



**University
of Dayton**

BSN Student Handbook

Fall 2024-Spring 2025

University of Dayton BSN Pathway Program-Welcome

Welcome to the University of Dayton BSN Program in the Health and Sport Science Department at the University of Dayton (UD)! We are excited you have joined us on your journey to becoming a nurse. You will find the nursing program to be welcoming, student-centered, inclusive, and dedicated to exceptional learning. As a Marianist institution, we are committed to educating the whole person and linking learning to scholarship with leadership and service. Throughout your time at UD, you will grow as an individual as you learn, lead, and serve.

The UD BSN Program is a concurrent education program that combines a strong UD liberal arts and sciences curriculum with a top-quality RN preparation program through Sinclair College (SC). The dual enrollment affiliation agreement provides students the opportunity to complete all pre-licensure coursework through Sinclair which provides eligibility to take the NCLEX-RN licensing exam, while concurrently completing the UD BSN curriculum which equips the student to address health disparities, impact policy, take on leadership roles, and promote wellness and improve health outcomes across multiple settings with diverse individuals, groups, and communities. At the end of year four, students graduate from Sinclair with an Associate of Applied Science degree in Nursing through Sinclair and a Bachelor's degree in Nursing through UD.

The BSN Student Handbook is designed to be your first point of reference when you have questions concerning your program of study or academic policies within the University. The handbook contains information regarding policies and procedures specific to the UD BSN concurrent education program. Our expectation is that you read the BSN Student Handbook and familiarize yourself with the policies and procedures of the program.

We believe students need to take primary responsibility in the success of their education journey; however, there are many support systems and persons in place to assist you along the way. If you are unable to locate an answer to a question within the handbook, please contact the Nursing Program Director or your academic advisor who will assist you. We are glad you have chosen UD as your 'home' for the next four years. We are excited to be a part of your journey and we want to support you on your journey to Learn, Lead, and Serve.

Michelle Cox, DNP, RN
Nursing Program Director

Table of Contents

Section 1: Introduction		
	Purpose	3
	Mission	3
	Diversity & Guiding Principles	3
	Community of Interest	4
	Accreditation	4
	UD BSN Program Learning Outcomes	4
	Alignment: Program Learning Outcomes, UD ILGs, & AACN Essentials (2021) Domains	4
	AACN Essentials	5
	QSEN Competencies	6
	American Nurses Association Code of Ethics for Nurses	6
Section 2: BSN Pathway Curriculum		
	Plan of Study	7
	Common Academic Program (CAP) Requirements	8
	BSN Course Descriptions	8
Section 3: Academic Policies		
	Nursing Annual Requirements	10
	Admission, Progression, & Graduation	12
	Petitioning Guidelines	14
	Student Success	17
	Retention	18
	UD Retake Policy	19
	Grading & Testing	21
	Plagiarism	22
	Transfer Credit	22
	Insurance & Liability	23
	Attendance	23
	Use of Student Work	23
Section 4: Professional Standards & Policies		
	Nursing Student Expectations	24
	Ethical Conduct and Academic Honesty	24
	Professional Writing	24
	Classroom Etiquette	25
	Dress Policy	25
	Privacy and Confidentiality	25
	Use of Technology	26
	Social Media	26
	Conflict Resolution & Grievances	27
	Grade Appeal	27
	Travel to Clinical	27
	GDAHA Clinical Passport	28
	Communication	28
	Canvas and UD email	28
	Opportunities for Student Involvement	28
	Medical Emergencies	28
	Student Notification of Program Policy Changes	30
	Estimated Costs of UD Nursing	30
	Coursework at Sinclair College	30
Section 5: Information & Additional Resources		
	Distance Education & Information Technology	31
	Library Services	31
	Transfer of Non-Nursing Curriculum Courses from other Institutions, Including Sinclair	31
	BSN Student Handbook Receipt Acknowledgment and Agreement	32

SECTION 1: INTRODUCTION

PURPOSE

The purpose of the BSN Student Handbook is to build upon the University of Dayton's (UD) Student Handbook to outline policies, processes, and procedures unique to nursing students. The BSN Student Handbook provides and expands upon information found on the University of Dayton Nursing website. UD serves traditional students directly admitted to the nursing program with the understanding of the concurrent education program with Sinclair College. Sinclair College manages and delivers all pre-licensure nursing course work, readying the student nurse for successful completion of the NCLEX-RN examination. UD manages and delivers course work that advances the nursing degree to the baccalaureate level. While attending classes at Sinclair College, students are responsible for Sinclair College's and Nursing Program's policies, processes, and procedures.

MISSION

The University of Dayton is a top-tier Catholic research university with academic offerings from the undergraduate to the doctoral levels. We are a diverse community committed, in the Marianist tradition, to educating the whole person and linking learning and scholarship with leadership and service.

We are committed to the Marianist tradition of education that includes:

- educating the whole person through a learning community of challenge and support;
- connecting learning to leadership and service; and
- collaborating for adaptation and change

The University of Dayton's nursing program mission is to prepare students to practice as baccalaureate generalist nurses through a rigorous and transformative liberal arts and sciences curriculum in concert with nursing courses that are in alignment with The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021), Standards for Accreditation of Baccalaureate and Graduate Nursing Programs (CCNE, 2024), and the Quality and Safety Education for Nurses Competencies (QSEN, 2022). The nursing mission is congruent with UD's mission and commitment to the Marianist tradition to prepare nurses who will learn, lead, and serve the common good.

DIVERSITY AND GUIDING PRINCIPLES

Driven by our Catholic and Marianist traditions, the University of Dayton will be known for its resolute commitment to social justice, a high degree of cultural intelligence, intercultural competency, its awareness of different identities and their significance to higher education.

- We believe diversity, equity, and inclusion are fundamental to the University of Dayton fulfilling its Catholic and Marianist mission and institutional excellence.
- We will provide leadership in achieving a more robust integrated approach to diversity, equity and inclusion that:
 - builds on existing efforts across campus;
 - operates in a strategic, evidenced-based and data-driven manner; and
 - underscores the importance of comprehensive outcomes assessments and strong accountability measures
- We will focus on efforts that innovate and transform institutional culture that result in the sustained celebration of diversity, modeling of inclusion, and achievement of equitable outcomes across multiple identities.

COMMUNITY OF INTEREST

UD's BSN Pathway Program community of interest includes current UD nursing students and families, prospective nursing students and families, community healthcare partners, UD's faculty, staff, and administration, Sinclair College's nursing faculty, staff, and administration, and the local community.

ACCREDITATION

The baccalaureate degree program in nursing at the University of Dayton is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

UD BSN PROGRAM LEARNING OUTCOMES (PLOS)

1. Apply critical thinking skills to leadership roles in order to improve patient safety and quality of care by utilizing interdisciplinary communication skills.
2. Use clinical reasoning to enhance nursing practice by understanding appropriate application and dissemination of Evidence-Based research and practice.
3. Evaluate policies related to healthcare in terms of finance, regulations, and community/public health through the use of professional competence and values.
4. Choose appropriate communication styles and venues that will enhance interdisciplinary collaboration and patient-centered care incorporating the principles surrounding organizational environments and management.
5. Demonstrate customer service to stakeholders within the nursing profession through professional competence and ethical behaviors.
6. Combine skills learned regarding evidence-based practice, information literacy, research, and healthcare informatics to advocate for and provide quality care to multiple patient populations across the lifespan.

UD's program outcomes and courses are informed by the Commission on Collegiate Nursing Education (CCNE) Standards for Accreditation of Baccalaureate and Graduate Nursing Programs (2024), American Association of Colleges of Nursing (AACN) [The Essentials: Core Competencies For Professional Nursing Education \(2021\)](#), the Quality and Safety Education for Nurses (QSEN) Competencies (2014), and the American Nurses Association Code of Ethics (2015) and Scope and Standards of Practice (2021).

We believe that the baccalaureate education for professional nursing should encompass and facilitate professional values and value-based behaviors. Professional values are the foundation for nursing practice, demonstrating the commitment to self and to others. Professional values included resilience, caring, empathy, altruism, integrity, autonomy, human dignity, equity, and social justice.

Alignment: Program Learning Outcomes, UD ILGs, and AACN Essentials Domain

Program Learning Outcomes	UD ILGs	AACN Essentials (Domains)
1. Apply critical thinking skills to leadership roles in order to improve patient safety and quality of care by utilizing interdisciplinary communication skills.	Scholarship Community Practical Wisdom Vocation	D5: Quality and Safety
2. Use clinical reasoning to	Scholarship Practical Wisdom	D4: Scholarship for Nursing

enhance nursing practice by understanding appropriate application and dissemination of Evidence-Based research and practice.	Critical Evaluation of Our Times Vocation	Practice
3. Evaluate policies related to healthcare in terms of finance, regulations, and community / public health through the use of professional competence and values.	Diversity Community Practical Wisdom Critical Evaluation of Our Times Vocation	D3: Population Health D7: Systems-Based Practice
4. Choose appropriate communication styles and venues that will enhance interdisciplinary collaboration and patient-centered care incorporating the principles surrounding organizational environments and management.	Faith Traditions Diversity Community Critical Evaluation of Our Times Vocation	D6: Interprofessional Partnerships
5. Demonstrate customer service to stakeholders within the nursing profession through professional competence and ethical behaviors.	Community Practical Wisdom Vocation	D9: Professionalism D10: Personal, Professional, and Leadership
6. Combine skills learned regarding evidence-based practice, information literacy, research, and healthcare informatics to advocate for and provide quality care to multiple patient populations across the lifespan.	Scholarship Diversity Community Vocation	D1: Knowledge of Nursing Practice D2: Person-Centered Care D8: Information and Health Technologies

QSEN Institute Competencies (2014)

Patient Centered Care	Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
Teamwork and Collaboration	Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
Evidenced-Based Practice (EBP)	Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
Quality Improvement (QI)	Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
Safety	Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
Informatics	Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making (QSEN, 2019)

American Nurses Association Code of Ethics for Nurses

Provision 1	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person
Provision 2	The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
Provision 3	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
Provision 4	The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
Provision 5	The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
Provision 6	The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
Provision 7	The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
Provision 8	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
Provision 9	The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

References

- American Association of Colleges of Nursing. (2021). The essentials: Core competencies for professional nursing education. <https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf>
- American Nurses Association. (2015). *Code of ethics with interpretive statements*. Silver Spring, MD. <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>
- Case Western University. (2022). *Quality and Safety Education for Nurses*. <https://www.qsen.org/>
- University of Dayton. (2024). *Institutional Learning Goals*. <https://udayton.edu/provost/ilg/index.php>

SECTION 2: BSN Concurrent Education Program CURRICULUM

The following curriculum plan outlines the four-year BSN concurrent education program progression. The AACN Essentials (2021) provides curricular elements and framework for building nursing education for the 21st century (AACN, 2021). Achievement of these outcomes and competencies will enable graduates to practice within complex healthcare systems and assume the roles of provider of care, designer/manager/coordinator of care, and member of a profession.

UNIVERSITY OF DAYTON- Bachelor of Science in Nursing Program AY 2024-2025

Nursing

First Year			
FALL	Hours	SPRING	Hours
HSS 101	1	HST 103	3
ENG 100	3	REL 103	3
HSS 197	2	CAP	3
PHL 103	3	HSS 305/HSS 305 Lab	4
CHM 101 / CHM 101 Lab	4	MTH 207	3
BIO 151	3	Nurse Aide Training Class Required prior to Year 2 spring term	
	16		16
Second Year			
FALL	Hours	SPRING	Hours
CAP	3	NSG 300 (@ UD)	3
HSS 307 /HSS 307 Lab	4	CAP	3
HSS 295	3	PSY 101	3
ENG 200	3	NSG 1200 @ SC	1
CAP	3	ALH 2202 @ SC	3
NSG 200 (optional)	1	COM 2206 @ SC	3
	16 / 17		16
Third Year			
FALL	Hours	SPRING	Hours

NSG 1400 @ SC	7	NSG 1600 @ SC	7
NSG 1450 @ SC	2	NSG 1650 @ SC	2
NSG 404 (@ UD)	3	NSG 406 (@ UD)	3
HSS 202 Seminar	1	NSG 400 EBP (@ UD)	3
	13		15
Fourth Year			
FALL	Hours	SPRING	Hours
NSG 2400 @ SC	7	NSG 2600 @ SC	8
NSG 2450 @ SC	2	NSG 402 (@ UD)	3
NSG 405 (@ UD)	3	NSG 408 (@ UD)	3
NSG 407 (@ UD)	3		
	15	*Any remaining CAPs	14
Minimum credit hours: 121			

SC Nursing Prerequisite Courses:

HSS 197: Introduction to Healthcare Delivery

CHM 101 and CHM 101 lab

HSS 305 and HSS 305 lab

HSS 307 and HSS 307 lab

ENG 100

MTH 207

NSG 1200

Nurse aide training class is an outside of curriculum requirement to begin Sinclair's program.

COMMON ACADEMIC PROGRAM (CAP) requirements are found on the UD website.

Please see separate documents for specific cohort BSN program plans of study for nursing students admitted fall of 2021, fall of 2022 and fall of 2023.

BSN COURSE DESCRIPTIONS

HSS 197- Introduction to Healthcare Delivery- This course serves as an orientation to the United States health care delivery system. The student will be introduced to medical/legal issues, professionalism, and ethics. The orientation will also help develop interdisciplinary collaboration, critical thinking, and problem-solving skills. This course is a required course for the BSN curriculum and serves as the prerequisite for NSG 1200 at Sinclair College.

HSS 202- Healthcare Professionalism and Contemporary Issues Seminar- This seminar course is intended to build community and identity for UD BSN students during their first semester of nursing classes at Sinclair College. This seminar promotes involvement with the University of Dayton community, encourages reflective

practice, and prepares students to be successful UD BSN students. This seminar will focus on nursing as a profession and professionalism related to individual practice. Students will begin to develop clinical judgment skills through discussion and reflection of contemporary healthcare issues impacting nursing and healthcare delivery that are relevant to the University of Dayton community, as well as regional, national, and global health issues. Students will reflect on their vocation and the Marianist values with regard to professionalism and ways in which they demonstrate resilience. Students must complete Sinclair NSG 1200 prior to this course and must take Sinclair courses NSG 1400 and NSG 1450 concurrently with this course.

HSS 295 – Nutrition & Health - Study of the nutrient needs of humans and of their choices as modified by socioeconomic, cultural, and life cycle factors.

NSG 300 (prior equivalent course NSG 401)- Professional Roles and Standards- This course examines professionalism and professional behaviors that are the foundation of contemporary nursing practice. Students who complete this course will apply their understanding of professional roles and standards to their individual practice and the contemporary healthcare environment. As a result, course participants will be better prepared to act as positive change-agents in the healthcare profession. An ePortfolio will be set-up in this course. The AACN Essentials: Core Competencies for Professional Nursing Education (2021) provides the framework for the ePortfolio and the overall program outcomes highlight the students' current professional practice to date as well as work completed throughout the remainder of the program.

NSG 400 – Evidence-Based Practice in Nursing – This course develops knowledge of the research process and evidence-based practice paradigm. Students demonstrate use of evidence-based practice with adoption of evidence-based processes as the standard of care. Students complete a critical appraisal of the literature and explore how research influences nursing care and impacts patient outcomes.

NSG 402- Interdisciplinary Health Assessment- The goal of this course is to provide the student with knowledge, skills and attitudes toward patient health assessment across the lifespan. Emphasis is on communication and evidence-based health promotion with patient populations and other healthcare providers in managing the healthcare of individuals, families, aggregates and communities. Students will have opportunity for multidisciplinary team building in addition to conflict resolution when performing health assessment in a multidisciplinary context.

NSG 404- Nursing Informatics and Technology- Nursing Informatics focuses on the use of electronic technologies and the management of information to facilitate nursing practice and enhance nursing knowledge. Students will explore the use of electronic technologies in nursing practice, administration, education, and research. Learning experiences include development of the basic skills nurses need to practice competently in an electronic healthcare environment.

NSG 405- Systems Based Leadership for Nursing- This course guides students through leadership theories, healthcare policy, advocacy, and regulation by discovering the varying responsibilities and levels involved in nursing leadership and management. Demonstration of effective inter-professional communication and a consistent display of professional values and professionalism, as defined by the Essentials: Core Competencies for Professional Nursing Education, (AACN, 2021), is required to progress in the Program.

NSG 406- Activism and Advocacy for Nursing- Healthcare policy shapes the quality and safety of the practice environment and baccalaureate-educated nurses have the responsibility to participate in the political process and advocate for healthcare consumers, the nursing profession, and the health care system. Recognize advocacy for vulnerable populations with the goal of promoting social justice as moral and ethical responsibilities of the nurse. Course emphasis is on health care trends, forces, and issues that shape health policy. Students, focusing on the core elements of health policy analysis, examine how politics, ethics, economics, and social and cultural variables influence policy development and impact health care outcomes.

NSG 407- Population Based Health for Nursing- This course focuses on population health and the wellness of the

community as a whole. This course integrates the nursing process to complete a needs assessment of a chosen community near the student's current home. Students will use multiple health promotion databases to develop a plan of care for a healthier community. Students will discuss and present this plan of care with local health leaders and revise for accuracy and quality improvement. Students are meeting requirements regarding community and public health learning by analyzing data and creating care plans for their chosen community.

NSG 408- - BSN Capstone This practicum capstone course, individually tailored to meet each student's areas of greatest interest, provides an opportunity to focus on one area of the Essentials: Core Competencies for Professional Nursing Education, (AACN, 2021) and work with a Preceptor within their community to develop a project that ultimately would reflect improved health outcomes for a population. Emphasis is on practical experience with short and long-term goal setting. The project should be completed somewhere other than the student's current or previous places of employment; however, the instructor can grant an exception depending upon the project. The goal is a course project involving a deliverable of interest to both the practicum preceptor and the students learning.

SECTION 3: ACADEMIC POLICIES

NURSING ANNUAL REQUIREMENTS

Purpose: Ensure safety of student nurses and patients. Prevent spread of disease.

Medical Exam & Immunization Policy: The UD BSN program adheres to the CDC recommended vaccines for healthcare workers located at <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>. All documented evidence is submitted to the UD BSN Program. Students are not permitted to progress in the UD BSN Program if the physical exam, TB screen, immunizations, and CPR certification are not current and, submitted to the UD BSN Program. If a student is out of compliance, the student cannot attend practicum. Students are responsible for the cost of all program requirements.

All clinical compliance is based on the requirements of our clinical partners in order to uphold our affiliation agreements and ensure our students have the ability to receive the necessary clinical experience that is part of their education. The program does not approve any exemption requests. Exemption requests are completed through the clinical institution using their exemption form and exemption approval process, is forwarded to the appropriate facility and it is at their discretion to approve or deny the request based on their policy. The program does not have the ability to customize or accommodate clinical experiences.

1. **Hepatitis B**-The Hepatitis B vaccine is a series of two (HEPLISAV-B) or three (3) (Engerix-B, Recombivax-HB) injections. Documentation of the vaccination series must be submitted before the start of the first practicum experience. Students are responsible for completion of the series and providing evidence of vaccination. Students are responsible for the completion of the series and providing proof of immunization or laboratory confirmation of antibodies (titer).
 - First injection.
 - Second injection one month after the first injection.
 - Third injection six months after the first injection.
2. **Flu (Influenza)** - one dose annually (required by October 1).
3. **Tuberculosis Screen (Mantoux/PPD)** - An initial two-step test, QuantiFERON or T-spot blood test is required. A student with a positive test result must have documentation of a baseline chest X-Ray. After initial TB testing, students will complete annual TB institution specific screening forms provided by the faculty.
4. **MMR (Measles, Mumps, & Rubella)** – Proof of immunization or laboratory confirmation of antibodies (titer).
5. **Varicella (Chicken pox):** Students must be serologically tested for immunity (titer).

Chicken pox vaccine is required for non-immune students. History of chicken pox is not accepted.

6. **Tdap** (Tetanus, Diphtheria & Pertussis vaccine(s): - Written evidence of up-to-date immunization for tetanus, diphtheria and pertussis. Please refer to the CDC website <https://www.cdc.gov/vaccines/vpd/dtap-tdap-td/public/index.html> for further information. Proof of immunization or laboratory confirmation of antibodies (titer).
 - **Booster:** Required every 10 years. If a dose is administered sooner, the next booster is not needed for another 10 years.
7. **Covid-19** – as of 8/24/2023, COVID vaccination is recommended, not required. The University of Dayton does not require the vaccine and does not grant exemptions. If you received a covid vaccination, please submit the documentation to the UD BSN program. The program is required to submit the number of vaccinated students to each practicum site.
8. **Drug Screen** - A passing drug screen from SC Nursing will suffice for the UD requirements.
9. **Professional CPR Certification** – Professional CPR certification is required before being placed in a UD BSN practicum experience. CPR certification must remain current. When seeking a CPR course, please ensure it is professional CPR or CPR for the healthcare provider (NOT family or layperson. CPR resources:
 - **UD EMS** – ud-ems-cpr-and-first-aid.square.site
 - **For Your Health (Healthcare Provider CPR)** <http://cprforyourhealthc.om> or 937 898-7660
 - **American Heart Certification (BLS Healthcare Provider)** <https://cpr.heart.org/en> or 1-877-AHA-4CPR
 - **American Red Cross (Professional Rescuers and Health Care Providers)** <http://www.redcross.org/ux/take-a-class>

ADDITIONAL REQUIREMENTS POLICY: In addition to required immunizations, the UD BSN program requires the following requirements. Students will submit certificates to the UD BSN Program by the communicated due date. Expired requirements will prevent you from attending clinical/practicum experiences; such clinical/practicum absences are unexcused and could prevent progression in the program.

1. **Criminal Background Check (CBC).** An accepted CBC from SC Nursing will suffice for the UD requirement.
2. **GDAHA Clinical Passport signed annually**
3. **BSN Student Handbook Receipt Acknowledgment and Agreement Form signed annually**

*The BCI/FBI background check results and the drug screen results are shared between Sinclair College and the University of Dayton as noted in the student acknowledgment form.

**Students are responsible for reading the University of Dayton's [Background Check Policy](#).

BSN students are responsible for Sinclair College program initial and annual requirements as well.

UD BSN ADMISSION, PROGRESSION & GRADUATION

Purpose: To communicate admission requirements in addition to student expectations for program progression and graduation.

ADMISSION POLICY: The UD BSN program is a direct admit program. The minimum requirements for consideration for admission to this highly competitive program are:

1. High School GPA of 3.0 or greater.
2. ACT of 24/SAT 1160* (**admitted fall 2021 and earlier**).
3. Essay, maximum of 250 words describing what motivated you to want to become a nurse. Include aspects of inspiration, volunteering, and/or work experience.
4. All applicants and matriculating students must meet essential abilities outlined in the Sinclair College (SC) nursing student handbook:
 - Ability to manage the stress and rigor of the nursing profession.
 - Respond and react immediately to verbal instructions/requests.
 - Demonstrate effective oral communication.
 - Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
 - Respond and react immediately to auditory signals from monitoring equipment.
 - Perform auditory auscultation without impediment.
 - Discriminate between sharp/dull and hot/cold when using hands.
 - Work in a standing position.
 - Frequent walking.
 - Lift and transfer patients up to six inches (6") from a stooped position, then push or pull the weight up to three feet (3').
 - Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
 - Physically apply up to ten pounds (10#) of pressure.

PROGRESSION POLICY (includes withdrawal from a course or the program):

1. **Test for Essential Academic Skills (TEAS) Exam:** *Beginning fall 2023*, all students will take the Test of Essential Academic Skills (TEAS) by **March 1** of year 2 (sophomore year).
 - a. **Fall 2023 entering cohort: Per Sinclair: effective May 28, 2024 – May 15, 2025** students must achieve either a 70% composite TEAS score or receive a proficient rating or higher in each area of the TEAS exam (Reading 69%, Math 63%, Science 45% and English 60%) to be eligible to progress to Sinclair's nursing program fall semester year 3 (junior year).
 - b. **Effective May 15, 2025 (entering Fall 2024 cohort and beyond)**, a minimum composite score of 70% on the TEAS is mandatory for all students entering the Sinclair nursing program.
 - c. A free online review is available at <http://www.mometrix.com/academy/teas=test/>.
 - d. UD Nursing offers an optional NSG 200 Independent TEAS Self-Study course for preparation
 - e. The TEAS is limited to three (3) attempts; a student is no longer eligible to progress in the UD BSN Program if proficiency is not met. Any exceptions are at the discretion of the nursing program director and must comply with the Sinclair TEAS admission requirement. TEAS scores are valid for three (3) years.
2. Students must maintain a 3.0 cumulative GPA and earn a 70% or higher in specified Nursing, Science, and Math courses to progress (HSS 197, BIO 151, CHM 101 / CHM 101 Lab (CHM 123 / CHM 123 Lab), MTH 207, and HSS 307 / HSS 307 Lab or equivalent). Students must earn a satisfactory (S) grade (equivalent to a 70% or higher in total course points) in HSS 202. Exceptions are at the discretion of the

- nursing program director.
3. Students must earn a 73% or higher in HSS 305 didactic to progress to HSS 307 didactic. **This is a prerequisite requirement for HSS 307.**
 4. Nurse aide training requirement: prior to starting the Sinclair nursing courses (NSG 1400/1450), students must complete a state approved nurse aide training program. Students must provide to the SC nursing department a copy of the letter, card, or certificate of course completion. Sinclair College offers a nurse aide training course through the Allied Health Department (ALH 1120). Contact the Nurse Aide Training Program at 937-512-3285 or email Katherine.lewis@sinclair.edu for information. Students will not progress to SC nursing without such evidence.
 5. Withdrawal from the program any time will result in the student competitively reapplying to the program. Admission is on a space available basis, and/or at the discretion of the nursing program director.
 6. Students withdrawing from the SC courses or program during SC nursing course sequences need to follow the SC program progression policy outlined in the [SC Nursing Student Handbook](#).
 7. Students withdrawing from the fourth year at UD and wishing to return must speak with their UD nursing advisor and petition for reinstatement. Reinstatement is dependent upon the nursing program director and HSS department chair for approval and available space.
 8. To continue program progression, students must maintain academic good standing. Good standing for the UD BSN nursing program includes:
 - a. Maintaining a 3.0 UD cumulative GPA or higher. *Refer to #2 and #3 in this section for accepted grades in nursing, science, and math courses.
 - b. If a student's GPA falls below the required 3.0 cumulative GPA, the student will be placed on nursing academic probation the following semester. The student has two semesters to raise the cumulative GPA to the required 3.0. Dismissal from the program will result if the GPA remains below a 3.0 after two consecutive semesters of probation. Exceptions are at the discretion of the nursing program director.
 - c. Students must follow SC policies for academic good standing while at SC for pre-licensure coursework. See [SC Nursing Student Handbook](#).
 9. If a student receives below a 70% in any required UD nursing, science or math course or below a 73% in HSS 305, the course needs repeated.
 - a. Any nursing, science or math grade below a 70% or for HSS 305, below a 73% causes a student to be out of sequence in course progression which may delay graduation.
 - b. Students can repeat a UD nursing, science or math course once.
 - c. A student who is unsuccessful in two nursing, science and/or math courses results in program dismissal (BIO 151, CHM 101 / CHM 101 Lab (CHM 123 / 123 Lab), MTH 207, HSS 197, HSS 305 / HSS 305 Lab, HSS 307 / HSS 307 Lab, NSG 300 (equivalent course NSG 401), NSG 400, NSG 402, NSG 404, NSG 405, NSG 406, NSG 407, NSG 408, and HSS 202.
 10. If a student has to repeat a course, the student will be out of sequence (OOS) and may graduate later than anticipated; admittance to the most recent entering cohort is on a space-available basis. It is the student's responsibility to seek council with the UD Financial Aid office regarding changes to their financial aid award.
 11. A student must graduate from SC and pass the NCLEX to progress to the UD senior year for students admitted **fall 2021 and earlier**.
 12. A student must progress in SC nursing courses to continue progression in UD BSN NSG courses for students admitted **fall 2022 and later**. If a student falls out of sequence, admittance to the most recent cohort is on a space-available basis.
 13. If a student is dismissed from Sinclair's nursing program for any reason, the student is no longer eligible for UD's BSN program.

GRADUATION POLICY

A student in the UD BSN program is responsible for meeting the required degree requirements which includes successful completion of all required SC nursing curriculum courses. Students will receive academic advising from the Health and Sport Sciences department Nursing Program faculty advisors but students are accountable to comply with all published academic policies related to the BSN Program.

To be eligible for graduation from the BSN Pathway Program, students must successfully complete a minimum overall number of specified credit hours required for the degree. Credits from successfully repeated courses count once toward the overall credit hours needed for the BSN degree, which includes UD and Sinclair courses.

1. BSN students complete a minimum of 121 credit hours of UD and SC coursework, plus any approved transferred coursework. UD nursing coursework must be successfully completed with a grade of 70% or higher in didactic and practicum/clinical courses.
2. Achieve a UD cumulative grade point average of a 3.0 or higher.
3. Complete all BSN degree requirements within six years of enrolling in the first UD course in the nursing major.
4. Successful completion of all Sinclair nursing courses.
5. Apply for graduation according to University of Dayton published deadlines.

BSN PETITIONING GUIDELINES FOR SUBSEQUENT COHORT WAITING LIST

The following process is applicable to the BSN student who has started the first nursing sequence of courses at SC Nursing (NSG 1400/1450) and had to step out-of-sequence from their original BSN program plan. Out-of-sequence can occur for a variety of reasons; most common include:

- Failure of a required prerequisite course or a sequenced course that interrupts progression.
- Illness that resulted in a leave of absence from the original program plan.
- Failure to complete SC and/or UD program requirements or annual requirements (see annual requirements in the SC nursing student handbook and UD BSN handbook).

Process

1. Make an appointment with your advisor to review your revised program plan and to discuss your options.
2. Assuming that you are eligible for placement on the waiting list, with your advisor's assistance, complete the [Current BSN Student Petition for Subsequent Cohort Waiting List](#).
3. Your academic advisor will forward your petition to the nursing program director for final processing.
4. The nursing program director will notify you if your petition has been approved and if/when a potential spot in a subsequent cohort becomes available. Any exceptions to this policy are at the discretion of the nursing program director.
5. **NO** exceptions can be made that deter from SC Nursing admission and progression policies.
6. It is the student's responsibility to seek council with the UD Financial Aid Office regarding changes to their financial aid and scholarship award(s).
7. By submitting this petition, the student is acknowledging that he/she is aware that petitioning for a spot in a subsequent cohort could result in delay of graduation and additional tuition costs.

Criteria

Students who are enrolled in the UD BSN degree program who petition for a spot in a subsequent BSN cohort must meet all of the following conditions before a subsequent BSN cohort will be assigned.

The student...

1. Has completed all SC Nursing prerequisite courses in addition to the required completion of nurse aide training.
2. Has since completed and passed all courses in Math, Science, and Nursing with a grade of 70% or higher and GPA of at least 2.8.
3. Student has met with UD Financial Aid with “draft” subsequent BSN cohort program plan to determine if financial aid and additional time to graduation and cost is agreeable for the student.

Decision

The nursing program director and the HSS department chair will review the petition and the nursing program director will contact the student regarding their standing on the subsequent BSN cohort waiting list and an anticipated readmission semester. Once the student is placed in a subsequent BSN cohort the student will be required to commit and agree to the BSN subsequent cohort placement within 3 business days.

If the student does not respond to the director of nursing within 3 business days, the subsequent BSN cohort spot will be offered to the next student on the waiting list.

University of Dayton- Current BSN Student Petition for Subsequent Cohort Waiting List

Student Name _____ UD ID Number _____

This student is eligible for BSN progression and I:

- Recommend Do not recommend

that they be placed on the waiting list for an opening in a subsequent BSN cohort.

Advisor's Signature _____ Date _____

I acknowledge that I met with my academic advisor who explained the process to secure a BSN opening in a subsequent cohort after an out-of-sequence episode. I understand that my request is granted on a space-available basis.

Student's Signature _____ Date _____

- The student has been placed on the BSN subsequent cohort waiting list.

UD Director of Nursing _____ Date _____

Student _____ has accepted the offer for a spot in a subsequent BSN cohort.

Date: _____.

Student _____ has not met the 3-business day deadline to accept a spot in a subsequent BSN cohort and was removed from the waiting list.

Date: _____.

STUDENT SUCCESS

SUCCESS POLICY: In order to ensure success in the nursing program, students are required to achieve minimum requirements for the program. The following situations are cause for concern for falling below minimum requirements for success in the nursing program and result in initiation of a remediation plan:

- GPA below 3.0.
- A "D" or "F" in any course required for the verification statement. A grade of C- or below (73%) in HSS 305.
- Withdrawal from a course.

Procedure:

- Advisor receives notification that student meets one of the criteria for remediation.
- Advisor schedules meeting with student within one week of notification.
- The advisor or director will assist the student in identifying resources to improve success in coursework.
- Student will set goals to improve GPA to 3.0. Student will have one to two semesters (dependent on the circumstances) to show GPA improvement.
- Advisor develops the success plan with the student.
- Copy success plan: one copy to student, notification to nursing director.
- Advisor documents success plan in Student Success Network.
- If student fails to improve GPA to a 3.0 within the time stated in the success plan, student dismissal from the nursing program may occur. The student will schedule an appointment with Career Counseling Services to complete career testing and counseling. The student will meet with the advisor to discuss alternate career paths. Exceptions for GPA below 3.0 after two consecutive semesters is at the discretion of the nursing program director.

Reviewing and Reporting Student Success

Review of student success occurs through semester reports, Student Success Network, and during semester advising. The process and procedures for each of these mechanisms are below.

1. Semester Reports (End of Semester Reporting)

Policy: The nursing program director will review end of semester reports to identify low GPA and grades of 70% or below to monitor student success at the end of the semester.

Procedure

- Student GPA and grade reports are run at the end of each semester by HSS.
- Reports are provided to the nursing program director for review.
- Any drop in GPA below a 3.0 or any grade below 70% (or below 73% for HSS 305) is reported to the nursing advisor assigned to the student.
- The advisor will schedule a meeting with the student and draft a remediation or retention plan (see Remediation and Retention policy for procedures).

2. Student Success Network (Midterm Reporting)

Student Success Network (SSN) is a university wide quick and simple way for instructors to notify advisors and support offices when they have a concern about a student, enabling students to receive needed assistance in a timely and effective manner. Faculty complete two checkpoints each semester. The first survey asks instructors to verify that each student listed on the course roster has been attending the class, whether online or face-to-face. This survey enables the University to offer early intervention to students who may need help, ensure that class rosters are correct, and comply with federal financial aid regulations. The second Student Progress Checkpoint arrives mid-way through the semester. This survey asks instructors to identify students who may need extra attention or have performed remarkably well in the course.

Policy: Nursing faculty are required to report any concerns related to student attendance, progress, or performance in nursing and HSS courses.

Procedure:

- The University will initiate SSN request for mid-semester reporting.
- Nursing faculty will report any concerns for attendance, quality of work, or academic performance through this system.
- The report is sent to the Assistant Dean of SEHS for review.
- The Assistant Dean of SEHS sends an email to the student advisor alerting them to SSN flag.
- Nursing faculty receiving an SSN flag on an advisee will schedule an appointment with the student within one week of the notification to discuss concerns with the student.
- The nursing advisor initiates remediation or retention process if necessary.
- The meeting is documented in the Student Success Network.

3. Semester Advising Appointments

Purpose of Advising: Advising is a key element to the professional development of the nursing student. Faculty and advisors are available to discuss academic, career, and learning opportunity related topics. Merely attending classes and meeting course requirements will not adequately prepare students to enter the demanding and competitive nursing profession. The University of Dayton's Nursing Program has established a goal to develop competent students to become registered nurses. Students will meet with their advisor each semester to review their professional and academic progression and to set short-term and long-term goals in order to ensure students are progressing toward their goal of graduating.

Policy: The nursing student is required to schedule an appointment to meet with their academic advisor once during each academic semester (fall and spring) to review curriculum progression and progress. Students will receive registration codes after the advising meetings occur. Full-time nursing faculty will advise nursing students.

Procedure:

1. The nursing advisor will release dates for semester advising to students via the University email portal.
2. The student will meet with their assigned nursing advisor to review curriculum, revise course schedules if necessary, and discuss any issues or concerns the student may be having. This will also be a time to celebrate accomplishments and milestones in the nursing program.
3. The student will receive the registration code after the advising requirement is met.
4. The completed advising notes will be copied and pasted into the notes section of the Student Success Network.
5. The student is responsible to register for upcoming semesters during the assigned registration period.

RETENTION POLICY: A cumulative grade point average of at least 3.0 is required for students majoring in nursing. If the grade point average is below a 3.0 at the conclusion of a semester, the student will need to schedule an appointment with their assigned advisor to draft and initiate a plan for success. If a student does not successfully complete the success plan or chooses to withdraw from the major, the student will meet with a representative from the Career Counseling Center to explore an alternate major.

Procedure:

- Advisor notified or identifies student falling below retention requirements.
- Email student to schedule an appointment within the first week of the following academic term to discuss notification of low GPA.

- Meet with student to develop a Student Success Plan and sign paperwork.
- Document plan in Student Success Network.
- Copy Student Success Plan, one copy to student and one to nursing program director.
- **Note: Due to the extenuating circumstances of the COVID-19 pandemic from spring of 2020 through summer of 2021, students were counseled but probation status was not instituted.**

University of Dayton Retake Policy: The University of Dayton allows up to 12 credit hours of course credit to be retaken. Refer to the [university policy on retakes](#) for additional details.

**University of Dayton BSN Program
Student Success Plan**

Student Name:	Student ID:
Instructor:	Facility (if applicable):
Course:	Date:
The student is at risk for being unsuccessful due to actions in the following category (select all that apply):	
<input type="checkbox"/> Professional Behavior <input type="checkbox"/> Safety <input type="checkbox"/> Quality Care <input type="checkbox"/> Legal / Ethical / Integrity <input type="checkbox"/> Academic Performance <input type="checkbox"/> Other: _____ *Supporting documents attached	
Student narrative of situation / observed behavior:	
Student plan for remediation / success:	
Faculty Comments:	
Referrals:	
Acknowledgement of Receipt of Success Plan	
I acknowledge that I understand the information in this document. I confirm that I discussed the success plan with my faculty advisor or Nursing Program Director. Signing this form is confirmation that I read the document in its entirety and that I reviewed the plan for success with my nursing faculty. Signing the document does not indicate agreement. This form and supporting documentation will become part of the student file.	
Student Signature:	Date:
Name Printed or Typed:	
Faculty Signature:	Date:
Name Printed or Typed:	

***Copy will be shared with the nursing program director, faculty advisor, and preceptor as appropriate.**

GRADING & TESTING

GRADING POLICY: UD courses, including NSG courses follow the UD grading scale.

*There will be **no** rounding of grades for any University of Dayton nursing courses.

UD Grading Scale

A	93 - 100%
A-	90 - 92.99%
B+	87 - 89.99%
B	83 - 86.99%
B-	80 - 82.99%
C+	77-79.99%
C	73 – 76.99%
C-	70-72.99%
D	60-69.99%
F	59.99% or lower

Students will follow the SC grading scale for SC courses and SC policy on rounding of grades. See SC Nursing Student Handbook.

Methods of evaluation for each course are outlined in individual course syllabi. Faculty members complete course maps each January showing evidence of student progress. Methods of evaluation of progress in the program include faculty advisor review of student progress with each student, each term. Aggregated student progress through the program will be evaluated each January.

TESTING POLICY: Students are required to take course exams on the assigned date and time. Students will not take exams in the HSS office or complete exams early due to leaving early for break. Students receiving accommodations are to schedule an exam on the same date and time during the time of the course. If the testing center is closed during the scheduled course time, the exam should be scheduled during the last exam hours of the testing center.

Procedure:

- Testing Accommodations:
 - Student notifies the instructor at the start of the semester of the need for accommodations
 - Student requests testing accommodations
 - An email from the testing center is sent to the course instructor
 - Course instructor completes the required elements of the electronic form
 - Course instructor submits the exam via the testing center platform
 - Student completes the exam
 - Testing center returns the exam to the instructor
 - [University of Dayton Testing Center Guidelines](#)

- Classroom Examination Procedures
 - Laptops, tablets, smartphone, hats, smart watches, GPS, and water bottles are to be secured in backpacks prior to exams
 - Backpacks are lined up against the wall
 - Students may have a blank sheet of paper provided by the instructor
 - Students are not to leave the exam room during the exam
 - Scientific calculators and smartphones are not permitted during exams; standard single function calculators are permitted
 - Students remain in the classroom until all students have completed the exam

- Procedures regarding missed exams:
 - Contact the SEHS Associate Dean to notify of missed exam and to provide appropriate documentation of reason.
 - Associate Dean will contact the nursing program director and course instructor to notify of excused absence.
 - The course instructor will arrange a time for the student to complete the make-up exam.
 - The student is responsible for contacting the course instructor via email to schedule an appointment within a week of missing the exam.

PLAGIARISM POLICY: To ensure cohesive administrative plagiarism policy across nursing coursework and reinforce a culture of integrity and ethical decision-making. Students will submit original work with properly cited work.

[University of Dayton Academic Honor Code](#)

Procedure:

- A student submitting an assignment as their original work found to be the work of another authored source without giving credit will receive a "0" for the grade. This includes use of Chat GPT or other AI generated work.
- The instructor will schedule a meeting with the student within 24 hours of the finding.
- The instructor will complete the Academic Dishonesty form.
- The instructor will meet with the student and have a conversation about the offense.
- The Academic Dishonesty form will be kept on file in the SEHS office.
- A second offense will result in the student being referred to the UD Academic Honesty Process.

This same process applies to academic integrity on an exam.

TRANSFER CREDIT POLICY: Approval for all transfer coursework completed for UD credit occurs by the SEHS dean's office. At a minimum, the approval process will include a review of the institution, course descriptions, and course syllabus. Consideration for credit applies to transfer courses with a grade of C or better. The [SEHS Transfer Request](#) form must be completed electronically, submitted to the SEHS Assistant Dean, and approved the semester prior to completing the course.

- Courses taken in the U.S. are completed at a regionally accredited institution.
- Courses taken in a foreign country are completed at an institution recognized by the foreign country's minister/head of education.
- Official transcripts are sent directly to UD from the university and must contain an official seal of the university's office of academic affairs. Other requirements may be necessary (i.e., School of Business courses need to be taken at an AACSB accredited institution) given the specific course in question.
- No credit is applied when a student fails to receive prior written approval from the dean's office or fails to provide official transcripts sent to UD directly from the approved university.

Procedure:

- Advise the student to access the SEHS [Transfer Request form](#)
- Ask the student to examine catalog of the other university
- Compare the course description and credit hours to the description and credits hours in the [UD course catalog](#)
- Complete the Transfer Request Form electronically and follow instructions for submission
- Scan or copy (Snipping Tool, photo) the course name, number, credits and description of the course. Do not handwrite course descriptions.
- Provide documentation and transfer credit form electronically via email to the School of Education and Health Sciences Advising Office at sehsadvisingoffice@udayton.edu.
- If approved and signed by appropriate personnel, the student may register at the other university

- Student takes class
- Student requests transcript be sent electronically to transcripts@udayton.edu or by mail to: Flyer Student Services, 300 College Park, Dayton, OH 45469-1601. For courses that fulfill SC Nursing curriculum requirements, the **student is responsible to send official transcripts to both UD and Sinclair.**

INSURANCE & LIABILITY: All nursing students are required to obtain personal health insurance coverage while enrolled. The University of Dayton maintains liability insurance.

ATTENDANCE POLICY: It is an expectation that nursing students attend all didactic class times in addition to all lab and practicum experiences. If for any reason a student is unable to attend class, lab or practicum the student will communicate with the course, lab and/or practicum instructor and/or preceptor in a timely manner. Be cognizant of course, lab and practicum requirements for attendance requirements and practicum hours of completion. Any student who anticipates missing several classes due to a medical or family situation are to follow HSS procedures for arranging an extended absence.

Procedure:

- Instruct student to meet with the Assistant Dean in SEHS
- Assistant Dean of SEHS will evaluate the situation
- Assistant Dean of SEHS will notify instructors if the student is anticipated to miss several classes
- Faculty can decide how or if the student can make up late work

Consent for Use of Student Work

Purpose: To allow the University of Dayton and UD BSN Program to use and share student work. Examples of student work for future classes, as evidence for accreditation purposes, and as evidence to support curriculum change.

USE OF STUDENT WORK POLICY: Students consent to share their course-related work for any of the following purposes:

1. Accreditation evidence files
2. Examples for future courses
3. Sharing with other faculty for assessment and evaluation purposes

Process: Students will sign the BSN Student Handbook Receipt Acknowledgment and Agreement Form which includes students have received, read, and agree to the policies outlined in the BSN Student Handbook.

SECTION 4: PROFESSIONAL STANDARDS & POLICIES

The American Nurses Association (ANA) and the National Student Nurses Association (NSNA) outlines what constitutes professional conduct in the ANA Code of Ethics for Nurses, the ANA Standards for Clinical Nursing Practice, and the Student Nurse Association Code of Academic and Clinical Professional Conduct. The UD BSN Concurrent Enrollment Program students are held accountable to these professional standards. Professional behaviors of a nurse include integrity, regard for self and others, responsibility, and respect. Professional *misconduct* includes behaviors and activities that disregard what constitutes professional nursing conduct. The UD BSN Program professional standards and behavioral expectations are the following which has been adapted from [The Ohio Board of Nursing Rule OAC 4723-5-12\(C\)](#), the [Student Nurse Association Code of Ethics](#), and the UD BSN Program Professional Standards.

BSN Program Nursing students are expected to:

1. Treat everyone with the utmost respect in all learning environments and at all times.
2. Comply with the University Student Code of Conduct, Academic Honor Code, and Commitment to Community.
3. Comply with the directives of any university official which includes faculty, staff, preceptor, or university administrator.
4. Comply with all requirements outlined in each course syllabus and the BSN Program policies outlined in the BSN Student Handbook and the UD Practicum Handbook for Students, Preceptors, and Faculty.
5. Be prepared and on time for each class, laboratory, and practicum learning experience or inform the appropriate person in a timely manner if unable to attend.
6. Accurately identify and represent self as a UD nursing student in all professional and practicum experiences, including wearing the UD student ID as your name badge.
7. Refrain from performing any technique or procedure in which you are unprepared by education or experience and/or without faculty or preceptor approval.
8. Communicate all information in a truthful, timely and accurate manner.
9. Abstain from the use of alcohol, illicit substances and/or any substance that may impair judgment while in the academic or practicum environment.
10. Accept the moral, ethical, and legal responsibility for own actions.
11. Follow all HIPAA guidelines in written, verbal, and non-verbal communication.
12. Uphold policies and regulations related to academic and clinical performance.
13. Report any known violations of any professional standards by other nursing students to the nursing program director or nursing faculty, in a timely manner.
14. Refrain from any deliberate action in the academic or practicum environment that creates a risk of injury to self or others.
15. Refrain from any deliberate action or omission of care in the practicum setting that creates a risk of injury to the client, self, or others.
16. Maintain and promote integrity, truthfulness, and honor in all aspects of academic and practicum responsibilities.
17. Recognize and report one's own health limitations that would impair practicum performance and arrange for alternate practicum experiences as needed.
18. Recognize and respond to the diverse needs of individuals and communities without judgment.
19. Be respectful in all communication, written, verbal, and non-verbal in all settings and at all times.

ETHICAL CONDUCT AND ACADEMIC HONESTY

It is an expectation that nursing students follow the University of Dayton Standards of Behavior and Code of Conduct, Academic Honor Code and commitment to community which includes drug and alcohol consumption. Refer to the UD Student Handbook and key concepts and notices at https://udayton.edu/studev/dean/student_handbook.php.

PROFESSIONAL WRITING

Professional writing will follow the 7th edition APA format. The [Write Place](#) provides resources to assist with APA formatting.

CLASSROOM ETIQUETTE

Students are to arrive to class prior to the start time and expected to stay the entire class time. Students will refrain from “packing up” until the instructor dismisses the class. Collecting your belongings and putting laptops away can be distracting to the rest of the class.

Differing opinions, values and cultures stimulates discussion. Diversity of thought enhances the discussion and enriches the student learning experience. Following the classroom etiquette tips below will provide a rewarding classroom experience:

Take responsibility for your education.

1. Attend every class
2. Communicate with your instructor if you will be late or absent (DO NOT send a message with your peer)
3. Do not have “side” conversations during class time
4. Silence and store your cellular devices
5. Share communication space; allow time for others to participate
6. Show respect for everyone in the class space
7. Come to class prepared
8. Submit assignments in on time
9. Communicate any concerns with the faculty

Netiquette is outlined on each individual course syllabus.

DRESS POLICY

To reinforce a cohesive policy among nursing and HSS courses for professional dress. Nursing students will be required to present themselves in professional dress to class on the following occasions: Guest Speaker, Student Presentations, and Presentations within the Community. Please consult your course faculty if you need guidance on professional dress.

Procedures:

Dress Code: See the SC dress code for SC courses, labs, simulation and clinical. Students are to abide by SC dress code while attending SC class, laboratory, simulation and clinical experiences.

For UD lab and practicum experiences:

1. Students will wear professional dress (dress slacks, khakis, dress socks, professional shirt, & closed toed shoes) with white lab coat and UD student name badge for practicum experiences.
2. For student experiences with a preceptor, students will wear what the assigned clinical institution/preceptor requires. If no dress code is required then students will wear professional dress (dress slacks, khakis, dress socks, closed toed shoes) with white lab coat and UD student name badge for community and public health experiences.
3. Absolutely no denim, sweatshirts, shorts, or tank tops are worn to any clinical/practicum experience. No open-toes shoes are worn to any clinical/practicum experience.
4. Hair must be clean and neat. Any beard or mustache must be clean and neatly trimmed. Fingernails must be clean, short (no longer than the end of the fingers), and free of polish or acrylic / artificial nails.
5. Students must follow the practicum site policies for body modifications and tattoos.

PRIVACY AND CONFIDENTIALITY

Purpose: To ensure students protect all client/patient information at all times.

Statement of ANA Position: The American Nurses Association (ANA) believes that protection of privacy and

confidentiality is essential to maintaining the trusting relationship between health care providers and patients and integral to professional practice (ANA, 2015a). ANA supports legislation, policies and standards that protect individually identifiable health information.

HIPAA:

Policy: The UD BSN program adheres to the ANA Code of Ethics for Nurses. It is the role of nurses and nursing students to protect the privacy and confidentiality of their clients at all times.

1. Students will maintain the client's right to privacy in the treatment setting and all other venues.
2. Students will refrain from disclosing any individually identifiable health information without the clients/patients consent.
3. Students will not disclose any client/patient information or discuss client/patient information in any manner outside the treatment setting.
4. Client information includes, but is not limited to family relationships; diagnosis and prognosis; treatment modalities; nursing plan of care; and/or, demographic information.
5. Students will discuss client information only in the treatment setting with individuals that have a "need-to-know" status. For example, nurse caring for client, physician, other members of the healthcare team, etc.
6. Any unauthorized disclosure of client/patient information violates a client's right to privacy and will result in disciplinary action and/or dismissal from the program.
7. Student's signature of the BSN Student Handbook Receipt Acknowledgment and Agreement form recognizes student responsibility to read and comply with the policies contained in this handbook, including privacy and confidentiality.

USE OF TECHNOLOGY

TECHNOLOGY POLICY: Use of technology is encouraged in the classroom to enhance and expand upon the learning experience; the purpose of this policy is to reinforce a cohesive policy among nursing courses for electronic devices. Cell phones are to be stored and silenced during class, lab, and practicum experiences. Laptops and notebook devices are available for use during class for approved class activities as determined by the instructor. Picture taking, audio recording, and video recording is not permissible in the classroom without written permission from the instructor. Texting is not permissible during class time. Taking photographs at any practicum facility is prohibited.

Procedure:

- All instructors will use the standard accessible nursing syllabus with the electronics policy.
- Faculty members determine the extent to which technology is used in the classroom.
- Students are instructed in the course syllabus to keep all technology stored and silenced unless instructed otherwise.
- A student requesting to video or audio record in class must request permission from the instructor via email and state the purpose for recording the class.
- Students with accessibility needs that require the use of audio recording or video recording must provide written documentation from the Office of Learning Resources to the instructor.

SOCIAL MEDIA

Purpose: To preserve and protect professional identity and integrity. Provide protection of student, faculty, staff, patients/clients, and clinical practice partners.

SOCIAL MEDIA POLICY: social media and social networking have many professional benefits; however, faculty, staff, and nursing students have a responsibility to utilize social media and social networking with professional integrity. The following principles for use of social media and social networking is an expectation of the UD nursing program:

1. This policy applies to any electronic communication published online relative to nursing program classes, practicum, situations and information, public or private.
2. Student, faculty, staff, and practicum client/patient information is never to be shared on social networking sites.
3. Faculty, staff and student nurses must understand that faculty, staff, fellow students, clients/patients, organizations and employers may view postings.
4. It is an expectation that faculty, staff and students bring content that violates this policy and/or faculty, staff, student, client/patient confidentiality/privacy to the attention of the nursing program director.
5. It is an expectation that standards of professionalism are the same for the online environment as it is for face-to-face interactions.
6. Absolutely no sharing of photos, remarks, or videos of faculty, staff, students, or client/patients.
7. Faculty, staff and students utilizing online social media and/or networking sites and identify themselves associated with UD nursing must clearly and explicitly note their views, opinions and attitudes are not that of UD nursing or the university.
8. It is an expectation that faculty, staff and students follow the UD policies on academic conduct and use of electronic computers and/or network capacity.
9. Violation of this policy could result in nursing program dismissal.

CONFLICT RESOLUTION & GRIEVANCES

Students are encouraged to follow professional practice and courtesy and use the nursing program's chain of command to address concerns:

- Discuss the concern/complaint with the instructor and try to resolve the issue. If the situation is not reconciled,
- Contact the nursing program director (if applicable). If the situation is not reconciled,
- Contact the HSS department chair. If the situation is not reconciled,
- Contact the associate dean in the School of Education and Health Sciences. If the situation is not reconciled, please access the Equity Complaint process via the University of Dayton Student Handbook at https://udayton.edu/studev/dean/student_handbook.php

GRADE APPEAL POLICY

The UD BSN Program follows the University of Dayton School of Education and Health Sciences (SEHS) grade appeal policy. The informal appeal process is as follows:

1. Discuss with the instructor the final grade in question and make every effort to understand and resolve the final grade at that level.
2. If the grade appeal is not resolved, the student will next meet with the nursing program director of the involved course and seek to resolve the grade situation within the department structure.
3. If at the end of the informal appeal process the student feels there are compelling and unresolved reasons which necessitate a further appeal of the grade, the student may complete the formal appeal process.
4. The student must prepare a statement in writing to the SEHS Dean using the [form](#) found on the UD website.

Any Sinclair grade appeal follows the grade appeal policy found in the Sinclair Nursing Student Handbook.

Travel to Clinical

It is the student's responsibility for their own travel to Sinclair class, lab, clinical, and community activities required for school. UD and the nursing program do not provide transportation or travel liability insurance. Such transportation and travel have inherent risk and students accept these risks. The Flyer bus is available for transport to and from UD and Sinclair's main campus.

Greater Dayton Area Hospital Association (GDAHA) Student Clinical Passport

Nursing students are required to read the GDAHA Student Clinical Passport and sign the Statement of Understanding form prior to starting the practicum courses in the UD BSN Program. Students are responsible for understanding and following all information contained in the Passport while in the clinical sites. Students will sign and submit a Statement of Understanding prior to starting UD nursing practicums. If a student fails to comply with the annual reading and signing of the GDAHA Clinical Passport, the student is subject to withdrawal from practicum and/or the nursing program.

Communication

The key to a successful nursing education journey is clear communication between students and faculty. Students can expect email responses within 24-48 hours for inquiries sent Monday through Thursday. Students can expect email responses within 72 hours for inquiries sent on Friday, Saturday, & Sunday. Instructors may only review and answer emails between normal business hours Monday through Friday (8am-5pm). If an instructor has not answered your email within the above stated period, please send a reminder email at that time.

Unprofessional and discourteous emails are not appropriate or tolerated, when requesting information or assistance from the instructor, address the instructor appropriately in the salutations, provide adequate information on the concern or topic for discussion and dates and times you are available to meet in the initial email and include your name in the signature space of the email.

Faculty can expect email responses from students within 24-48 hours for inquiries sent Monday through Thursday. Faculty can expect email responses from students within 72 hours for inquiries sent on Friday, Saturday, & Sunday.

Canvas and UD email

All non-face-to-face student and faculty communication will occur through student and faculty UD email or Canvas. Students will **not** communicate with faculty through personal email accounts. Communicating through a UD assigned email/messaging account assures faculty they are communicating with the student.

Opportunities for Student Involvement

Aligned with the UD mission and Marianist's tradition to link learning and scholarship with leading and service UD BSN students can engage with UD Nursing in the following ways:

- SET/SFTs- each semester student feedback will be sought through course and practicum surveys to evaluate courses and faculty.
- Nursing Community Advisory Council- the director of nursing will seek out BSN student volunteers to engage with the Nursing Community Advisory Council.
- BSN Student Ambassadors- students may apply through SEHS / HSS to serve as student ambassadors.
- Student Nurses Association (UD SNA) - students can become members of the UD SNA organization and serve the nursing program, HSS, SEHS, and UD in multiple avenues.

Medical Emergencies

For medical emergency procedures in UD housing, classes, and campus experiences please see policy and procedures [here](#).

For medical emergencies, incident reports (i.e., needle sticks), and/or bloodborne pathogen/biohazard exposure please fill out the following Incident Report and submit to the director of nursing as soon as possible (Word document available on the Canvas BSN Communication Portal under resources):

Incident Report

In the event of an injury, the highest priority is prompt treatment. Students should not delay seeking appropriate treatment to fill out paperwork or make notifications. Students should comply with all accident/injury protocols in place at the clinical/practicum site. In the absence of a protocol, students should seek treatment in the nearest emergency department.

Student Name: _____ Date: _____

Practicum Site / Course: _____

Date of incident: _____ Approximate time of incident: _____

Did incident involve possible exposure to bloodborne pathogen?

YES NO

Description of incident: _____

Actions/first aid taken immediately following incident: _____

Students who are potentially exposed to bloodborne pathogens should seek prompt evaluation. Evidence suggests that prophylactic medications are more likely to be effective when taken soon after an exposure. Students should follow the bloodborne pathogen and/or biohazard exposure policy at the practicum site.

Practicum Faculty/Preceptor	
Onsite Health Services / Employee Health / Occupational Health Or Emergency Department	
Nursing Program Director	

Student Signature _____ Date _____

Submit this form to the UD Nursing Program Director

Student Notification of Program Policy Changes

Nursing Student policies are found in the UD BSN Nursing Student Handbook. The handbook is posted on the UD Nursing website located [here](#) and in the BSN Communication Portal via Canvas. Nursing student policies are subject to change and the BSN Nursing Student Handbook will be revised as needed. Students will be informed of policy changes via their UD email accounts and/or through announcements in the BSN Communication Portal via Canvas or during class.

Estimated Costs of UD Nursing

UD costs, financial aid and scholarships are communicated to each student from the UD Enrollment Management department. General costs and calculators can be found [here](#).

UD textbook scholarship information can be found [here](#).

See the SC Nursing Student Handbook for estimated SC nursing program costs.

Coursework at Sinclair College

Students taking required courses at Sinclair College while enrolled in the UD BSN program:

- Understand that grades earned at Sinclair College during dual enrollment are transcribed as actual grades on the UD transcript and not transfer credit.
- Sign a written consent (BSN Student Handbook Receipt Acknowledgment and Agreement) authorizing UD and Sinclair to share any and all student education records with the other institution (pursuant to the Family Educational Rights and Privacy Act, (FERPA) including but not limited to background check results, drug screen test results, registration information, student account information, required clinical paperwork, grades, course conduct, disciplinary records, and academic performance.

SECTION 5: ADDITIONAL INFORMATION & RESOURCES

Distance Education and Information Technology

Information Technologies (UDit) are available by phone, email, chat, or through a request help online option. Contact information for UDit can be found on the UD [IT Service Center](#) website. Hours vary by term and are available on the IT Service Center website. UDit services available include initial orientation to UD technology, Canvas support, hardware, software, mobile app, wireless connectivity, and virus removal.

Library Services

UD libraries consist of Roesch Library, Marian Library, and University Archives and Special Collections. The libraries offer a vast collection of books, publications and access to online databases and electronic journals. The library has printers, reservable individual and group study rooms, Interlibrary Loan, and OhioLink books.

Transfer of Non-Nursing Curriculum Courses from Other Institutions, Including Sinclair

Students registering for non-nursing curriculum courses must follow the SEHS transfer credit pre-approval process. This includes courses at Sinclair that are **not** included in the required nursing curriculum courses. For approval and verification that a course from another college or university will fulfill the requirement for a UD course, you will need to complete online and email the [Undergraduate Transfer Credit Pre-Authorization](#) form to the SEHS Advising Office at sehsadvisingoffice@udayton.edu. Make certain to include the course description of the course to be transferred **as well as** the UD course to be replaced.

Sinclair courses that DO NOT need pre-approval are: ALH 2202; COM 2206; NSG 1200; NSG 1400; NSG 1450; NSG 1600; NSG 1650; NSG 2400; NSG 2450; NSG 2600 and HIS 1101 (for Cohorts 1, 2, and 3). **PAYMENT:** Students are billed by Sinclair and responsible for direct payment to Sinclair for any courses not included in this list.

University of Dayton – Nursing (BSN)

BSN Student Handbook Receipt Acknowledgment and Agreement

We are committed to your success and will be happy to assist you along your program journey. A successful journey will entail personal commitment and accountability in addition to course completion.

I have received the BSN Student Handbook, and I understand that it is my responsibility to read and I agree to comply with the policies contained in this handbook and any revisions made to it.

Students entering fall 2023: I understand and agree that I must achieve either a 70% composite TEAS score or receive a proficient rating or higher in each of the area of the TEAS exam (Reading 69%, Math 63%, Science 45%, and English 60%) by March 1, sophomore year, to matriculate to Sinclair’s nursing program and remain in UD’s BSN Program and that I have three attempts to receive either the 70% composite TEAS score or proficient ratings or higher in each area of the TEAS exam.

Students entering fall 2024 and beyond: (effective May 15, 2025), I understand and agree that I must receive a minimum composite score of 70% on the TEAS exam by March 1, sophomore year to matriculate to Sinclair’s Nursing Program and remain in UD’s BSN Pathway Program, and that I have three attempts to achieve the 70% composite score.

I authorize UD and Sinclair to share any and all of my education records with the other institution (pursuant to the Family Educational Rights and Privacy Act, FERPA) including but not limited to background checks results, drug screen test results, registration information, student account information, required clinical paperwork, grades, course conduct, disciplinary records, and academic performance.

Student Signature

Student Name (Print)

Date