dishonesty will be followed. Refer to the current Saint Xavier University Catalog for academic policies and the statement on academic integrity.

Academic Advisement

Academic advisement is a critical component in the student's educational program. Each nursing student is assigned a nursing faculty member as their academic advisor upon entry into Sophomore II nursing courses. Prior to that, students will be advised through the Student Advising Center.

All undergraduate nursing students are responsible for making regular contact with their nursing advisor. Students are responsible for monitoring their own educational progress using their program plan and program evaluation on Academic Planning. Nursing faculty advisors are available by appointment for consultation regarding academic requirements, academic support, nursing pre-registration, program evaluation review, study plans for the NCLEX-RN, and additional issues a student may have.

Academic advising is a shared responsibility between the student and the advisor. Advisors, whether staff or faculty, work to inspire students by building relationships, empowering self-awareness and reflection, connecting students with appropriate resources, fostering professional development, and supporting various college-to-career pathways. Although advisors provide guidance and recommendations, students are ultimately responsible for making academic decisions and satisfying degree requirements.

Faculty-to-Student Communication

Announcements from administration, faculty and staff in the nursing program will be posted on SXU's Canvas in the School of Nursing Undergraduate Clinical site (SON-UGC) and within individual courses. It is highly recommended that students check Canvas announcements at least **once daily**.

Email is considered the official means of communication in SON. SXU provides central email services to support the

educational activities of the University and to serve as a means of official University communication. SON expects that students will actively maintain their SXU email account and check their email on a frequent and consistent basis. **Students are required to use their SXU email for all SON- and University-related communication.** This ensures messages are not received as spam and aids in identification. Students who choose to forward their email to a private, unofficial address outside their University address do so at their own risk.

Social Media

The use of social media and other electronic communication is expanding as the number of social media outlets, platforms, and applications available continues to increase, according to the National Council of State Boards of Nursing (2018). But these media present special concerns for privacy and confidentiality. Social media are defined as “websites and other online means of communication that are used by large groups of people to share information and to develop social and professional contacts” (dictionary.com, OED). The personal use of social media by SON students must follow professional guidelines as outlined in the Nursing Program Handbook and the American Nurses Association. It is essential to keep in mind that information about students and patients is protected.

Social Networking Policy

First and foremost, consider the professional image a nurse/student would like to portray. If in doubt, do not post. Students must present a professional and positive image of the profession of nursing, the SXU nursing program, and themselves, while respecting the rights of patients, faculty members, clinical practice facilities and other students.

Appropriate use of social media includes protection of:

- Health information.
- Educational record information.
- Confidential personal information.
- Confidential, private or trademarked information.
- Copyrighted or intellectual property.
- Clinical experiences that include identifiable information related to patients or nursing program-affiliated clinical facilities.

Responsible use of social media must include:

- Refraining from the use of disparaging, bullying or intimidating information.
- Observing ethically prescribed professional nurse-patient boundaries.
- Maintaining privacy settings.
- Separating personal and professional information.
- Informing appropriate authorities of breaches.

Consequences

- Violation of the SON social networking policy or the SXU Student Code of Conduct will result in immediate disciplinary action by the nursing program and/or the University that may include dismissal from the nursing program.
- Violation of the social networking policy may subject the student to legal proceedings and/or liability.

Please refer to the following sites for more information:

[American Nurses Association - Social Networking Principles](#)

[Social Media Policy](#)

Essential Abilities and Behaviors Policy

The mission statements of Saint Xavier University and the School of Nursing, as well as the tenets of professional nursing, identify the essential abilities and behaviors that must be demonstrated by all those who apply for admission to or who are enrolled in the undergraduate program. The sustained adherence to and demonstration of these essential abilities and behaviors are critical to the attainment of success, both academically and professionally. The abilities and behaviors include, but are not limited to, the following:

Motor Skills

Students need to have sufficient strength and motor function in order to be able to execute gross and fine motor movements required in the domain of nursing care or nursing activity, such as:

- Assisting with turning and lifting patients.
- Administering cardiopulmonary resuscitation (CPR).
- Assisting with ambulation.
- Handling small equipment such as syringes.

Sensory Skills

Students need to have sufficient sensory/perceptual ability in order to be able to monitor and assess patients while performing nursing care or nursing activities, such as:

- Visual acuity to read calibrations and make physical observation.
- Hearing acuity for auscultatory sounds, alarms, and verbal communication.
- Tactile ability to determine vital signs and skin temperature.
- Olfactory ability to detect odors.

Cognitive

Students must demonstrate cognitive abilities necessary for professional nursing, including but not limited to:

- Ability to read and understand written documents in English.
- Ability to solve problems involving measurement, calculations, reasoning, analysis, and synthesis.
- Ability to comprehend three-dimensional and spatial relationships.
- Ability to engage in critical thinking in academic and clinical activities.

Behavioral and Social

Students must have the ability to demonstrate behavioral and social skills necessary for professional nursing, including but not limited to:

- Ability to relate to patients, faculty, other health care professionals, and students with respect, integrity, and honesty.
- Ability to work constructively in stressful and changing environments.
- Ability to exercise sound judgment, adaptability, and the willingness to give and receive feedback in a professional manner.
- Ability to complete the responsibilities in their program of study in a timely manner.

- Ability to demonstrate empathy for the situations and circumstances of others.
- Ability to demonstrate emotional and mental health necessary to safely engage in the practice of nursing.

Communication

Students must have the ability to demonstrate the communication skills necessary for professional nursing, including but not limited to:

- Ability to communicate in standard English effectively and sensitively, verbally, in writing, and electronically, and with patients and their families as well as with other students, staff, faculty, professionals, agency personnel, and those relevant to their areas of study.
- Ability to demonstrate clear, appropriate, and respectful expression of ideas and feelings.
- Ability to articulate information to patients in a manner that is understandable by patients, families, peers, faculty, and other health care providers.
- Ability to collaborate effectively with peers, faculty, and health care team members across disciplines.

Work Habits and Punctuality

Students must demonstrate work habits necessary for professional nursing, including but not limited to:

- Ability to complete classroom and clinical assignments at the required time.
- Ability to adhere to classroom and clinical schedules and policies.

Professional Conduct

Students must possess the ability to reason morally and practice nursing in an ethical manner. They must be willing to abide by professional standards of practice and professional licensure regulations. Students must demonstrate the attributes of compassion, integrity, honesty, responsibility, commitment to learning, and respect for diversity.

Students who fail to follow the Professional Conduct policy or engage in behavior that is inappropriate for a student nurse will have the behavior documented by the Faculty member who observes the occurrence. **See Appendix Form C:** Documentation of Unprofessional Behavior and/or Unsafe Practice.

Consequences of Unprofessional Behavior

When problem behaviors are identified, the involved faculty member will counsel the student on the unacceptable behavior and indicate what type of behavioral change is expected and the time frame for resolution. The student's unacceptable behavior and the specific counseling will be documented by the faculty with a copy placed in the student's file in SON. In addition, the faculty member will notify the Director of Nursing. The student will be given a copy of the documentation submitted to their file. A copy of the form is found in the Appendix Section.

If the behavior violates the Saint Xavier University Student Code of Conduct, the process identified in the Saint Xavier University Student Handbook through the Office of the Dean of Students will be followed.

If the behavior from the infraction does not change within the given time frame, or there are multiple occurrences of unprofessional behavior during the duration of a course, students will be subject to dismissal from the nursing program.

Health Insurance Portability and Accountability Act (HIPAA)

With the enactment of the **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**, the idea that patients have the right to privacy and confidentiality became more than just an ethical obligation of health care providers, students, and health care organizations. It became the law. The right to privacy is essential and it is important to patients and families. **Under no circumstances should you ever release or remove confidential patient information outside of the hospital/health care agency or discuss it with anyone unless it is needed for the treatment of the patient.** The student is responsible for reviewing the content.

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

Documentation of Unprofessional Behavior and/or Unsafe Practice found in Appendix Form C.

ACADEMIC SUPPORT SERVICES

The Center for Accessibility Resources

The Center for Accessibility Resources coordinates the provision of reasonable accommodation for students with documented disabilities. Any student with a documented disability who needs accommodation should contact the Center for Accessibility Resources at ext. 3308, Warde Academic Center Room A-219. The student has an obligation to self-identify that they have a documented disability and need accommodation. It is the student's responsibility to discuss specific accommodation needs with their faculty at the beginning of each semester.

Academic Success Coaches

The Academic Success Coaching program was initiated to provide an additional layer of support for nursing students at SXU. Two full-time faculty members from the nursing program are available to meet with individual students to identify and address students' areas of opportunity. The academic success coaches offer expert insights regarding study strategies, test-taking techniques, and identification of resources. In addition to one-on-one appointments, the academic success coaches offer targeted workshops throughout the semester that address areas identified by faculty and students when further support is warranted.

ATI Examination/NCLEX-RN Preparation Policy

The Assessment Technologies Institute® (ATI) is a comprehensive online program designed to support nursing student learning. All undergraduate nursing students are required to participate in ATI except for ABSN students, who pay a one-time fee at the beginning of their program.

ATI will be paid in four installments (Sophomore II, Junior I, Junior II, and Senior I semesters). The fee will automatically be assessed for students entering nursing courses and will appear on the tuition statement from the University. ATI resources assist students in increasing retention of core concepts and

nursing interventions necessary for nursing practice. This package will also assist students in becoming well-prepared for taking the licensing examination after graduation. ATI resources are integrated across the nursing curriculum. In each course, faculty will determine how to best utilize the testing package and will provide this information in the course syllabi. Students are required to complete the exams as scheduled.

ATI Testing Policy

Purpose: To establish consistent policy and procedures and a purposeful approach related to ATI assessment in both the traditional baccalaureate nursing program and the accelerated program.

Policy: The following information provides detailed instructions, guidance and policy regarding ATI practice assessments, content mastery assessments (CMA), RN comprehensive predictor examinations, and active learning and remediation within the traditional baccalaureate nursing program and the accelerated program.

Assessment Technologies Institute®

Assessment Technologies Institute® (ATI) is an assessment-driven review program designed to enhance student success. The comprehensive program offers multiple assessment and remediation activities. These include an assessment indicator for academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students in preparing more efficiently, as well as increasing confidence and familiarity with nursing content.

ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement coursework, and instructors may assign these during the course and/or as part of active learning/remediation following assessments.

The Content Mastery Assessments are standardized assessments that will help the student identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student and standardized proctored assessments that will be scheduled during particular courses in the curriculum, as outlined below.

ATI CONTENT MASTERY ASSESSMENT SXU CURRICULUM PLACEMENT

Content Mastery Assessment (CMA)	Semester	Associated Course
RN Nutrition 2023	Junior 1	NURS 395

RN Fundamentals 2023	Junior 1	NURS 333	<input type="checkbox"/>
RN Pharmacology 2023	Junior 2	NURS 449	
RN Pediatric Nursing 2023	Junior 2	NURS 376	
RN Community Health 2023	Junior 2	NURS 379	
RN Mental Health 2023	Senior 1	NURS 399	
RN Maternal Newborn 2023	Senior 1	NURS 399	
RN Adult Medical-Surgical 2023	Senior 1	NURS 433	
RN Leadership 2023	Senior 2	NURS 475	
RN Comprehensive Predictor I 2023	Senior 2	NURS 475	
RN Comprehensive Predictor II 2023	Senior 2	NURS 475	

RN Comprehensive Predictor Examination

This 180-item proctored test offers an assessment of the student's comprehension and mastery of basic principles including fundamentals of nursing, pharmacology, adult medical-surgical nursing, maternal newborn care, mental health nursing, nursing care of children, nutrition, leadership, and community health nursing. The percentage of questions from all major NCLEX® client-need categories (management of care, safety and infection control, health promotion and maintenance, psychosocial integrity, basic care and comfort, pharmacological and parenteral therapies, reduction of risk potential, and physiological adaptation) will be similar to the percentage of questions on the NCLEX-RN®. This test will generate the following data: individual score (% correct), predicted probability to pass NCLEX-RN®, national and program means, individual scores (% correct) within content topic categories, topics to review, and individual scores (% correct) within an outcome (thinking skills, nursing process, priority setting, NCLEX-RN® client-need categories, clinical areas, QSEN, NLN competency, and BSN essentials). The student has 180 min (three hours) to complete this assessment.

CLINICAL PLACEMENT REQUIREMENTS

Saint Xavier University nursing students are required to provide evidence of compliance with health requirements including and not limited to: documentation of a recent physical examination, proof of immunizations and/or immunity against a variety of diseases, proof of COVID-19 vaccine and any booster (s) received, QuantiFERON-TB Gold tuberculosis screening, a criminal background check, BLS CPR certification through the American Heart Association, and proof of comprehensive health insurance coverage. Students will complete a random drug as directed by the clinical compliance staff. Student requirements may be added or amended as needed for compliance with clinical

agency contracts.

I. Health Requirements

Prior to beginning nursing courses, students will attend a Health Requirements Orientation session with the School of Nursing clinical coordinator. Students will receive instructions for ordering a background check, a pre-paid drug test, and an online medical document account. All mandatory requirements must be completed prior to the last date to withdraw with a 100% refund (14th day).

Students who are not compliant with health and mandatory requirements, drug screen testing, criminal background check, and BLS certification by the designated date each semester will be placed on registration hold and may incur a late fee of \$100. If a student is not compliant by the beginning of class, the student will be dropped from the clinical and co-requisite course and will not be able to participate in those courses that semester.

A student does need to be aware that vaccine exemptions may result in clinical partner agencies refusing to accept the exempted student into their settings and may limit clinical placement options and program progression.

Nursing students are required to provide:

- Verification of current comprehensive health insurance via **an Attestation Form** saved in the student's individual online compliance account.
- Annual documentation of a QuantiFERON-TB Gold tuberculosis test OR a yearly analysis of symptoms, in addition to a negative chest X-ray on file.
- Proof of current Tdap vaccine (Tetanus, Diphtheria, Pertussis).
- Receipt of annual influenza immunization. Submit documentation as instructed.
- Documentation of completed COVID-19 vaccination series.
- Verification of annual HIPAA and Infection Control training completion in the student ATI Skills Module 3.0.

In addition, students are required to complete a 10-panel chain of custody urine drug screen. Students who have a positive drug screen will not be enrolled in nursing courses while the matter is being investigated.

II. BLS Certification

All students must have current BLS Health Care Provider certification through the American Heart Association (AHA). Certification must be valid for the entire upcoming semester

III. Health Insurance

Students should be aware that if they become ill or injured during a clinical experience, they may be required to seek appropriate medical care at a health care facility. **The cost of the medical care is the responsibility of the student.** Consequently, all students are required to provide evidence of comprehensive health insurance coverage prior to beginning their nursing courses and for each enrolled semester. Students will read, sign and upload the **Attestation to Maintain Healthcare Insurance Form** into their student online compliance account to meet the health insurance requirement for the BSN program.

IV. National Criminal Background Checks

Acceptance into the Saint Xavier University (SXU) nursing program is on a conditional basis pending a clear criminal background history. In addition, on an annual basis, all students enrolled in the nursing program are required to purchase a renewal of their national criminal background check. The background check must be

completed through vendor CastleBranch (current vendor) or the vendor designated by the School of Nursing. It is the responsibility of each student to pay the fee for the screening directly through the compliance vendor's account.

Instructions for Requesting Background Checks

Upon notification of conditional admission or readmission to the SXU nursing program, students will order a national criminal history background check directly through CastleBranch (current compliance vendor). The background check is part of a bundled requirement package that students are required to purchase in their Sophomore I semester. Failure to order the tracking package may result in denial from the program.

The background check run by the compliance vendor CastleBranch (current vendor) includes the following: State of Illinois criminal records analysis (upon signed consent by the student), residency history check, search of both the Nationwide Database Sex Offender Index and the Nationwide Health Care Fraud and Abuse Records Database.

Before July 1 of each year, all returning students must complete the annual criminal background renewal, which includes a county criminal search of current residence and a search of the Nationwide Database Sex Offender Index. The current cost for annual background check renewal is approximately \$25 (subject to change). The renewal is purchased by students through their CastleBranch account using the package code SF69re.

After entering payment information, students will be asked to provide personal identification information and data for each required search included in the package.

Students have an ongoing duty to report any incidents that may compromise their previously completed background check and/or eligibility for licensure. Matters involving student criminal incidents must be promptly reported to the program director of the School of Nursing.

The Saint Xavier University nursing program requires each student to complete a form pertaining to disclosure titled **"SXU School of Nursing Student Legal Disclosure Form"** at the beginning of the BSN program. The completed form will be uploaded to the student's online requirement account. The form to be signed is downloaded from the student's online compliance account. Pursuant to state law and best practices for the profession, an applicant for a license to practice as a registered nurse must **not** have: (a) committed an act that constitutes grounds for disciplinary sanctions under state law and/or (b) been convicted of a crime that has a direct or substantial bearing on an individual's ability to practice nursing competently and in accordance with licensure and certification requirements.

While a criminal history is not an automatic bar to consideration for admission to and progression in the nursing program, each applicant's history will be reviewed individually. Serious crimes, such as crimes of violence, dishonesty, or violation of drug laws, are particularly disfavored. Applicants are advised that the clinical affiliation partners --locations of most NURSP off-campus coursework-- retain the discretion to determine whether the results of an individual's criminal background check will preclude placement at their site. SON has no control over third-party clinical sites, and the school makes no guarantee that it can place a student at a particular site, with or without a criminal history.

Candor about the applicant's criminal history is highly important. An individual's failure to disclose relevant and pertinent information will result in the withdrawal of acceptance or, in the case of an accepted or matriculated student, dismissal from the nursing program. In addition, individuals accepted and enrolled in nursing programs have an ongoing duty to report any changes in one's status, such as arrests, pleas, or convictions that occur after the initial background check. SON will review whether the charges may have a

direct or substantial impact on a student's ability to practice nursing competently and in accordance with licensure and certification requirements.

V. Assumption of Risk, Liability Release and Waiver Agreement

Students in SON clinical courses must carefully review and sign an Assumption of Risk Liability Release and Waiver Form. Students who choose not to sign the agreement cannot participate in clinical coursework, which may delay the student's program progression. It is the responsibility of each student to review the document available in the student's online compliance account and upload a signed copy of the document in their individual compliance account.

Professional Liability Insurance

Professional liability insurance is required for all students enrolled in a clinical nursing course. Insurance is provided through a group policy at Saint Xavier University. Students are billed each semester they are enrolled in clinical courses. The University policy does not cover students in personal employment-related conditions or in any clinical experience not arranged by way of NURSP course enrollment.

Health Problem/Illness Policy

At the beginning of each semester, it is the responsibility of each student to inform the clinical faculty of any health problems that could in any way have an impact on safe clinical performance. In addition, **the Director of Undergraduate Nursing should be notified in writing.** The student might be asked to present a statement from their health care provider certifying that the student is physically able to participate in clinical experiences without restrictions.

Students with symptoms or signs of infectious and/or communicable diseases must immediately inform their clinical faculty to allow evaluation of possible limitations of clinical course activities. The safety of the client must be protected. Therefore, if a student has been ill, a written statement from a health care provider may be required before returning to clinical.

Clinical agencies may have policies that differ from the above. Students must also abide by those policies. It may be possible that progression and graduation will be delayed as a result of prolonged absence from coursework.

Substance Use Policy

The School of Nursing requires all nursing students to be free from chemical impairment during participation in any aspect of the nursing program, including classroom, laboratory, or clinical settings. The chemically impaired student is defined by the nursing program as one who tests positive for or has used or abused any drug that is not legally obtainable or any drug that is legally obtainable but is used by a person or in a manner not authorized by the terms of a legal prescription.

The policy includes alcohol, which is legally obtainable but not appropriately used. **Note that marijuana, which may be legally obtainable, is currently illegal under federal law. Therefore, SON maintains a zero-tolerance policy with regard to all use of cannabis and marijuana in all forms.**

Saint Xavier University recognizes that students may choose to use alcohol or other drugs. SXU takes seriously issues related to the use of substances since these behaviors can affect the student's academic life, health status, and future life goals. Substance use poses a significant risk to the individual student as

well as the academic community, including the patients within our care. Substances cause significant alterations in behavior and physiologic homeostasis and pose potential threats to the well-being of the SXU community as a whole.

SON demands that students respect and abide by the laws of the state of Illinois, the mandates of the Drug-Free School and Workplace Act of 1989, and the Alcohol and Drug Policies of SXU.

The University and SON will provide information on support programs for treatment and recovery from substance abuse. This policy is in the best interest of the safety and health of all students, instructors, affiliating agencies, and patients, and is consistent with the contractual arrangements with the affiliating agencies.

In accordance with University regulations regarding controlled substances as stated in the handbook, it is the responsibility of each student to refrain from the illegal manufacture, distribution/sale, purchase, possession or use of drugs when on SXU premises or while engaged in SXU-related business. Students must also comply with SXU policy regarding the consumption and use of alcoholic beverages. Students are prohibited from attending any class, laboratory, or clinical experience while under the influence of alcohol or if the presence of illegally used drugs can be detected in the student's system. Any student found to have violated this policy will be subject to immediate disciplinary action, up to and including dismissal from the nursing program.

Urine Drug Screen Requirement

All students will be required to have a random drug screen prior to beginning clinical experiences in the sophomore semester. Additional drug screens may be required:

1. When the instructor determines there is reasonable cause.
2. When required by a clinical agency. Students will be required to pay for all drug screenings required while in the BSN program.

Drug testing is administered as directed; testing may occur at the SXU Health Center or at an outside testing laboratory site. Students need to follow the drug test instructions carefully and test within the required date range. The student will assume all costs involved in the testing and the transportation to the testing site. Nursing faculty and/or administration determine the need to know of involved persons.

Urine Drug Screen Procedure

Collection

A 10-panel urine drug screen will be collected and will test for: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, methaqualone, opiates, phencyclidine, and propoxyphene.

Results

All urine drug screen specimens are sent to an outside laboratory for testing. Certain results may first be reviewed by an independent physician called a medical review officer (MRO). Once results are released to the student's

online compliance account, SON staff and administration, as well as the student, will have access to the final report.

Negative Results

Negative results are automatically uploaded into student online compliance accounts.

Dilute Specimens: If the lab report returns a finding of “dilute specimen,” a student will be required to pay for a second drug test for re-testing. Dilute specimens are not acceptable.

Positive Results

With a valid prescription. Certain legally prescribed medications may cause a positive result. These positive results will be reviewed by the MRO. The MRO will contact the student using the phone number provided on the urine drug screen form. The student must provide a valid prescription to the MRO, who will then validate the drug screen as being negative and will release the results to the student’s online compliance account. **Failure of the student to return the MRO’s phone calls in a timely fashion may result in a delay or inaccurate results being reported to the online compliance account. Students may be required to pay for a new drug test in this situation.**

Without valid prescription/illegal substance: The MRO will review the positive result and contact the student. If it is determined that the student does not have a valid prescription or the positive result is from an illegal substance, the MRO will first offer the student to have the second specimen of the split sample (see “Collection” above) sent to a different laboratory for testing. If the student does not wish for the second sample to be tested, the MRO sends the positive drug test report to the student’s online compliance account. If the student does want to send the split specimen, the MRO facilitates this. Once the second result returns, the MRO will inform the student and the results will be released to the student’s online compliance account. The student is responsible for all costs associated with testing the split specimen.

Consequences

- Any student who has a verified positive drug screen result will be required to withdraw from all nursing courses. The student is encouraged to seek treatment and recovery.
- Marijuana is still currently illegal under federal law, and therefore SON maintains a zero-tolerance policy with regard to all use of cannabis and marijuana in all forms, including with a medical prescription.

A student who is dismissed from the nursing program for a positive drug or alcohol screen may seek readmission following a one-year period. Any student readmitted will be subject to random drug and breathalyzer screenings throughout their remaining time in the nursing program.

Any student who refuses to submit to a drug or breathalyzer screening shall be ineligible to complete their enrolled course. This will result in failure and dismissal from the nursing program.

Students cannot attend clinical while a drug screen is under review by the MRO; this also applies to any student tested for cause. Students who suspect they have an alcohol or drug problem are encouraged to voluntarily seek treatment and recovery.

Alcohol and drug consumption can result in a medical emergency. Students, staff, and faculty should help immediately by calling 911 or visiting the nearest hospital emergency room. Treatment should be communicated according to University policy. In addition, the dean of SON shall be notified. All such

referrals are confidential.

CLINICAL PRACTICUM POLICIES

Affiliation Agencies for clinical experiences are chosen by the SON to meet curriculum objectives. Student placement assignments are managed by the clinical placement specialist. **Students must provide their own transportation to and from the clinical site and as needed throughout the clinical experience. Placements are randomly assigned, and consideration of transportation cannot be considered when assigned a practicum location.**

Students enrolled in clinical nursing practicums **are required** to complete mandatory annual competencies in Infection Control and HIPAA. This requirement is fulfilled by successful completion of ATI Skills Modules 3.0 in student ATI accounts. The transcript of completion will be uploaded into the student's online compliance account.

Clinical agencies may have additional policies that the student must fulfill.

The following general policies must be followed in all clinical settings:

1. Needles are not to be bent or recapped. Dispose of the intact needle per agency policy.
2. Follow the clinical agency's protocol for soiled linen and surfaces contaminated with blood.
3. Always wash hands and exposed skin after exposure.
4. Eating, drinking, smoking, applying cosmetics or lip balm, and handling of contact lenses are prohibited in areas where there is a reasonable likelihood of occupational exposure.
5. Use an antiseptic cleanser when hand-washing facilities are not available.
6. **Always use personal protective equipment when there is a possibility of exposure.** Students are required to bring their own safety goggles for use at the clinical site where required.
7. Review each clinical agency's policy and procedures on infection control and bloodborne pathogens.
8. In the event of an exposure incident (i.e., needle stick), follow the Policy for Follow-up for Accidental Exposure to Bloodborne Pathogens per agency and file the Clinical Occurrence Form with the SON Office (Appendix E).

Uniform Policy for Clinical/Lab/SILC Experiences

Clinical attire and appearance guidelines are provided to promote professionalism, safety, and infection control prevention. The following policy is to be implemented for any practicum experiences. Practicum experiences include all hands-on experiences that may occur in the clinical setting, such as a hospital or health care agency, and all experiences that take place in the Simulation and Integrated Learning Center (SILC), including clinical prep activities and simulation activities.

Uniform guidelines by level are as follows:

NURSP 221 Introduction to Clinical Practice (Sophomore II level)

1. White lab coat customized for SXU*
2. SXU name badge

Additional required equipment:

- Stethoscope
- Watch with a second hand
- Penlight

NURSP 332 Clinical Practice 1 (Junior 1 level)/ NURSP 377 Clinical Practice 2 (Junior 2 level)/ NURSP 434 Clinical Practice 3 (Senior 1 level)/ NURSP 479 Clinical Practice IV-Capstone (Senior 2 level)

1. Uniform, clean, and pressed
 - a. Gray scrub top (various style options available) customized for SXU*
 - b. Gray scrub pants (various style options available) customized for SXU*
 - c. SXU name badge (Name pin containing first name and first initial of last name)*
 - d. Unisex snap-front warm-up jacket customized for SXU (optional)*
 2. SXU Name badge (Name pin containing first name and first initial of last name) * and hospital-issued ID badge, if applicable.
 3. Professional uniform shoes: white, black, or gray. Full leather or solid material upper with rubber sole. No sandals, slides, Crocs™. Shoes with mesh, such as athletic shoes and shoes with holes/openings, are to be avoided due to safety concerns.
 4. Solid color socks - preferably white, black, or gray
 5. Long-sleeved/ shirts are not allowed under the SXU scrub top. If keeping warm is a concern or there is a need to cover tattoos, please purchase the clinical coat/warm-up jacket customized for SXU
 6. Personal coats/outerwear/sweatshirts/hoodies/etc. are not allowed to be worn over uniforms in clinical settings. If keeping warm is a concern, or there is a need to cover tattoos, please purchase the clinical coat/warm-up jacket customized for SXU.
 7. Hair is to be natural in color without bright colors (pink, blue, purple, etc.). Hair is to be pulled up and off the neck and face in order to avoid touching hair during care. Restrain hair with a neutral color tie or headband. Head band should be white, black, or gray. Head covers of black, gray or white may be worn for religious purposes and should be secured so as to avoid contact or interference of patient care. Hats, hoodies, and other hair coverings are not allowed.
 8. Facial hair is to be neatly trimmed and should not impact patient care. Facial hair may impact the fit of certain types of personal protective equipment (PPE), such as N95 respirators.
 9. Nails must be natural, trimmed, and no longer than fingertip length. No nail polishes, gels, artificial nails or other nail products that adhere to or cover the nail are allowed.
 10. Jewelry is to be minimal.

Allowed:

 - Watch
 - Wedding band (if applicable)
 - One small stud earring per ear. All other piercings, including multiple ear piercings, facial piercings, and other body piercings that are visible, must be removed, covered, or have a clear spacer in place.
 11. Tattoos should be covered if possible
 12. Cologne, perfume, or highly fragrant lotions are not to be worn when in the clinical setting
- Additional required equipment to be brought for all experiences:
- Stethoscope
 - Watch with a second hand
 - Penlight

- Bandage scissors
- Pen(s) with black ink
- Safety goggles (must fit over prescription eyeglasses, as applicable)

Agency-provided identification/credentials (as applicable)

** These components are required to be purchased through Working Class Uniforms. Information on how to order will be provided during clinical orientation.*

The current vendor is:

Working Class Uniforms

9525 S. Cicero Avenue

Oak Lawn, IL 60453 708-424-4747

Failure to follow these guidelines will result in removal from the experience and count as a clinical absence. Please see the Undergraduate Clinical Attendance Policy for further details on missing a clinical experience.

Procedure or Student Adverse Event at a Clinical Site

Definition of Adverse Event: An accident, occurrence, or unexpected event that occurs while the student is engaged in clinical activities that may result in an injury requiring medical attention. The event may jeopardize the individual and may require medical/surgical intervention, prescription drug treatment, or immunization therapy to prevent further degeneration of the condition. Examples include but are not limited to: student exposures (any diseases reportable to the Illinois Department of Public Health such as tuberculosis or measles); transferable insect exposure such as head lice, scabies, or bed bugs; concerning injury that causes significant pain or bruising or that breaks the skin; and any bites, human or animal.

Procedure:

1. Students should report any adverse event (e.g., exposure or injury) to their clinical faculty instructor/supervisor as soon as possible after the occurrence and always on the same day of the occurrence.
2. Upon notification, the clinical faculty instructor/supervisor should notify the appropriate SON director. If the director is unsure where to refer the student or believes the student could be treated at the Saint Xavier University Health Center, the director will contact the Health Center for assessment and advice. If it is after hours, Public Safety can page the on-call Health Center representative.
3. The Health Center director will gather necessary detailed information about the incident to determine if the Health Center is the most appropriate treatment center for the student to receive care or if the student needs to be referred to an urgent care facility, emergency room, or their own primary care physician. The extent of injury and the individual's insurance coverage will be factors in determining where the student can receive the most cost-effective and appropriate care.
4. A SON Occurrence Report should be filled out by the clinical faculty instructor within one business day. All communication and referrals should be documented in a SON Occurrence Report. See Appendix for **Clinical Occurrence Form E**.
5. Some insurance plans will cover the cost of testing and treatment. The injured student is responsible for all costs associated with testing and treatment from an adverse event at a clinical site.
6. The completed SON Occurrence Report is submitted to the director of the Nursing Program for record-keeping.

Travel Safety

Safety measures for students traveling to and from affiliated clinical agencies include the following:

- Assume responsibility for acquiring information about the security systems within Saint Xavier

- University and affiliated agencies.
- Carry on your person the phone numbers of the following sources: Saint Xavier University, affiliating agencies, fire and police departments, and emergency medical care.
- Be prepared to care for clients safely.
- Arrive and depart from an agency at a time that coincides with others; do not arrive early or leave late.
- Have access to a map or navigation app.
- Map out directions before going to and returning from affiliated agencies.
- Keep the car in good condition. Have enough gas for travel. Look inside the front and back seats before entering a car.
- Drive with doors locked and windows rolled up.
- Lock valuables discreetly in the trunk of the car or take them with you.

Student Employment

A student in the nursing program who is employed should consider the influence of employment on class attendance, clinical performance, and the ability to complete assignments. It is highly recommended that students work no more than 20 hours per week. **The student may not wear the school uniform or school ID pin while at their place of employment.**

NURSING SCHOLARSHIP OPPORTUNITIES

A number of scholarships have been established specifically for students in the nursing program. Most of these are awarded based on academic performance, student achievement, and/or financial need. Information regarding scholarships will be posted on the undergraduate clinical Canvas page and on the University Scholarship webpage.

OPPORTUNITIES FOR ACADEMIC AND PROFESSIONAL DEVELOPMENT

The nursing program has standing committees that provide student representation. Nursing students serve on these committees as non-voting members. Student volunteers are solicited annually to represent their peers and to keep their classmates informed of committee actions. Meetings are usually held once per month. Students' participation and input are valued, and students are encouraged to become involved in committee activity by volunteering.

Descriptions of the committees and their functions are as follows:

Undergraduate Curriculum Committee: (One junior, one senior, and one SON student major, per bylaws revision)

Functions of the committee are to review recommendations and requests on undergraduate curricular matters from the dean, faculty and students. They review the outcomes and design of the undergraduate program for consistency with the nursing program, mission, vision and goals; oversee the development and refinement of courses, programs and other curricular components; present curricular recommendations to the total faculty for final approval; and collaborate with the Graduate E-Curriculum Committee to enhance articulation with graduate nursing programs.

Undergraduate Program Assessment: (One undergraduate student)

Functions of the committee are to ensure that the Nursing Program Evaluation Plan is reviewed regularly and is consistent with the strategic plans of the University and nursing program and with accreditation standards; oversee implementation of the Nursing Program Evaluation Plan by designated groups; collect data from appropriate

individuals or groups and maintain evaluation reports; collaborate with individuals and groups to analyze, interpret and derive recommendations based on evaluation data; disseminate the evaluation findings to the appropriate individuals or groups; conduct evaluation research to support decision-making within the nursing program; and collaborate with the directors of undergraduate and graduate nursing who oversee the organization of activities to promote the success of students on licensure and certification exams.

SCHOOL OF NURSING ORGANIZATIONS

Sigma Theta Tau, International Honor Society of Nursing Alpha Omicron Chapter

The Saint Xavier University nursing program was granted a charter for the Alpha Omicron Chapter of Sigma Theta Tau International in 1968. We are one of the oldest chapters in the honor society.

The **purposes** of the international organization, Sigma Theta Tau, are to recognize superior achievement and leadership in professional nursing; foster high professional standards; encourage creative work; and strengthen commitment to the ideals and purposes of the profession.

Membership in the organization is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduate nurses with a baccalaureate or higher degree who have demonstrated marked achievement and leadership in the field of nursing are eligible for membership consideration.

Qualifications for membership as an undergraduate include completing at least half of the nursing curriculum, ranking in the upper 35% of the class, meeting the expectation of academic integrity, and achieving academic excellence (minimum grade point average of 3.0 on a 4.0 system).

Membership is available by invitation through the Eligibility Committee of the chapter. Invitations to submit membership applications are sent to eligible students each spring. Membership acceptance assumes an embrace of the purposes of the society and the responsibility to participate in achieving goals consistent with the professional and scholarly character of Sigma Theta Tau.

Yearly induction of student and community members is held in the spring of each year.

Students may obtain additional information and assistance in the application process from the faculty counselors.

The society participates in sponsoring a variety of programs, some of which feature local and national nursing leaders, supporting research activities, and recognizing nurses for outstanding research, practice, leadership, mentorship, and teaching. These programs are open to all nurses and nursing students as well as the general public.

Student Nurses' Association (SNA)

The Saint Xavier University Student Nurses' Association (SNA) is a professional organization that provides for interaction among students preparing for a career in the nursing profession. The organization serves as the official representative of the students. It is a means of communication with other nursing students, faculty, state organizations, and national organizations. All students who are declared nursing majors are eligible for membership. There is a modest annual membership fee.

The Student Nurses' Association is an affiliate of the Student Nurses' Association of Illinois (SNAI), which is an affiliate of the National Student Nurses' Association (NSNA). The SNA email address is sna@sxu.edu. The

advisors for the SNA are Professor Joanna Kwak (ext. 3735) and Dr. Megan Pet (ext. 3730).

FORM A: Petition for Advanced Placement Credit in Nursing/LPN-BSN option

First Name _____
Last Name _____
Date _____
SXU # ID _____
Current Semester _____
SXU Email _____

Petition: To receive _____ hours of NURS 204: IAI/AP Nursing Elective (Advanced Placement in Nursing) NOTE: twelve (12) is the maximum number of semester hours that may be awarded through Nursing Courses.

Reasons or Circumstances:

1. I am a _____ graduate of _____.
Year Practical Nursing Program
2. I am a licensed practical nurse in the state of _____.
License Number: _____
3. I have completed 14 semester hours in nursing at Saint Xavier University with a minimum NGPA of 2.3.
4. My cumulative grade point average at Saint Xavier University is _____. (Minimum 2.3 required)

Student Signature _____

Approved: _____
LPN/BSN Advisor

Date: _____

Approved: _____
Director of Nursing

Date: _____

Copy sent to: Records and Advising
Original Copy: Student Advising Folder

Date: _____
Date: _____



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FORM B: Leave of Absence

First Name _____
Last Name _____
Date _____
SXU # ID _____
Current Semester _____
Leave Semester _____
SXU Email _____
Phone Number _____

Anticipated Semester of return: _____

Student Signature _____

Approved: _____
BSN Advisor

Date: _____

Approved: _____
Director of Nursing

Date: _____

Copy sent to: Records and Advising
Original Copy: Student Advising Folder

Date: _____

Date: _____



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FORM C DOCUMENTATION OF UNPROFESSIONAL BEHAVIOR/ OR UNSAFE PRACTICE

Date of Meeting with Student: _____

Date of Occurrence: _____ Location of Occurrence: _____

Student Name: _____

Student ID #: _____ Course Name and Number: _____

Within the tenets of professional nursing and highlighting the values expressed in the University and School of Nursing mission statements, students are expected to achieve the following numbered outcomes. Failure to continually strive to achieve these outcomes jeopardizes the student's academic and professional success and may result in discipline up to and including removal from the nursing program.

1. Demonstrate effective communication, negotiation, and collaboration skills with diverse clients and colleagues.

According to the above-expected outcome, the student exhibited a deficiency in the following:

- ☐ Demonstrates inaccurate or incomplete verbal/written communication.
- ☐ Is verbally and/or exhibits threatening, coercive, or violent behavior toward anyone (ie. sexist or racial threatening or demeaning -including foul language)
- ☐ Engages in distracting conduct while faculty or speakers are delivering a lecture.
- ☐ Demonstrates ineffective communication skills with faculty, peers, and/or members of the health care team.
- ☐ Engages in distracting conduct while faculty or speakers are delivering a lecture.
- ☐ Loudly and frequently interrupts the flow of class with inappropriate questions or interjections.
- ☐ Inappropriate use of electronic devices and platforms (ie. texting, email, or use of social media in class or clinical)

2. Demonstrates accountability in nursing practice based on professional values of respect caring and justice.

According to the above-expected outcome, the student exhibited a deficiency in the following:

- ☐ Trend of tardiness, leaving class abruptly or early, or excessive or unexpected absence.
- ☐ Does not maintain confidentiality in the conduct of one's clinical work or where otherwise required in the nursing program.
- ☐ Is unable to achieve therapeutic nurse-client relationships characterized by rapport, empathy, and respect.

3. Provides competent care that is culturally sensitive and respectful to the health care needs of diverse populations.

According to the above-expected outcome, the student exhibited a deficiency in the following:

- ☐ Failure to carry out psychomotor/technical skills in a safe manner.
- ☐ Act of omission in the care of the client that is contrary to established protocols and guidelines.
- ☐ Does not come to clinical prepared to provide safe care in accordance with established protocols and guidelines.
- ☐ Attempts activities without adequate preparation or assistance.

4. Commits to lifelong learning and professional development.

According to the above-expected outcome, the student exhibited a deficiency in the following:

- ☐ Is resistant, defensive, and/or non-responsive to improvements. Is nonresponsive or fails to implement suggested academic or clinical improvements.
- ☐ Appears unaware or indifferent to their deficiencies and the need to improve.
- ☐ Does not accept constructive criticism or take responsibility for errors.

5. Follows the policies established within the University, the School of nursing, course, syllabi, and the health care agencies.

According to the above-expected outcome, the student exhibited a deficiency in the following:

- ☐ Needs repeated reminders of responsibilities regarding university or clinical site policies and requirements.
- ☐ Trend of late exams, assignments, and/or missed assignments.
- ☐ Exhibits inappropriate professional dress, appearance, and/or behavior.
- ☐ Misrepresents or falsifies actions assignments or information
- ☐ Has violated university drug and alcohol policy.

Student Notified by issuing faculty on date: ____/____/____

Director of Nursing Notified by issuing faculty on date: ____/____/____

Student Signature _____

Approved: _____
LPN/BSN Advisor

Date: _____

Approved: _____
Director of Nursing

Date: _____

Copy sent to: Records and Advising
Date: _____

Original Copy: Student Advising Folder
Date: _____



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FORM D: Saint Xavier University School of Nursing Remediation Plan

Student First Name: _____ Last Name: _____

Student ID: _____

Identification of issue: _____

Steps to be taken (if required): _____

Time frame for reevaluation: _____

Faculty Signature

Date

Student Signature

Date

Director of Nursing Signature

Date



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FORM E: Clinical Occurrence Form

This form is used to report an occurrence involving a SON student who is engaged in a scheduled clinical or course-related activity. The purpose of the form is to assist with the identification and management of clinical practice occurrences, adverse events, errors, and near misses. The entire form must be completed and signed by both the student and the clinical/course faculty.

Course Number: _____

Instructor/Supervisor: _____

CATEGORY OF OCCURRENCE:

- ☐ Error [Defined as: Incident or occurrence that had the potential to place a client at risk or harm or resulted in actual harm.]
- ☐ Near Miss [Defined as: An event or situation that could have resulted in accident, injury or illness, but did not, whether by chance or through timely intervention (Ebright et al., 2004).]
- ☐ Other

TYPE OF OCCURRENCE:

- ☐ Medication error
- ☐ Needle stick
- ☐ Unprepared for providing client care
- ☐ Blood/body secretion exposure
- ☐ Fall event
- ☐ Outside of scope of practice
- ☐ Injury to body
- ☐ Change in client condition
- ☐ Inappropriate/inadequate communication by: faculty, preceptor, student, client, health care team or visitor
- ☐ Violation of HIPAA
- ☐ Environmental safety for self, client or others
- ☐ Equipment or medical device malfunction
- ☐ Failure to follow agency/program policy
- ☐ TB exposure
- ☐ Other _____

WHO RECEIVED INJURY:

- ☐ Client
- ☐ Student
- ☐ Faculty
- ☐ Staff
- ☐ Visitor
- ☐ Other

GENDER:

- ☐ Male
- ☐ Female
- ☐ Unknown

ENGLISH is predominant language:

- ☐ Yes
- ☐ No

STATUS OF CLIENT/STUDENT/INDIVIDUAL

- ☐ Harm
- ☐ No Harm

- ☐ Death
- ☐ Other

☐ **AGE**

- ☐ Unknown
- ☐ 0-5
- ☐ 6-12
- ☐ 13-15
- ☐ 15-20
- ☐ 21-25

- ☐ 26-30
- ☐ 31-35
- ☐ 36-40
- ☐ 41-45
- ☐ 46-50
- ☐ 56+

Date of Occurrence: _____

Date of Report: _____

Agency/Location of Occurrence: _____

Address: _____

Faculty Signature

Date

Student Signature

Date

Director of Nursing Signature

Date



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