



DEPARTMENT OF
Nursing and Public Health

**Baccalaureate Program
Student Handbook**

2025-2026



Welcome from the Department Chair,

Congratulations on being accepted into the nursing major at Elmhurst University. The faculty and I are so glad you will be joining us. You will find a very supportive and collegial environment as you learn, grow, and prepare to join us in the profession of nursing!

As a nurse you will have the opportunity to use your knowledge and compassion as you serve others. By serving in your role of professional nurse, you will have the ability to impact the health of patients, families, and communities. The path to professional nurse will require hard work, dedication, and application of the concepts from the liberal arts and science studies you have just completed. Your education is preparing you to be a leader in the health care arena, and a partner with other health care professions in providing care and improving health. You will be prepared to apply knowledge and ethical standards to meet the mission of Elmhurst University in readiness to serve as a socially responsible nurse.

I encourage you to use this handbook to become acquainted with academic and professional policies within the Bachelor of Science program. The handbook will give you information on our student organizations, academic support, and international experiences. When policy or procedure changes occur, the handbook will be amended, and all students will be notified. It is your responsibility to review the handbook as a way of preparing for academic life and facilitate your successful progression toward graduation.

The transformational process to professional nursing demands and offers so much for you and your future. Take advantage of every opportunity to develop your sense of inquiry about the profession and the health care system you will soon enter. The faculty and I are here to work together with you on this exciting journey towards professional nursing practice.

Best wishes for a successful and blessed academic year.

Sincerely yours,

Becky Hulett, DNP, RN, CNL
Chair, Department of Nursing and Public Health

CONTENTS

| | |
|---|-----------|
| Contents | 3 |
| I. Introduction | 6 |
| Baccalaureate Nursing Options | 6 |
| Mission of the Department of Nursing and Public Health | 6 |
| Goals of the Nursing Program..... | 6 |
| Philosophy of the Nursing Program | 6 |
| Pre-licensure Baccalaureate Program Outcomes..... | 6 |
| Program Accreditation and Regulation | 7 |
| II. Professional Standards and Essential Qualifications..... | 7 |
| Elmhurst University Standards | 7 |
| Academic Integrity..... | 7 |
| Code of Conduct..... | 7 |
| Non-Discrimination/Non-Harassment Policy | 7 |
| Illinois Nurse Practice Act | 7 |
| Essential Qualifications for Nursing Students in Elmhurst University in Baccalaureate Nursing Programs | 8 |
| Dismissal from the Pre-licensure Baccalaureate Program for Failure to Meet Professional Standards | 10 |
| Elmhurst University Civility Statement..... | 10 |
| Statement of Reasonable Accommodations for Persons with Disabilities | 10 |
| Access and Disability Services | 10 |
| Learning Center: Academic Support | 10 |
| III. Pre-licensure Baccalaureate Curriculum | 11 |
| Curricular Standards | 11 |
| Program Requirements | 11 |
| Recommended Curriculum Design | 11 |
| Elective Courses..... | 11 |
| IV. Admission, Progression and Appeal Policies | 11 |
| Admission Policies:..... | 11 |
| Academic Advising..... | 12 |
| Transfer Credit..... | 12 |
| Progression..... | 12 |
| Kaplan NCLEX Review Course | 14 |
| Academic Support..... | 14 |
| Academic Standing | 14 |
| Withdrawal | 14 |
| Leave of Absence | 14 |
| Dismissal..... | 14 |
| Reinstatement following Dismissal..... | 15 |
| Grievance Process for Disputed Final Grade..... | 15 |
| Grievance/Complaint Process | 15 |
| V. Academic Rules, Policies and Procedures | 15 |
| Student Information..... | 15 |

| | |
|--|-----------|
| Class and Clinical Attendance | 16 |
| Accidents, Illnesses or Health Changes..... | 16 |
| Grading Scale | 16 |
| Mandatory Test Taking Strategies Class..... | 17 |
| Final grades | 17 |
| Written Assignments..... | 17 |
| Examinations | 17 |
| Test Administration Policy | 17 |
| Confidentiality..... | 19 |
| Photography and Electronic Recording Devices | 20 |
| Appearance/Dress Code | 20 |
| Student Expectations and Improvement Policy (SEIP) | 20 |
| VI. Communication | 21 |
| Email | 21 |
| Electronic Learning Platform..... | 21 |
| Social Media Policy | 21 |
| Inclement Weather Policy | 21 |
| VII. Health and Clinical Requirements | 21 |
| Costs..... | 22 |
| Health Insurance..... | 22 |
| BLS Certification..... | 22 |
| Liability Insurance | 22 |
| Transportation to Clinical Agencies | 22 |
| Latex Policy..... | 22 |
| Injury and Accidental Exposure in Clinical Experiences | 23 |
| Policy on Drug Screen and Criminal Background Check | 23 |
| Performance Evaluations..... | 24 |
| VIII. Student Resources and Opportunities..... | 24 |
| Faculty Committee Representation..... | 24 |
| Sigma Theta Tau International Honor Society of Nursing | 24 |
| Student Organizations | 25 |
| Study Abroad for the Traditional BSN program..... | 25 |
| Service..... | 25 |
| Referenced Documents & Important Links | 26 |
| Elmhurst University Student Handbook | 26 |
| Elmhurst University Course Catalogs | 26 |
| Elmhurst University Academic Calendars..... | 26 |
| Elmhurst University Portal..... | 26 |
| Elmhurst University – Weather Closures and Delays Webpage..... | 26 |
| Department of Nursing & Public Health Student Handbooks | 26 |
| Appendices | 27 |
| APPENDIX A: Pre-licensure (Traditional BSN) Plan of Study | 28 |
| APPENDIX B: Traditional BSN Program Admission Requirements..... | 29 |
| APPENDIX C: Online Accelerated BSN Program Admission Requirements | 30 |
| APPENDIX D: Simulation Center Agreement | 31 |

| | |
|---|-----------|
| APPENDIX E: Appearance/Dress Code..... | 32 |
| APPENDIX F Student Expectations and Improvement Plan..... | 33 |
| APPENDIX G :Verification of Truthfulness in Application to the Nursing Program | 38 |
| APPENDIX H: Social Media Policy | 39 |
| APPENDIX I: Checklist of Health and Clinical Requirements | 41 |
| APPENDIX J: Information & Statement of Understanding Domestic Curricular Travel | 42 |
| APPENDIX K: Safe Student Reports New Occurrence Worksheet..... | 43 |
| APPENDIX L: Endorsement for Membership for Sigma Theta Tau International Honor Society of Nursing..... | 45 |
| APPENDIX M: Handbook Review Policy | 46 |
| APPENDIX N – Preparation for Other State Licensure | 47 |

I. INTRODUCTION

Baccalaureate Nursing Options

There are two options for Baccalaureate Nursing: The traditional Pre-licensure Bachelor of Science in Nursing (BSN), and the Accelerated Bachelor of Science in Nursing (ABSN). This Student Handbook is for the traditional Pre-licensure Baccalaureate Nursing students who matriculate into Elmhurst University as: freshman with a pre-nursing major, transfer students who apply for admission after pre-requisite courses have been met, or students with a prior bachelor's degree who have met all pre-requisite courses for the ABSN program.

Mission of the Department of Nursing and Public Health

The Department of Nursing and Public Health prepares students for professional practice and leadership to meet the needs of a diverse society.

Goals of the Nursing Program

- Prepare graduates for professional nursing practice in generalist and advanced nursing roles.
- Develop a foundation for graduate and doctoral study in nursing.

Philosophy of the Nursing Program

The Elmhurst University Department of Nursing and Public Health educates students in baccalaureate, master's, and doctoral degree programs for ethical practice and leadership in professional nursing. To accomplish this, the faculty and students are dedicated to creating an educational environment that focuses on:

- Integrating liberal and professional education;
- Using collaborative and active learning strategies among faculty and students;
- Demonstrating ethical professional nursing practice with diverse populations;
- Providing leadership in healthcare systems that promote safe, quality, and cost-effective patient and family-centered care;
- Engaging in values-driven nursing practice that encompasses altruism, autonomy, human dignity, integrity, social justice; and
- Developing increasingly complex nursing practice competencies

Pre-licensure Baccalaureate Program Outcomes

1. Apply liberal education and nursing knowledge to provide person-centered care.
2. Demonstrate collaboration of healthcare delivery from public health prevention and disease management across populations.
3. Identify sustainable personal and professional identity and values in nursing.
4. Utilize information and technology strategies to provide care within complex systems.
5. Apply the scholarship of nursing to advance quality and safety outcomes.

Program Accreditation and Regulation

The baccalaureate degree program in nursing at Elmhurst University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. The program is approved by the Illinois Department of Financial and Professional Regulation (IDFPR). The Department of Nursing and Public Health holds membership in the American Association of Colleges of Nursing (AACN) and the National League for Nursing (NLN). Elmhurst University is compliant with Federal Regulation 34 CFR 668.43. See Appendix A.

II. PROFESSIONAL STANDARDS AND ESSENTIAL QUALIFICATIONS

Elmhurst University Standards

The Department of Nursing and Public Health follows the policies printed in the [Elmhurst University Catalog](#) and [Elmhurst University Handbook](#). Nursing students are subject to the responsibilities for behavior outlined in the University's Code of Conduct and will be subject to the disciplinary procedures and consequences for violation of its rules, including dismissal from Elmhurst University, as outlined in the [Elmhurst University Handbook](#). Fix hyperlinks for all

Academic Integrity

Student honesty and integrity are governed by the Code of Academic Integrity. Refer to the [Elmhurst University Handbook](#)

Code of Conduct

Students are expected to abide by the Elmhurst University policy. Refer to the [Elmhurst University Handbook](#)

Non-Discrimination/Non-Harassment Policy

Students are expected to abide by the Elmhurst University Policy. Refer to the [Elmhurst University Handbook](#)

Illinois Nurse Practice Act

Elmhurst University Department of Nursing and Public Health abides by the Rules and Regulations for the operation of schools of nursing as specified by the Illinois Department of Financial and Professional Regulation. Distance students must also abide by the nurse practice act for their state.

A copy of the Illinois Nurse Practice Act is on file in the Department of Nursing and Public Health and is available online at the Illinois Department of Professional and Financial Regulation Division of Professional Regulation [website](#).

The Department of Nursing and Public Health subscribes to the standards set by the Illinois Nurse Practice Act and other published professional nursing standards. Graduate nursing students are accountable for all standards and policies outlined in this Student Handbook. Nursing students who fail to comply with these professional behavioral standards may be subject to dismissal from the nursing program.

Essential Qualifications for Nursing Students in Elmhurst University in Baccalaureate Nursing Programs

Adapted with permission from: University of Washington (2014) Essential Qualifications for BSN and ABSN students.

(Retrieved from <https://students.nursing.uw.edu/policies/son-memoranda/memo-27-essential-qualifications-for-bsn-and-absn-students/>)

Standards of behavior and academic conduct for all Elmhurst University students are set forth in the [Elmhurst University Handbook](#). Students in the Elmhurst University Nursing Programs are also required to satisfactorily engage in diverse, complex, and specific experiences essential to the acquisition and practice of nursing at the baccalaureate level.

Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. These qualifications are essential to successful admission to programs, progression in programs, and graduation from programs. In addition, these functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other healthcare providers.

Not all forms of inappropriate behavior that would raise serious questions concerning a student's status as a professional nurse can be listed. However, students are expected to display respect, trust, and integrity in the classroom, clinical and social environments. Essential qualifications for the nursing programs at Elmhurst University include, but are not limited to:

Sensory/Observation Skills

- Students must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences.
- Students must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications.
- Students must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds).

Motor Skills

- Students should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings.
 - Examples include, but are not limited to, basic life support, including CPR, and to function in an emergency situation or safely assist in moving patients.

Communication Skills

- Students must communicate effectively and sensitively with other students, faculty, staff, patients, families, and other professionals.
- Students must express his or her ideas and feelings clearly and demonstrate a

willingness and ability to give and receive feedback.

- Students must be able to convey or exchange information at a level allowing development of a health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment.
- Students must be able to communicate effectively in oral and written forms.
- Students must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

Cognitive Skills

- Students must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of their curriculum.
- Students must be able to quickly read and comprehend extensive written material.
- Students must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

Behavioral/Emotional Skills

- Students must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility's attendant to the diagnosis and care of patients, families and populations.
- Students must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations.
- Students must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Students must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy.
- Students must know that their values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others.
- Students must be able and willing to examine and change their behavior when it interferes with productive individual or team relationships.
- Students must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

Professional Conduct Skills

- Students must possess the ability to reason morally and practice nursing in an ethical manner.
- Students must be willing to learn and abide by professional standards of nursing practice.
- Students must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.
- Students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

Dismissal from the Pre-licensure Baccalaureate Program for Failure to Meet Professional Standards

If a student cannot meet the Pre-licensure Baccalaureate Program's Professional Standards or Essential Qualifications, the nursing student may be dismissed from the program. A student may be dismissed from the program without an opportunity to remediate the area of concern if the student's failure to meet the expectations of the Department of Nursing and Public Health and Pre-licensure Baccalaureate Program's Professional Standards or Essential Qualifications jeopardizes the safety or wellbeing of the student or others, including another student, faculty member, patient(s), or the clinical agency.

Elmhurst University Civility Statement

In the spirit of our mission, vision, and core values, the Elmhurst University community aspires to co-create and maintain an environment of respect, integrity, courtesy, inclusivity, and human decency. This invites rigorous and respectful debate in which individuals are encouraged to participate in honest and open civil discourse. Honoring a tradition of social justice, Elmhurst University fosters a diverse, positive, and inclusive culture where members change and grow as they encounter new people and ideas.

Statement of Reasonable Accommodations for Persons with Disabilities

A candidate or nursing student who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The University will provide reasonable accommodation but is not required to make modifications that would substantially alter the nature of requirements of the program or provide auxiliary aids that present an undue burden to the University. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions either with or without accommodation.

Access and Disability Services

Elmhurst University is committed to creating an inclusive learning environment for its diverse student population. If you experience or anticipate any barriers to learning, please notify the instructor as soon as possible. If you are a student with a documented disability and would like accommodation to participate fully, contact Dr. Linda Harrell, ADS Coordinator, at disability.services@elmhurst.edu. For more information, visit elmhurst.edu/ADS. If you have previously received accommodations, please remember that they must be renewed each term.

Learning Center: Academic Support

The Learning Center is the place to go for convenient, free access to academic support for all Elmhurst University students. Each tutoring session is designed to help students with coursework while at the same time modeling the strategies and processes needed for individual growth. Additionally, assistance with study groups, learning strategies, academic reading, and special test preparation (e.g., GRE) is available. To find out more, go to elmhurst.edu/LC.

To sign up for peer tutoring and workshops, go to My Tutoring, located on the portal. Students coming to meet with Learning Center staff are required to make an appointment

in advance via email.

III. PRE-LICENSURE BACCALAUREATE CURRICULUM

Curricular Standards

Nursing faculty in the Department of Nursing and Public Health are committed to using professional nursing standards in the development, implementation, and evaluation of curricula. Professional standards are also used by nursing faculty to promote and evaluate student learning.

In the Pre-licensure Baccalaureate Program, these professional standards include:

- The Essentials: Core Competencies for Professional Education (AACN, 2021)
- Code of Ethics for Nurses (ANA, 2025)
- Nursing: Scope and Standards of Practice, 2nd Edition (ANA, 2015)

The pre-licensure program provides a Bachelor of Science in Nursing (BSN) degree

Program Requirements

The traditional BSN program nursing sequence consists of 17 required NRS courses for a total of 59 semester hours that incorporate didactic and clinical practice. This program is fully in-person on campus with the exception of clinical hours.

The ABSN program nursing sequence consists of 18 required NRS courses for a total of 60 semester hours that incorporate didactic and clinical practice. This program is fully online with the exception of in-person residencies and clinical hours.

Recommended Curriculum Design

The Pre-licensure Baccalaureate nursing plan of study is taken in a sequential manner. Courses are offered once a year for the traditional campus BSN program and twice a year for the online accelerated BSN (ABSN). The recommended plans of study for both the traditional BSN and the accelerated BSN (ABSN) are found in Appendix B.

Elective Courses

A variety of elective courses are available to meet the needs and interests of nursing majors. Nursing majors are encouraged to elect courses in other divisions of the University or to complete a second major or minor in a related or complementary field. (*not applicable to the ABSN program*)

IV. ADMISSION, PROGRESSION AND APPEAL POLICIES

Admission Policies:

Traditional BSN

The admission requirements for pre-licensure baccalaureate students are established by the Department of Nursing and Public Health. Admission to Elmhurst University does not

guarantee admission to the nursing program. Admission decisions are made by the Baccalaureate Admission, Progression, and Retention Committee. Review of the candidates is based on published admission requirements. The requirements are found in [Appendix B](#). Admission to the upper division nursing program is competitive.

Students may enter the traditional nursing program as freshman admissions or transfer students.

- Students admitted to Elmhurst University as first-year students, i.e. freshmen, are automatically admitted to the nursing program if they meet all admission criteria.
- Transfer students apply separately to the nursing program.

Pre-Nursing Majors: Candidates interested in nursing are admitted to Elmhurst University as pre-nursing majors. Acceptance into the Department of Nursing and Public Health as a nursing major is based on successful achievement of prerequisites. A complete listing of the prerequisites is found in [Appendix B](#). Enrollment in classes is on a space-available basis.

Transfer Students: Transfer students must meet the same admission requirements for the nursing major (see above and [Appendix B](#)).

Accelerated BSN

The ABSN program utilizes a rolling admission process. Eligible candidates are reviewed by the program director and admitted according to Admissions and Progression committee admissions criteria until all available seats are filled. Review of the candidates is based on published admission requirements. The requirements are found in [Appendix C](#).

Academic Advising

Traditional BSN

Freshmen pre-nursing students will be assigned to a Department of Nursing and Public Health faculty advisor at the start of the sophomore year. Transfer pre-nursing students will be assigned to a Department of Nursing and Public Health faculty advisor at admission to the University.

Accelerated BSN

ABSN students will be assigned to a student success advisor upon admission to the program.

Transfer Credit

Refer to the current [Elmhurst University Catalog](#)

Progression

Failure to meet the progression standards will result in dismissal from the Department of Nursing and Public Health. All of the following are required to progress in the both the traditional and the accelerated BSN (ABSN) pre-licensure baccalaureate program:

Meeting the Essential Qualifications for Nursing Students in Elmhurst University in Baccalaureate Program:

- A minimum cumulative GPA of 2.8
- A minimum grade of “C” in all nursing theory and clinical nursing courses (78%)
- A minimum exam average of 78% in all clinical courses
- An evaluation of pass (P) in all clinical sections of nursing courses
- Resolution of an incomplete grade (I) per Department of Nursing and Public Health and Elmhurst University policy
- NCLEX- RN® Preparation Policy

As part of the preparation for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®), students are required to complete Nurse Achieve examinations in the four semesters of the nursing program. The purpose of this requirement is to assist students to become successful first-time candidates on the licensing exam. The policy promotes assessment and possible remediation of the student’s nursing knowledge prior to NCLEX- RN® testing after graduation.

Nurse Achieve provides exam questions in all NCLEX question formats with detailed explanations, review notes, flashcards, case studies and a mock NCLEX exam.

The Nurse Achieve Specialty Exams will be 60 questions each and completed in the following courses:

- NRS 309—Nurse Achieve Nursing skills and Fundamental Exam
- NRS 315— Nurse Achieve Medical Surgical Exam
- NRS 316--- Nurse Achieve Pediatric Exam
- NRS 408--- Nurse Achieve Mental Health Exam
- NRS 409—Nurse Achieve Maternity Health Exam

Each exam will be calculated for 5% of each of the final course grades and the scoring is as follows:

93-100% = A

85-92 % = B

78-84 % = C

71-77% =D

Less than 71% = F

The Nurse Achieve NGN-RN Adaptive Mock Exam will be completed in NRS 414 and will be calculated for 10% of the NRS 414 grade. This exam replicates the Computer Adaptive Testing (CAT) that NCLEX uses. The number of questions each student receives is based on the student’s progress.

The scoring for the Nurse Achieve NGN-RN Adaptive Mock Exam exams will be as follows:

Pass-solid (top-grades) 100%

Pass-pass (did well) 92%

Pass-slightly (results could have gone either way) 84%

Fail <77%

Kaplan NCLEX Review Course

All pre-licensure students will start the Kaplan NCLEX review course in the last semester of the nursing program. Students will have assigned practice tests and quizzes in NRS 414 and will continue the Kaplan's NCLEX review after graduation in preparation for the NCLEX examination.

Academic Support

Elmhurst University has a network of additional academic support. All students are encouraged to take advantage of these services that are free to all Elmhurst Students. The Learning Center's offerings are described in the [Elmhurst University Handbook](#).

Academic Standing

Students are expected to comply with the progression policies. In the event that a student's progression is in jeopardy, the student will receive written notification from the faculty.

Notification may be provided by an Academic Progress Report or other written means.

The Admission, Progression, and Retention Committee will review all pre-licensure baccalaureate students each term to determine their academic standing. Decisions regarding dismissal and readmission are made by the Admission, Progression, and Retention Committee. Students will be notified in writing by the director pre-licensure program of the Committee's decision.

Withdrawal

The student should consult the [Elmhurst University Handbook](#) for policy and procedures, and their nursing advisor, for course or University withdrawal.

Leave of Absence

The student should consult the [Elmhurst University Handbook](#) for policy and procedures, and their nursing advisor if considering a leave of absence.

Dismissal

If a student receives a grade of D or F or withdraws (W) from a clinical or non-clinical nursing course, the student is dismissed from the nursing program. The student should refer to the [Elmhurst University Handbook](#) for appeal processes/procedures for Elmhurst University students.

Reinstatement following Dismissal

The student who has been dismissed from the Department of Nursing and Public Health has an opportunity to apply for admission once within one calendar year after dismissal.

The student is required to meet with his/her Department of Nursing and Public Health Advisor. The student will submit a letter of intent to petition for readmission. The student will submit the necessary information to the Chair of the Baccalaureate Admission, Progression, and Retention (APR) committee. The student may request to attend the APR committee meeting to present his/her readmission application. No one other than the student may attend the APR committee meeting.

The Admission, Progression and Retention Committee makes readmission decision based upon (a) the student's clear potential for future academic success in the student's course work; (b) a consistent record of professionalism, ethical practice and leadership in the classroom, in the clinical setting and in interaction with faculty, staff, and peer; (c) the individual student's ability to meet the professionals standards for behavior, and the academic standards outline in this handbook; and (d) space availability.

Within 72 hours of the meeting, the chair of the APR committee will inform the student of the APR committee's decision regarding his/her request for readmission. The decision of the APR committee regarding readmission is final and may not be appealed.

If a student is readmitted to the nursing program and receives another grade of D or F, or withdraws from a clinical or non-clinical nursing course, the student is dismissed from the program and does not have the right to petition for re-admission.

Grievance Process for Disputed Final Grade

Refer to the [Elmhurst University Student Handbook](#).

Grievance/Complaint Process

Refer to Elmhurst University complaint policy

<https://www.elmhurst.edu/about/policies-consumer-information/complaint-policy/>

v. ACADEMIC RULES, POLICIES AND PROCEDURES

Student Information

It is the responsibility of the student to have accurate information on file at Elmhurst University and in the Department of Nursing and Public Health. This includes legal and preferred name, mailing address, and phone number.

Class and Clinical Attendance

Students are expected to attend orientation, all classes, campus labs, residencies and scheduled clinical/simulation experiences. It is a professional expectation that students will notify the faculty (and if appropriate, preceptor) prior to any absence. Excused absences will be granted for illness, family emergencies or University-sponsored activities at the discretion of the faculty. Students are expected to contact faculty concerning alternative or make-up schedules. Unexcused absences, persistent absences and/or tardiness may result in failure to meet the objectives, an unsatisfactory course evaluation and/or dismissal from the nursing program. This behavior may be reflected in references for employment or graduate education.

Attendance at **all** clinical practicum and simulation days is a course expectation. Absence(s) from scheduled clinical experiences will require make-up clinical day(s). Make-up days will need to be scheduled outside of regular clinical hours and will require an additional student fee. Date(s) and cost of the make-up clinical will be announced when available. Attendance at synchronous classes and post conference seminars are mandatory for all ABSN students. Absence(s) may affect the student's grade.

Accidents, Illnesses or Health Changes

The student is required to provide a statement from a healthcare provider for the following situations:

- Health changes that require an extended period of time away from clinical or class (such as accidents, illness or any alteration in previous health status such as pregnancy). The documentation must confirm the ability to meet, or offer a request for, a reasonable limitation during the clinical experience. Some health situations may involve a withdrawal or leave of absence.
- Following an accident, illness, or health change the student is required to provide documentation from their health provider that they may return to the clinical area without restrictions.

Grading Scale

The following grading scale applies to all nursing courses:

| | | |
|---|---|-------------|
| A | = | 93-100 |
| B | = | 85-92 |
| C | = | 78-84 |
| D | = | 71-77 |
| F | = | 70 or below |

Only the final course grade is subject to rounding to the nearest whole number. A score of 77.5=78; a score of 77.49=77. Individual graded items will not be rounded.

To receive a passing grade in a clinical course, students must receive a mathematical average of 78.0% on course examinations AND a grade of "satisfactory" or "pass" in the clinical portion of the class. Students unable to demonstrate a satisfactory clinical performance and/or a mathematical average of 78.0% on course examinations will not pass the course. Dependent on the performance of other course work, students earn a grade of "D" or "F".

Mandatory Test Taking Strategies Class

Students in the traditional BSN program are required to register for NRS 453 every semester following a clinical course in which they received less than an 85% exam average. NRS 453 is repeatable and is offered in the fall term, January term and spring term.

Final grades

Faculty grades issued to students are final. Students cannot re-do assignments, re-write papers, re-take examinations, or do extra credit activities in an effort to improve their grades.

The student may dispute a grade by utilizing the process outlined in [Elmhurst University Handbook](#).

Written Assignments

Written papers will be submitted via the online learning management system and should follow the writing format of the *Manual of the American Psychological Association 7th* edition. Students are accountable for submitting assignments on time. Criteria for submission of assignments, including late assignments, are determined by individual course faculty, and are included in relevant course documents. Students are responsible for notifying faculty when exceptional circumstances pose a barrier to timely submission of assignments.

Course assignments submitted by students will be available for program development, analysis and evaluation. An additional value of course assignments is for potential educational research. In any use of data, students will remain anonymous and confidentiality will be protected.

Individual student work may also be used as exemplars of excellent achievement of course assignments.

Examinations

Students are required to complete all course examinations as scheduled. Faculty must be notified in advance if the student will miss or be late to an exam. Missed exams are at the discretion of the faculty and must be taken as close to the original date missed. Faculty reserve the right to administer an alternative exam form. It is the student's responsibility to reschedule the exam at the convenience of the faculty. Failure to do so will result in a grade of 0 (zero).

Test Administration Policy

Face to Face Exams

1. The duration of the testing period is established prior to the exam, with a defined start and stop time. If the student arrives late, the student must complete the exam by the announced ending time.
2. Latecomers can expect to sit in alternative seating arrangements designated by faculty.
3. If a student is given an excused absence for an exam, he/she may be given an alternative test.
4. All cell phones and digital devices including smart watches are to be OFF and

- placed in a purse or backpack.
5. All purses/backpacks are to be placed away from the desks.
 6. No questions during the exam about exam content will be allowed.
 7. Students may write concerns about a question in a manner decided by course faculty.
 8. For all exams, if a student requests accommodations, the official accommodations must come from the Access and Disabilities Department. It is the student's responsibility to notify the professor of any accommodations.

Online Exams

1. Exams

- a. All exams for each course must be completed.
- b. Exams will be in Blackboard Respondus with camera monitoring. Make sure to download Respondus to your computer.

2. Preparing for an exam

- a. Select a location where you will not be interrupted.
- b. Before starting the exam, know the time allotment for the exam. Allow sufficient time to complete your exam.
- c. Verify Wi-Fi connectivity and speed prior to the exam. It is important to complete the practice quiz on Blackboard. No hats, hoodies, Bluetooth devices, earbuds, ear plugs, or watches may be worn.
- d. Turn off all mobile devices, phones, smart watches, earbuds, etc., and place them in another room.
- e. No outside resources, including, but not limited to cell phones, books, notes, tablets, iPod, headphones, music, TV's are allowed on your desk or in the room where you are taking an exam.
- f. Laminated paper and a dry erase marker may be on the desk. Show the camera both sides of the laminated paper during the environmental scan.
- g. Erase the laminated paper on camera at the end of the exam
- h. A clear water bottle without writing is permitted during the exam. Food is not permitted unless previously discussed with course faculty.
- i. Have a photo id to show before you begin your exam.
- j. The area should be well lit, with the light on in **front** of you not behind. Overhead and string lights should not be on as these can obscure facial features.

3. Accessing Respondus

- a. Close all programs that are open.
- b. Clear device browser history.
- c. If you receive a message that a program is still open even though it is not, restart your computer.
- d. Do **not** access the exam from an announcement in the activity stream.
- e. Your laptop needs to be placed on a table or desk during the exam. Do not take the exam on the floor, in bed, or on a couch.
- f. You will be unable to exit the exam until all questions are completed and submitted.

4. Taking your picture

- a. Take your photo in the same position that you will take the exam. Your head and neck should fill the frame. There should not be a lot of empty space above your head. Adjust your seat or laptop to maintain this position throughout the exam.
- b. If your facial features are dim or cannot be seen, adjust the lighting to be in front of you, not behind.

5. Environmental scan

- a. Students must do a 360-degree environmental scan before starting the exam.
- b. During the environmental scan provide a clear video of your entire work area.
- c. After showing your photo id, turn your head from side to side to show your ears are free of earbuds and show both your wrists to show you are not wearing a smart watch.
- d. Failure to perform an environmental scan properly may result in a violation of exam procedures and a grade of zero on the exam.
- e. View the video to see a proper environmental scan:
<https://www.youtube.com/watch?v=N81YilcNq1Y>

6. During the Respondus exam

- a. Remain at your desk or workstation for the duration of the exam (unless previously discussed with the professor).
 - b. Your microphone and camera must stay on during the exam.
 - c. Questions will be delivered one at a time. You will NOT be able to go back to a question after you have submitted it.
 - d. The font size can be increased or decreased by clicking on the i in the circle at the top of the exam in Respondus. This can be done at the beginning or during the exam.
 - e. Keep your eyes focused on the computer screen during the exam.
 - f. Using a touch screen or scrolling before the answer locks in may change your answer. Click on the white part of the screen before scrolling. (Better to lock the scrolling feature and use the mouse)
 - g. Talking or whispering to yourself, to another person or by another person is NOT permitted during an exam.
 - h. The exam is timed, and the clock runs continuously. If you get disconnected, the clock still runs.
 - i. Your face needs to be well positioned in the video window and clearly visible during the exam. Do not lean into the video.
 - j. Respondus will notify you if your face is out of frame. Do not click "Do not show this message again" because you will not know that you are out of frame and will not be able to correct it. This may jeopardize your exam grade and may result in a grade of zero on the exam.
 - k. To see how many questions are on the exam or how many questions are left, click on Question Completion Status. Completed question numbers will be gray.
 - l. If your screen freezes for more than 2 minutes, hold down Control, Alt, & Delete at the same time and log out of the computer or just shut down your computer. When you restart your computer and Respondus, it should allow you to start where you left off. Remember that the timer keeps running.
7. **Contact your professor**, faculty course manager, or Professor Brennan (brennanl@elmhurst.edu) if you have any issues when testing.
 8. **If you must complete more than one exam in Respondus**, you must shut down and restart Respondus between each.
 9. **For all exams**, if a student requests accommodation, the official accommodation must come from The Access and Disabilities Department. It is each student's responsibility to notify the professor of any accommodation at the beginning of the semester.

Confidentiality

The Pre-licensure Baccalaureate Program policies and procedures regarding patient confidentiality reflect the core concepts and requirements of the Health Insurance Portability and Accountability Act (HIPAA). Standards of nursing practice require that all information about a patient acquired by a student must be held in strictest confidence. Only that information pertinent to a patient's treatment and welfare is disclosed, and then only to agency staff or faculty members directly concerned with the patient's care. Patient

information is not to be discussed outside of the clinical agency unless a faculty member is present, the setting is confidential and the purpose educational. Any documents which include patient identifiers may not be removed from the clinical site. Patient confidentiality is of such importance that students may be asked to sign a confidentiality agreement in a clinical setting. In addition to patient confidentiality, confidential data related to clinical outcomes in the institution where the student completes clinical courses is treated with the same level of privacy and may not be removed from the clinical area.

Class, post-conference, lab, simulation, and seminar discussions where clinical information is shared are also considered privileged. Respect for confidentiality related to these discussions is another requirement of professional behavior. See [Appendix D](#) for the Confidentiality of Information in Simulation Center.

Any student who fails to comply with confidentiality guidelines related to clients or institutions will be reviewed by the Admission, Progression, and Retention Committee for possible dismissal.

The Pre-licensure Baccalaureate Program's policies and procedures also reflect the core concepts and requirements of [Family Education Rights and Privacy Act \(FERPA\)](#) as stated in the [Elmhurst University Handbook](#).

Photography and Electronic Recording Devices

Students may not photograph or record classes without specific permission of the faculty.

Appearance/Dress Code

Students enrolled in the Pre-licensure Baccalaureate Program must adhere to appearance guidelines whenever participating in activities or completing assignments which requires interactions with clients/patients, clinical agencies, and other service providers. The Nursing faculty reserve the right to ensure student compliance with the Appearance/Dress Code and to bar from participation any student judged to be noncompliant with this code. Appearance/ Dress Code is found in [Appendix E](#).

Student Expectations and Improvement Policy (SEIP)

The Student Expectations and Improvement Plan (SEIP) form ([Appendix F](#)) will be used to document student behaviors which are not in compliance with any of the Essential Qualifications or Pre- licensure Baccalaureate Program Standards. If a faculty member determines that a student is not adhering to these expected behaviors, the following will occur:

- The faculty member will notify the student of the performance issue.
- The student will be informed that subsequent behavior or skill needs to be corrected.
- If behavior related to a patient or student safety issue, the Program Director will also be notified
- If the student does not correct the behavior or skill set identified in the verbal or written warning, or if the same behavior or skill set issue is identified by another faculty, an improvement plan will be developed.
- The (SEIP) form will be completed by the faculty who identified the issue for the student. The student is given the opportunity to comment on the form.
- A signed copy of the completed form will be issued to the student and placed

in the student's academic advisement file.

- If the student fails to achieve the expectation of the improvement plan, the student will be informed and further action will be taken by the faculty member and Admission, Progression, and Retention Program Committee, in collaboration with the Director of the Pre-licensure Baccalaureate Nursing Program.
- The Admission, Progression, and Retention Committee will make a determination regarding the student's retention and progression, up to and including dismissal from the Pre-licensure Baccalaureate Program.

VI. COMMUNICATION

Email

Students are expected to demonstrate professional communication at all times. The student's Elmhurst University email account is the official means for electronic communication. Students are expected to communicate via this account and are expected to check their email on a regular basis. Use of text as a form of communication is at the discretion of the faculty and preceptor.

Electronic Learning Platform

All course materials will be posted on the learning management system (LMS). Students will be given access and orientation to the LMS during their first semester at Elmhurst University. Students are responsible for checking the LMS regularly to keep informed of course postings in addition to saving any relevant course materials. At the completion of each course, student access to courses and course material will no longer be available.

Social Media Policy

The faculty in the Department of Nursing and Public Health have identified the importance of a clear policy of Social Media for nursing students. This policy is found in [Appendix H](#).

Inclement Weather Policy

In the event of cancelled classes due to inclement weather, information will be available at [Elmhurst University website](#) or EU Emergency Closings at 630-617-3777. If a student is unable to attend or will be late due to inclement weather, faculty and preceptor (if it is a clinical day), must be notified prior to the beginning of the scheduled clinical experience. Personal safety is priority in decision making.

VII. HEALTH AND CLINICAL REQUIREMENTS

The Department of Nursing and Public Health updates immunization requirements as indicated by the Center for Disease Control (CDC) and our affiliating agencies. The student will be informed of any changes during their program.

The student must be in compliance with all health requirements for the entirety of their academic experience. The student must have adequate physical and mental health to

participate in clinical. Whenever a student requires health accommodations, a letter from the student's healthcare provider will be required in order to assure that the student can participate in clinical without limitations. A statement from the provider is required when the student is returning from a medical absence or leave.

The health requirements must be met by students prior to the beginning of the first clinical course in the fall of the junior year, and may be required to meet the health requirements for their senior year. Students will be given the appropriate forms to complete. All of these services and tests can be obtained through Student Health Services. Students unable to complete these requirements will not be allowed to continue in the nursing program. A checklist of health and clinical requirements appears in [Appendix I](#).

The student who has an international background may be required to complete additional testing in order to meet health requirements.

Costs

Students are financially responsible for health requirements and immunizations, uniforms, health insurance, criminal background checks, drug screenings, clinical and laboratory equipment, BLS certification, and transportation to and from clinical sites. Students must also meet all requirements set by the clinical agencies.

Health Insurance

The student must have documentation of a current private health insurance plan (copy of both sides of the health insurance card). If health insurance information changes at any time, the student must submit a new insurance card to the office within two weeks of the change. **The student is responsible for any costs associated with the provision of health care that may arise during academic courses or clinical experiences.**

BLS Certification

Students are required to provide documentation of current certification in Basic Life Support (BLS) for adults and children. The approved BLS course is that offered by the American Heart Association/BLS for the Healthcare Provider.

Liability Insurance

At Elmhurst University, students in the clinical nursing sequence must be covered by professional liability insurance through Elmhurst University. This liability insurance is required. The University will purchase such insurance for all nursing students in clinical courses. The insurance covers nursing students during Elmhurst University clinical hours only. It does not cover work at a health care facility after scheduled clinical hours.

Transportation to Clinical Agencies

Students are responsible for their own transportation to clinical facilities. The Nursing Student Information & Statement of Understanding Domestic Curricular Travel form is found in [Appendix J](#).

Latex Policy

While it is not possible to maintain a latex free environment, non-latex gloves will be provided in the campus lab and clinical areas to decrease exposure to natural rubber latex. Any student who believes latex sensitivity may be a problem will be asked to complete appropriate testing at the student's expense. Documentation of the student's

sensitivity status will be entered on the student's health record at that time.

Injury and Accidental Exposure in Clinical Experiences

Elmhurst University Department of Nursing and Public Health is participating in a national research project sponsored by the National Council of State Boards of Nursing. The title of the study is "Descriptive Study of Safe Student Reports (SSR) of Student Nurse Practice Errors and Near Misses in Prelicensure Nursing Programs". The objective of the study is to obtain baseline information from prelicensure nursing programs on the extent and types of student nurse practice errors and near misses in order to develop methods to reduce or prevent them. Should a student commit an error or near miss during a clinical experience, the data related to that error will be recorded on the SSR worksheet, found in [Appendix K](#), and submitted to the national repository, maintaining anonymity and confidentiality.

In the event that a student is exposed to a blood-borne or other infectious agent, the student is required to report the exposure to the nursing faculty member immediately and comply with the clinical agency's policies and procedures for exposure to blood-borne or other infectious agents. A report of the exposure will also be made to the Program Director and Chair of the Department of Nursing and Public Health.

Policy on Drug Screen and Criminal Background Check

The Department of Nursing and Public Health is a drug-free environment. A positive drug screening result is considered evidence of an actual or potential inability to practice nursing with reasonable skill and safety. Students with a positive drug screening result will not be allowed in the clinical setting while being investigated. Positive drug screening results will be evaluated by the Admission, Progression, and Retention Committee may result in disciplinary action, up to and including dismissal.

If a conviction report is received on the criminal background check, the student's continued progression in the nursing program will be evaluated by the Admission, Progression, and Retention Committee. Permission to remain in the program will be based on the following criteria:

- a) Severity of the offence
- b) Recency of the offence
- c) Relevance to the position as a direct caregiver
 - 1. sexual abuse,
 - 2. substance abuse or sales,
 - 3. violence against a person,
 - 4. abuse of a child or older person, and/or other.

Performance Evaluations

Students receive an evaluation of their clinical performance by their faculty at the end of each clinical nursing course. At mid-point of the clinical experience, the student will receive an evaluation for formative purposes if expectations are not being met. At the close of each clinical experience the student and faculty will review the student's clinical experience. The student is expected to identify their own strengths and areas of improvement. Faculty are responsible for the determination of the student's final grade.

Clinical experiences are graded as follows:

- 3 Meets objective independently
- 2 Meets objective with minimal supervision
- 1 Meets objective only with continual assistance
- 0 Unable to meet objective
- OU Opportunity to meet objective unavailable - Action plan

A student who receives a 0 in any objective (during any clinical rotation) or a 1 during the senior semesters has not shown satisfactory clinical performance and will not pass the course. The following are examples of behaviors which may constitute an unsatisfactory clinical performance:

- Demonstrates unsafe clinical performance
- Unable to practice without continuous specific supervision
- Falsifies clinical hours
- Fails to submit required clinical logs and assignments
- Lacks insight and/or adaptability related to own verbal/ nonverbal behavior
- Violation of Department of Nursing and Public Health and/or Pre-licensure Baccalaureate Nursing Program's Essential Standards

A copy of each clinical evaluation tool will be placed in the student's file. Clinical evaluations of the student will be shared with subsequent clinical faculty. Students may request a copy of their evaluations.

VIII. STUDENT RESOURCES AND OPPORTUNITIES

Faculty Committee Representation

Student representation on the Nursing Faculty Committee is encouraged and supported by the faculty. Two students from the junior and senior classes are elected annually to serve on the Nursing Faculty Committee, which meets monthly during the academic year. Student representatives are asked to present issues and concerns from their peers as well as transmit information from the meetings to the members of their class.

Sigma Theta Tau International Honor Society of Nursing

The Zeta Beta chapter of Sigma Theta Tau International Honor Society of Nursing is located at Elmhurst University. The society has set criteria for membership for undergraduate nursing and can be found in [Appendix L](#).

Student Organizations

Refer to [Elmhurst University Student Handbook](#) for the variety of student clubs and organizations on campus. The Department of Nursing and Public Health has one nursing specific organization: The Student Nurses Association (SNA). Any pre-nursing or nursing student is eligible to join. Meetings are held bi-monthly with many opportunities for networking and exposure to speakers on current topics in nursing. Students will receive notifications of meetings via email and are urged to participate.

Study Abroad for the Traditional BSN program

The Department of Nursing and Public Health supports the Elmhurst University study away program. Each year, nursing students participate in J-term and/or summer travel opportunities. There are also semester-based study abroad opportunities for pre-nursing students. Seniors can complete their fall semester at the University Dublin in Dublin Ireland, taking the same nursing courses as senior nursing students on campus at Elmhurst University. Consult a Department of Nursing and Public Health advisor for more information on these study plans and attend the Study Away Fair, held in the fall term.

Service

Through the Student Nurse Association (SNA), many service opportunities are available. Students are urged to participate in the SNA to learn more about these activities.

REFERENCED DOCUMENTS & IMPORTANT LINKS

Elmhurst University Student Handbook

2025-2026 Student Handbook: <https://www.elmhurst.edu/student-life/>

Bottom right on the webpage, you will find the Student Handbook in English and Spanish versions.

Elmhurst University Course Catalogs

<https://www.elmhurst.edu/academics/registration-records/academic-catalogs/>

Elmhurst University Academic Calendars

<https://www.elmhurst.edu/academics/registration-records/academic-calendars/>

Elmhurst University Portal

<https://elmhurst.teamdynamix.com/TDClient/1779/Portal/Home/?ToUrl=%2fTDClient%2fLogin.aspx%2f>

Elmhurst University – Weather Closures and Delays Webpage

<https://www.elmhurst.edu/student-life/public-safety-security/emergency-management/weather-closures-delays/>

Department of Nursing & Public Health Student Handbooks

<https://www.elmhurst.edu/academics/departments/nursing/>

Towards bottom of main nursing webpage.

APPENDICES

APPENDIX A: Pre-licensure (Traditional BSN) Plan of Study

| Term | First Year: | Second Year: | Third Year: | Fourth Year: |
|-----------------------------|---|--|--|---|
| Fall | FYS (1 st Year Seminar)(1) <i>(Developmental)</i> ENG 105 (1)* Composition I (Writing proficiency) BIO 107 (1)* Human Anatomy and Physiology I CHM 101 (1)* General Chemistry <i>(Physical Sciences)</i> Students may take Advanced Chemistry (CHM 123) instead of CHM 101/CHM 103. <i>See below for requirements</i> (4 Credits)/16 semester hours | PSY 315 (1)* Lifespan Development BIO 221 (1)* Microbiology for Health Professionals <i>(Life Science)</i> MTH (any university level math) (1) ** (EIC) (1) (4 Credits)/16 semester hours | NRS 321 (.75) Pathophysiology - Pharmacology I NRS 308 (1) Foundations NRS 309 (1) Adult Health I (Experiential learning) NRS 300 (.75) Health Assessment NRS 303 (.5) Conceptual Basis of Professional Nursing Practice (4 Credits)/16 semester hours | NRS 403 (1) Leadership & Management in Complex Health Systems NRS 316 (1) Family Health: Childrearing NRS 409 (1) Family Health: Childbearing NRS 407 (.5) Policy/Finance/Legislation <i>(Social Responsibility Tag)</i> (EIC option) (1 credit) (3.5 Credits)/14 semester hours |
| J-Term | | | | |
| Spring | ENG 106 (1) * Composition II <i>(Developmental)</i> PSY 210 (1)* Introduction to Psychological Science <i>(Cognitive and Behavioral Sciences)</i> BIO 108 (1)* Human Anatomy and Physiology II CHM 103 (1)* Elementary Organic and Biochemistry OR Advanced Chemistry option: CHM 123* Gen/Organic/Biochem (1.25) <i>(Physical Sciences)</i> (4 Credits)/16 semester hours | MTH 345 or PSY 355 (1) ** Statistics <i>(Quantitative Reasoning Tag)</i> PSY 327 (1)** Abnormal Psychology (EIC) (1) (EIC) (1) (4 Credits)/16 semester hours | NRS 322 (.75) Pathophysiology - Pharmacology II NRS 315 (1) Adult Health II NRS 408 (1) Mental Health <i>(Oral Communication Tag)</i> NRS 410 (1) Research and Evidence-based Practice <i>(Information Literacy Tag)</i> (EIC option) (1 credit) (3.75 Credits)/15 semester hours (+1 EIC = 4.75 Credits / 19 semester hours) | NRS 411 (1.25) Synthesis: Adult Health III Complex Care <i>(Writing at 300/400 level Tag; Senior Capstone)</i> NRS 412 (1.25) Synthesis: Community & Public Health Nursing <i>(Social and Political Analysis/Intercultural Global and Domestic Engagement Tag)</i> NRS 414 (1) Synthesis: Ethical and Legal Practice <i>(Inquiry into Ethics and Justice)</i> (EIC option) (1 credit) (3.5 Credits)/14 semester hours (+1 EIC = 4.5 Credits / 19 semester hours) |
| Summer | | | | |
| 8 credits (32 semester hrs) | | 8 credits (32 semester hrs) | 7.75 credits (31 semester hrs) (+ 1 EIC = 8.75 (35 semester hrs)) | 7 Nursing credit hours (28 semester hrs) (+ 1 EIC = 8 credits (32 semester hrs)) |

*Prerequisite courses to the NRS non-clinical and clinical sequence

**Required support course for nursing major

Microbiology (BIO 221) chemistry prerequisite options:

- Students may take either CHM 101/CHM 103 or MTH121/CHM 123. MTH121/CHM 123 option requires ACT \geq 23 and math placement into University Algebra (MTH 121)

NOTE: The following ECIC Requirements are NOT met by nursing prerequisites, nursing support courses, or nursing courses:

| | | | |
|---------------------------|------------------------|------------------------------------|----------------------------------|
| AOK: | Proficiencies: | Placement tests (if needed) | Nursing Electives Options |
| Religious Studies _____ | Computer _____ | Math _____ | • Testing Taking |
| Historical Analysis _____ | Foreign Language _____ | Foreign Lang _____ | • Peri-operative |
| Literature _____ | (2 years HS or 102) | Other _____ | • Semester in Ireland |
| Fine Arts _____ | | | • Travel abroad |

APPENDIX B: Traditional BSN Program Admission Requirements

Admission to the nursing program is competitive. Admission to the University does not guarantee admission to the nursing program. To be admitted to the nursing program, students must be able to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential nursing skills and functions; and have the unique combinations of cognitive, affective, psychomotor, physical and social abilities required to satisfactorily perform these skills and functions.

1. A completed [application](#). Students starting at Elmhurst University as freshmen need to submit an application and complete # 2 and 3 and pass the Admission Assessment (A2) exam described in # 4 below. Transfer students will submit the application and complete the steps below.
2. A signed form, verifying the applicant is aware of the health requirements, functional abilities, and essential qualifications required for admission to the nursing program. See [Appendix G](#) for *Verification of Truthfulness in Application to the Nursing Program*.
3. Completion of the *Verification of Truthfulness in Application to the Nursing Program* form.
4. A passing score on the A2 nursing admission exams – a 75% must be achieved on each of the 3 parts of the exam. Only one attempt to pass the exam is allowed. For more information re: the A2, follow this [link](#).
5. Two writing samples.
 - a. The first is a one-page written personal statement. This is a word-processed personal statement answering the following questions in 250 words or less. When writing your answers, keep in mind that nursing is more than just “helping people.” It is a science-based, professional practice discipline. For further information on nursing as a professional practice discipline, see ***The Essentials of Baccalaureate Education for Professional Nursing Practice***, available at <https://www.aacnnursing.org/Portals/0/PDFs/Publications/BaccEssentials08.pdf>
In your personal statement, address:
 - In what ways is nursing a science-based, professional practice discipline?
 - What makes you interested in a science-based, professional nursing career?
 - b. The second sample will be a one paragraph written response to a selected topic that is given to the applicant at the time of the A2 test. This will be completed, on campus, during the A2 testing time. The topic will be given during the testing time. Both samples will be evaluated on the applicant’s ability to compose written communication at the University level.
6. Two professor recommendations, using the *Letter of Recommendation* form. Each letter of recommendation must be submitted in a sealed envelope that has been signed across the flap by the recommender. Forms are included with the application packet. Complete the top section of the form before giving it to a recommender.
7. Copies of every University transcript from every University attended (if other than Elmhurst University), including current transcript. To be considered for admission to the nursing program, every student must meet the following requirements:
 - a. Twelve courses completed.
 - b. A minimum 3.2 overall cumulative grade-point average.
 - c. A grade of C or better in every natural science and non-science prerequisite course completed.
 - d. A 2.8 or greater science combined grade-point average in the first four prerequisite science courses to be eligible for admission and maintain at least a 2.8 science combined grade-point average with the fifth required science course to continue in the nursing major. Students may repeat one of these courses to remove a W or improve a grade of C or lower.
 - e. Completion of (or enrollment in) non-science prerequisite courses. These courses are: ENG 105 (Composition 1), ENG 106 (Composition 2); PSY 210 (Intro to Psych), PSY 315 (Lifespan Development), PSY 327 (Abnormal Psych), one university-level mathematics course, and one statistics course. Students may repeat only **one** of these courses to remove a W or improve a grade less than C.
8. A copy of your registration for all courses in progress. For further information, please see the [Elmhurst University Catalog](#).

APPENDIX C: Online Accelerated BSN Program Admission Requirements

1. Bachelor's degree in any field from a regionally accredited U.S. college or university
2. Minimum 3.0 cumulative GPA
3. Completion of the following prerequisites (must earn a "C" or better)
 - a. Anatomy and Physiology 1 & 2
 - b. General Chemistry
 - c. Microbiology
 - d. Lifespan Psychology
 - e. Statistics
4. Minimum 2.8 science GPA for Anatomy and Physiology 1 & 2, General Chemistry, and Microbiology (May repeat one of the four science courses)
5. Reside in or be willing to move to Illinois, Indiana, Iowa, Missouri or Wisconsin
6. Meet certain health requirements
7. Have the demonstrated ability to engage in diverse, complex and specific experience essential to the acquisition and practice of essential nursing skills and functions
8. Have the unique combinations of cognitive, affective, psychomotor, physical and social abilities required to satisfactorily perform these skills and functions

APPENDIX D: Simulation Center Agreement

The Simulation Center Agreement can be signed and uploaded Complio.

CONFIDENTIALITY OF INFORMATION

As a nursing student enrolled in the Nursing Program at Elmhurst University, I will be actively participating in simulated clinical experiences (SCE's). I understand that the content of these simulations need to be kept confidential in order to maintain the integrity of the learning experience for me and my fellow students. It would be unethical for me to share any information regarding simulation scenarios with my fellow students.

I will be observing fellow students within the simulation center, and I will not discuss their performance with anyone outside the simulation laboratory. I fully understand and acknowledge that the unauthorized release, mishandling of confidential information or inappropriate exchange of information related to the simulation environment is prohibited. I will exemplify the Nursing Department's values of integrity, ethical practice, and respect for human dignity.

Signing below acknowledges understanding of these statements and agreement to maintain the strictest of confidentiality regarding observation and performance within the provided simulation experiences. This authorization is valid for four (4) years from the date that it is signed.

AUDIOVISUAL DIGITAL RECORDING

I am hereby informed that the Elmhurst University Simulation Center at Elmhurst Memorial Hospital utilizes digital and audio recordings. I understand that, unless authorized by me, I will not be specifically identified, and that the recordings will be shown only for educational, research, or administration purposes. No commercial use of the audiovisual recordings will be made without my written permission.

RELEASE STILL PHOTOGRAPHS

I authorize faculty and administrators of the Department of Nursing & Public Health to publicly show still photographs depicting me during the course of training. I understand that, unless otherwise approved by me, I will not be specifically identified, and that the photographs will be shown only for educational, research or administration purposes. No commercial use of the photographs will be made without my written permission.

Digital Capture of Student's Signature

APPENDIX E: Appearance/Dress Code

General Clinical Requirements:

Students will conform to appearance and dress code policies established by Elmhurst University Pre-licensure Baccalaureate Program as well as the facility in which they have clinical practicum.

- The student ID badge is to have the first names only.
- The uniform for clinical sites will be the Department of Nursing and Public Health scrub top and pants.
- Clean, closed toes shoes and hosiery/socks are required. Socks are to be black, navy or white and **must cover the ankles**.
- Business casual will consist of tailored pants with either the Department of Nursing and Public Health polo or tailored shirt/blouse as stated in the course syllabus.
- No jeans, yoga pants, casual pants/slacks are acceptable. The optional Department of Nursing and Public Health fleece jacket is not acceptable in the clinical area, but may be worn in lab or simulation.
- Only the student uniform or business casual is to be worn in clinical.
- At no time during a practicum should the student display any insignia of another institution (i.e. nametag or institution patch on a lab coat). No students should wear an Elmhurst University/Department of Nursing and Public Health ID badge or uniform when not in an assigned student practicum experience
- The dress code for the simulation lab follows the dress code for clinical.

Students are expected to be well groomed and in neat, clean attire at all times:

- Clothes should fit properly so as to be professional and appropriate
- Jewelry should be limited to a wedding band; one stud earring per ear; no visible cartilage or body piercings
- Visible tattoos etiquette will follow the clinical facility policy
- No perfumes; neutral scents only
- Hair color and style should reflect a professional appearance. Long hair should be off the collar and facial hair should be neatly trimmed.
- False eyelashes are prohibited
- Fingernails should be short, no nail polish permitted. Acrylic nails are prohibited.

General Classroom Requirements:

Student classroom attire should be the type and fit of clothing which respects the community of peers, faculty and guest speakers. The specific classroom dress code is at the discretion of the individual faculty in creating a professional environment.

APPENDIX F Student Expectations and Improvement Plan



DEPARTMENT OF
Nursing and Public Health

Student Expectations and Improvement Plan

Student Name

Program

Faculty Name

Date

Beginning Date of Plan

Ending Date of Plan

Nature of the problem that requires follow-up:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Removal from clinical area by agency |
| <input type="checkbox"/> | Disrespectful or unprofessional classroom or clinical behaviors as reflected in the Professional Behaviors (Student Policies/ MSN Student Handbook) |
| <input type="checkbox"/> | Deficiencies in Professional Nursing Standards (Student Policies/ MSN Student Handbook) |
| <input type="checkbox"/> | Unprepared for class or clinical (e.g., lack of preparation, dress code violations, etc) |
| <input type="checkbox"/> | Unsafe clinical practice (e.g., medication errors, inability to perform skills, practice outside scope as a nurse or a student, patient safety violations, etc.) |
| <input type="checkbox"/> | Inability to communicate effectively or appropriately with patients/clients, families, or staff |
| <input type="checkbox"/> | Other: (please identify) |
| <input type="checkbox"/> | Deficiencies in written work (class/clinical) |

Nature of the problem that does not require follow-up:

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Absenteeism (Class/Clinical) |
| <input type="checkbox"/> | Tardiness (Class/Clinical) |
| <input type="checkbox"/> | Final course grade (Class/Clinical) |

Expanded Description of the Problem(s):

Goals and expected outcome(s):

What must student do (e.g., skills lab remediation, writing skills development, cease and desist tardiness/absenteeism/unprofessional/etc. activities, etc.). Write goals as a numbered list to be specific, measurable, achievable, realistic, and time-bound.

Implications for failing to meet the expected outcome(s):

What will occur if the goals and expected outcomes are not met. Be sure to address what will occur if goals are only partially and not fully met.

Students Comments:**Signatures:**

By typing my name in the text box below, I understand the nature of the problem or behavior, and agree with the remediation to correct this problem. I also understand that a copy will be placed in my academic file and provided to the Program Director.

| | |
|-------------|--------------------------|
| Date | Student Signature |
|-------------|--------------------------|

| | |
|-------------|--------------------------|
| Date | Faculty Signature |
|-------------|--------------------------|

END OF INITIAL DOCUMENT

Student Expectations and Improvement Plan – FOLLOW-UP

Student:

Date:

Faculty Notes on Progress:

When an Improvement Plan with follow-up is needed, the student and faculty should meet again to evaluate progress. Record faculty notes regarding meetings below:

Outcome:

(e.g., satisfactory completion of Plan, continuation of Plan and why; initiation of new Plan and why; unsatisfactory completion of Plan and why, with referral to **appropriate office/committee**.)

Follow-Up Signatures:

| | |
|-------------|--------------------------|
| Date | Student Signature |
|-------------|--------------------------|

| | |
|-------------|--------------------------|
| Date | Faculty Signature |
|-------------|--------------------------|

(Adapted with permission from University of San Diego Hahn School of Nursing)

Version: 5/28/2025

Previous version(s): 3/7/2023, 2/9/2024

Verification of Truthfulness in Application to the Nursing Program :APPENDIX G

The Verification of Truthfulness in Application to the Nursing Program will be uploaded to Complio.

Verification of Truthfulness

Students in the nursing program are required to abide by all policies published in the STUDENT HANDBOOK for the Prelicensure Option in the Baccalaureate Program available on the university website.

At the completion of their studies, nursing graduates must apply to the Illinois Division of Professional Regulation for licensure as a registered nurse by examination. At the time of application, each graduate will be asked to answer the following questions and under penalties of perjury, declare that s/he has answered each question to the best of his/her knowledge, that the answers are true, correct and complete.

As of August 2016, the questions are as follows: *(Yes/No Questions)*

Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)?

- Have you been convicted of a felony?
- Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition that presently interferes with your ability to practice your profession?
- Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere?
- Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position?
- Are you more than 30 days delinquent in complying with a child support order?
- Are you in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State?

With my signature below, I certify the following:

If accepted into the nursing program, I am aware that I will be required to abide by all policies published in the [Student Handbook](#) for the Prelicensure Option in the Baccalaureate Program.

I am aware that I will need to answer each of the above questions truthfully at the time of application for my RN license.

All information provided in my application is complete, authentic, and accurate.

My personal statement is original, written by me. It has not been submitted with another application or used in any coursework and was not adapted from any other source.

I understand that providing incomplete, plagiarized, or false information in this application will result in disciplinary action as outlined by the Elmhurst University Academic Integrity Policy and/or denial of admission to or removal from the nursing program at Elmhurst University.

Digital Capture of Student's Signature

APPENDIX H: Social Media Policy

(Adapted with permission of Purdue University School of Nursing)

Purpose

The Department of Nursing and Public Health supports the use of social media to reach audiences important to the University such as students, prospective students, faculty, and staff. The participation on social media sites is guided by policy. This policy applies to nursing students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

General Information

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional and university reputations.

As students you will want to represent the University in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, "If you wouldn't put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don't broadcast it via social media channels."

Policy

- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of nursing student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and the university. For guidance, visit the site or seek consultation through the Department of Nursing and Public Health.
- Do not use marks, such as logos and graphics, on personal social media sites. Do not use name to promote a product, cause or political party or candidate.
- Use of the logos and graphics for University sanctioned events must be approved (posters, fliers, postings) by administration.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers and electronic devices during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients by

videotaped or photographed without written permission of other patient/client and of the facility.

- Be aware of your association with online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point you should neither claim nor imply you are speaking on the University behalf unless you are authorized to do so in writing.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, others' privacy and confidential information.

Procedures/Considerations

- There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a student through postings and personal web pages, you are connected to your colleagues, clinical agencies and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable University privacy and confidential policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches of job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Don't use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

Consequences

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

APPENDIX I: Checklist of Health and Clinical Requirements



DEPARTMENT OF
Nursing and Public Health

Documents can be uploaded in Complio.

This form is a guideline only. You will receive specific instructions on the process for submitting required health records once you are admitted into the BSN program.

Department of Nursing Clinical Requirements Checklist

REQUIREMENTS:

Immunity Titers (blood test showing proof of immunity)

1. Measles (Rubeola)
2. Mumps
3. Rubella (German Measles)
4. Varicella (Chicken Pox)
5. Hepatitis B Surface Antibody (Quantitative) blood titer) If the blood test does not show immunity, a Hepatitis Booster must be given and a repeat titer obtained. If the blood test continues to show no immunity, the Hepatitis B vaccination series will need to be repeated. The titer will need to be repeated at least 1 – 2 months after the series is completed. *Note: You will need to start the series prior to beginning clinical and then later show proof of completion and immunity.*

Tuberculosis Test (QuantiFERON Gold Blood Test) Annually

Tdap (Tetanus, Diphtheria, Pertussis) booster within last 10 years

Influenza Vaccine (available annually, typically beginning Sept/Oct)

Covid Vaccine per the CDC guidelines and individual hospital requirements (some hospitals require a booster)

10 Panel Urine Drug Screen (Amphetamines, Barbiturate, Benzodiazepine, Cocaine, Ecstasy, Marijuana, Methadone, Opiates, Oxycodone Phencyclidine (PCP), Propoxyphene)

Physical Health Exam

OTHER REQUIREMENTS:

COVID Vaccine Card (do not require booster and/or bivalent)

Current CPR Card (must be American Heart Association/CPR for Healthcare Provider)

Health Insurance Card (front and back)

Criminal Background Check

HIPAA/OSHA/Blood Pathogen Certification Modules

APPENDIX J: Information & Statement of Understanding Domestic Curricular Travel

The Domestic Curricular Travel form can be signed and uploaded to Complio.

STUDENT INFORMATION

(Pre-filled.)

EMERGENCY CONTACT

If my emergency contact cannot be contacted, I authorize Elmhurst University to take such emergency action as deemed necessary.

GENERAL RELEASE

I acknowledge that I am voluntarily participating and am aware of the conditions and responsibilities of the above-mentioned activity/event. I recognize and acknowledge that there are certain risks of physical injury and I agree to assume that full risk of any injuries, including death, damage or loss which I may sustain as a result of participation in such activity/event. I hereby waive, release and relinquish any and all rights, claims, demands, causes of action, present or future, whether known, unknown, anticipated or unanticipated I may have against Elmhurst University, its employees, agents, trustees, and officers arising from my participation in the activity/event. I further agree to indemnify and hold harmless and defend Elmhurst University and its officers, agents, trustees, and employees from any and all claims resulting from injuries, including death, damages, and losses sustained by me and arising out of, in connection with, or in any way associated with the activities of the activity/event that are beyond the control of the University, its agents or employees.

HEALTH INSURANCE INFORMATION (You will be asked to upload a front/back view of your insurance card)

I have sufficient health, accident, disability and hospitalization insurance to cover me during my activities; I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance, and I recognize that Elmhurst University does not have an obligation to provide me with such insurance. I acknowledge that all costs resulting from injury will be borne by me and my family and not the University or clinical agency.

Information collected: Name of Insurance Carrier, Insurance Policy # and Carrier Phone #

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of any form of student involvement requires a standard of professional decorum. Therefore, I indicate my willingness to understand and adhere to values of Elmhurst University, to conduct myself with integrity, fairness, respect, and responsibility, and adhere to the expectations conveyed in the E-Book Student Handbook and the Student Handbook for the Master of Science in Nursing Program. I agree that should any University official, professor, employee of the clinical agency, or other students participating in the event/activity deem my conduct inappropriate, my future participation in off campus events/activities is jeopardized and I will immediately cease my involvement with the said activity and be returned to campus at my own expense.

UNDERSTANDING

I certify that the above information is correct and that I agree to comply with these policies in all current and future nursing courses in which I am enrolled.

Digital Capture of Student's Signature

APPENDIX K: Safe Student Reports New Occurrence Worksheet

SSR

New Occurrence Worksheet

Safe Student Reports

Use this worksheet to assist in gathering details of the new occurrence prior to entering the data on www.safestudentreports.org.

Recipient of Unsafe Occurrence

1. Who received injury? *(select one)*
 - ☐ Patient
 - ☐ Visitor
 - ☐ Student
 - ☐ Faculty
 - ☐ Staff
 - ☐ Other
2. Gender *(select one)*:
 - ☐ Male
 - ☐ Female
 - ☐ Unknown
3. English is predominant language *(select one)*:
 - ☐ Yes
 - ☐ No
 - ☐ Unknown
4. Status of patient/individual *(select one)*:
 - ☐ Harm
 - ☐ No harm
 - ☐ Death
 - ☐ Other
5. Age *(select one)*:
 - ☐ <15
 - ☐ 15-20
 - ☐ 21-25
 - ☐ 26-30
 - ☐ 31-35
 - ☐ 36-40
 - ☐ 41-45
 - ☐ 46-50
 - ☐ 51-55
 - ☐ 56+
 - ☐ Unknown

Occurrence Information

6. Date *(enter date of occurrence using the following format):* mm/dd/yyyy
7. Time *(enter time of occurrence):* _____
8. Category of occurrence *(select one)*:
 - ☐ Error [Defined as: Incident or occurrence that had the potential to place a patient at risk for harm or resulted in actual harm]
 - ☐ Near miss [Defined as: An event or situation that could have resulted in an accident, injury, or illness, but did not, whether by chance or through timely intervention. (Ebright et al., 2004)]
9. Type of occurrence *(select one)*:
 - ☐ Medication Error
 - ☐ Needle stick
 - ☐ Inadequate preparation for providing patient care
 - ☐ Blood/pathogen exposure
 - ☐ Fall event
 - ☐ Outside scope of practice
 - ☐ Injury to body
 - ☐ Change in patient condition
 - ☐ Deviation in protocols
 - ☐ Equipment or medical device malfunction
 - ☐ Environmental safety—for self, patient or others
 - ☐ Inappropriate or inadequate communication by: Faculty, preceptor, other student, health care team, patient or visitor
 - ☐ Breach of confidentiality
 - ☐ Other
10. Occurrence description *(optional: enter additional details about the unsafe occurrence)*:

11. Location of occurrence (*select one*):

- ☐ Classroom
- ☐ Clinical Setting
- ☐ Simulation Lab
- ☐ Learning Lab
- ☐ Other

12. Who is completing the report (*select one*):

- ☐ Faculty
- ☐ Student/Faculty Dyad
- ☐ Other (preceptor, etc.)

Follow Up Action

13. Who is alerted (*select one*):

- ☐ Faculty
- ☐ School of Nursing (SON) Administration
- ☐ Patient/Family
- ☐ Other
- ☐ Unknown

14. Inform clinical agency (*select one*):

- ☐ Yes
- ☐ No
- ☐ Unknown
- ☐ N/A

15. Agency occurrence report completed (*select one*):

- ☐ Yes
- ☐ No
- ☐ Unknown
- ☐ N/A

16. Changes occurring as a result of occurrence (*select one*):

- ☐ System Changes
- ☐ Policy Changes
- ☐ Practice Changes
- ☐ Curriculum Changes
- ☐ Nothing at Present

17. Follow up actions (*optional: enter additional details about any follow up action*)

Student Information

18. Current semester or quarter number (*enter number between 1-16*): _____

19. Total number of semesters or quarters in program (*enter number between 1-16*): _____

20. Student age (*select one*):

- ☐ 15-20
- ☐ 21-25
- ☐ 26-30
- ☐ 31-35
- ☐ 36-40
- ☐ 41-45
- ☐ 46-50
- ☐ 51-55
- ☐ 56+
- ☐ Unknown

21. Type of program (*select one*):

- ☐ LPN
- ☐ Associate
- ☐ Diploma
- ☐ BSN
- ☐ 2nd Degree BSN
- ☐ Masters—Non-APRN
- ☐ Masters—APRN

Final Remarks

22. Do you wish to share anything else relevant to this report? (*optional: enter any additional comments*)

References

Ebright, P.R., Urden, L., Patterson, E., & Chalko, B. (2004). Themes surrounding novice nurse near-miss and adverse-events situations. *JONA*, 34(11), 531-538.

APPENDIX L: Endorsement for Membership for Sigma Theta Tau International Honor Society of Nursing

The purposes of Sigma Theta Tau International are:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the profession.



Sigma Theta Tau International

Honor Society of Nursing

Endorsement for Membership

Definition: An endorsement is a letter or statement supporting an individual for membership* in the chapter. Individuals are encouraged to submit two endorsements in order for an application to be considered by the Chapter Eligibility Committee. Nursing students should include one letter or statement of support from a nursing faculty member. At least one of the two endorsements is to be from an active member of Sigma Theta Tau International.

This endorsement enables the candidate to be considered for membership. The Eligibility Committee of the chapter invites your letter or statement of endorsement supporting the following individual for membership:

_____ is applying for membership in the _____ Chapter
(Name)

On the basis of this individual's achievement and my knowledge of the purposes of Sigma Theta Tau International, I heartily endorse this individual for membership in the chapter.

This candidate exhibits the following characteristics:

- ☐ Potential for leadership
- ☐ Superior achievement
- ☐ Academic and/or professional integrity

Signature _____ Date _____

Chapter Membership _____

Position _____

Relationship to Applicant _____

Comments (if desired): _____

*UNDERGRADUATE CRITERIA: Each undergraduate candidate for membership is required to meet the criteria for the undergraduate category of membership. Undergraduate students are required to have completed ½ of the nursing curriculum, have at least a 3.0 GPA on a 4.0 grading scale, rank in the upper 35% of the graduating class, and meet the expectation of academic integrity.

*GRADUATE CRITERIA: Each graduate (master's or doctoral) candidate for membership is required to meet the criteria for the graduate category of membership. Graduate students are required to have completed ¼ of the required graduate curriculum, have at least a 3.5 GPA on a 4.0 grading scale or its equivalent, and meet the expectation of academic integrity.

* NURSE LEADER CRITERIA: A nurse leader is eligible for membership if the leader is a registered nurse, legally recognized to practice in his/her country with a minimum of a baccalaureate degree or the equivalent in any field, and has demonstrated achievement in nursing.

APPENDIX M: Handbook Review Policy



The Handbook Review Policy will be signed and uploaded to Complio.

The Department of Nursing and Public Health student handbooks can be located on the main nursing page of the University website:

<https://www.elmhurst.edu/academics/departments/nursing/>.

These handbooks are updated annually, prior to the start of each fall semester. All statements and policies published in the Handbook are in effect for the time period published on the cover of the Handbook. The Department of Nursing and Public Health also follows the policies printed in the [Elmhurst University Student Handbook](#). The department reserves the right to change statements and policies during the year the Handbook is in effect, with the provision that students are informed in writing of any changes.

Your signature on this form indicates that you have access to the Nursing Student Handbook and understand your responsibilities with regard to policies, procedures and core information set forth in the Nursing Student Handbook, including the following:

- I understand that I am subject to and responsible for the information and policies set forth in the Nursing Student Handbook.
- I understand that the Nursing Student Handbook policies, procedures and core information will be needed while I am enrolled as a student in the nursing program at Elmhurst University.
- I understand that these policies and procedures have been approved by the Department of Nursing and Public Health Faculty Committee and will be the basis for decision making with regard to student matters covered by the Nursing Student Handbook.
- I understand that the Department of Nursing and Public Health at Elmhurst University reserves the right to change any provision or requirement in the Student Handbook at any time within my term of attendance and will notify me in writing.
- I understand that the Nursing Student Handbook is available on the main Nursing webpage of the Elmhurst University website.

Digital Capture of Student's Signature

APPENDIX N – Preparation for Other State Licensure

Pursuant to Federal Regulation 34 CFR 668.43 (a) (5) (v), following is a list of all states and whether Elmhurst University Department of Nursing and Public Health curriculum meets educational requirements necessary for graduates of the prelicensure programs to be eligible for licensure in that state.

| State | Status |
|----------------------|--------|
| Alabama | Meets |
| Alaska | Meets |
| Arizona | Meets |
| Arkansas | Meets |
| California | Meets |
| Colorado | Meets |
| Connecticut | Meets |
| Delaware | Meets |
| District of Columbia | Meets |
| Florida | Meets |
| Georgia | Meets |
| Guam | Meets |
| Hawaii | Meets |
| Idaho | Meets |
| Illinois | Meets |
| Indiana | Meets |
| Iowa | Meets |
| Kansas | Meets |
| Kentucky | Meets |
| Louisiana | Meets |
| Maine | Meets |
| Maryland | Meets |
| Massachusetts | Meets |
| Michigan | Meets |
| Minnesota | Meets |
| Mississippi | Meets |
| Missouri | Meets |
| | |

| State | Status |
|----------------|--------|
| Montana | Meets |
| Nebraska | Meets |
| Nevada | Meets |
| New Hampshire | Meets |
| New Jersey | Meets |
| New Mexico | Meets |
| New York | Meets |
| North Carolina | Meets |
| North Dakota | Meets |
| Ohio | Meets |
| Oklahoma | Meets |
| Oregon | Meets |
| Pennsylvania | Meets |
| Rhode Island | Meets |
| South Carolina | Meets |
| South Dakota | Meets |
| Tennessee | Meets |
| Texas | Meets |
| Utah | Meets |
| Vermont | Meets |
| Virgin Islands | Meets |
| Virginia | Meets |
| Washington | Meets |
| West Virginia | Meets |
| Wisconsin | Meets |
| Wyoming | Meets |
| | |