



Elmhurst
University

Diane Tyrrell
Department of Nursing
and Public Health

Baccalaureate Program
Student Handbook

2026-2027

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 join 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 your role as a professional nurse, you will have the ability to impact the health of patients, families, and communities. The path towards becoming a 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 healthcare arena, and a partner with other healthcare 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.

We 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 healthcare system you will soon enter. The faculty and I are here to work together with you on this exciting journey toward professional nursing practice. Best wishes for a successful academic year.

Sincerely yours,

Laury Westbury EdD, RN, CNL, NI-BC, CHSE, CNOR, RNFA

Chair, Diane Tyrrell Department of Nursing and Public Health

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Introduction and Overview

There are two options available for completing a Bachelor of Science in Nursing (BSN) at Elmhurst University. This handbook is for all students admitted to either of the two BSN programs available. The Baccalaureate Nursing Program Options are:

Campus Bachelor of Science in Nursing (BSN): This program is designed for students entering Elmhurst University as freshman in the Pre-Nursing Major. These students then apply for admission to the Nursing Program during the sophomore year. Students who have completed more than one semester at another academic institution are welcome to apply for admission as Transfer students to the Nursing Program. This program is delivered in-person, on campus—apart from clinical hours which are completed off campus at clinical partner facilities. Upon successful completion of this program, students will obtain a Bachelor of Science in Nursing (BSN) degree. Admission Criteria for the Campus BSN Program can be found in [Appendix A](#).

Online Accelerated Bachelor of Science in Nursing (ABSN): This program is designed for students who have completed a bachelor's degree in another area who wish to obtain their BSN. The program is identical in content to the Campus BSN but is delivered over a 16-month period. The theory content of course instruction is delivered online, and the clinical experiences are delivered in-person, utilizing the preceptor model of clinical education. Upon successful completion of this program, students will obtain a Bachelor of Science in Nursing (BSN) degree. Admission Criteria for the ABSN Program can be found in [Appendix B](#).

Mission, Vision, Goals, and Philosophy

In the Diane Tyrrell Department of Nursing and Public Health (DNPH), we hold that nursing is one of the most rewarding professional careers. Throughout our programs, students work closely with faculty to gain hands-on practical experience and participate in the real-life work of nursing and healthcare. The DNPH is guided by the following Mission, Vision, Goals, and Philosophy.

Mission: To prepare students for professional practice and leadership to meet the needs of a diverse society.

Vision: To evolve as an innovative program of academic and professional excellence in nursing.

Goals:

- 1) To prepare graduates for professional nursing practice in generalist and advanced nursing roles.
- 2) To develop a foundation for graduate and doctoral study in nursing.

Philosophy: The DNPH 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, and social justice
- Developing increasingly complex nursing practice competencies.

Baccalaureate Program Outcomes

Upon completion of the Campus BSN or Online ABSN Programs, students will have achieved the following outcomes of ability to:

- 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.

Professional Standards and Essential Qualifications

Standards and qualifications for performance and behavior among students are guided by the Illinois Nurse Practice Act, Elmhurst University, and the DNPH. Students who fail to comply with these standards and qualifications may be subject to dismissal from the nursing program.

Illinois Nurse Practice Act Standards

Elmhurst University DNPH abides by the Rules and Regulations for the operation of schools of nursing as specified by the Illinois Department of Financial and Professional Regulation. Out of State students enrolled in the ABSN Program must also abide by the nurse practice act and associated regulations for their state.

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

Elmhurst University Standards

The Department of Nursing and Public Health follows the policies printed in the [Elmhurst University Catalog](#) and [Elmhurst University Student 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 Student Handbook](#).

Academic Integrity

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

Code of Conduct

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

Non-Discrimination/Non-Harassment Policy

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

DNPH Essential Qualifications

Students in the Campus BSN and the Online ABSN Programs are required to satisfactorily engage in diverse, complex, and specific experiences essential to the acquisition and practice of nursing at the baccalaureate level. The qualifications listed below have been adapted with permission from [Essential Qualifications for BSN and ABSN Students from the University of Washington](#) (2025).

A unique combination of cognitive, affective, psychomotor, physical, and social abilities is required to achieve the Baccalaureate Program Outcomes. These qualifications are essential to successful admission to, progression within, and graduation from the BSN and ABSN programs. Additionally, these qualifications are necessary to ensure the health and safety of patients, fellow students, faculty, and other healthcare providers.

Not all forms of inadequate demonstration of qualification 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 BSN Programs at Elmhurst University include, but are not limited to:

Sensory/Observation Skills

- Students must be able to acquire 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, etc.).

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.

Failure to Meet Professional Standards or Essential Qualifications

If a student cannot meet the Baccalaureate Program's Professional Standards or Essential Qualifications as described above, the nursing student may be dismissed from the program. If the circumstances surrounding dismissal jeopardized the safety or wellbeing of the student or others, including another student, faculty member, patient(s), or clinical agency, the student will be dismissed without the opportunity of appeal.

Baccalaureate Curriculum

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.

Curricular Standards

Faculty in the DNPH are committed to using professional nursing standards in the development, implementation, and evaluation of program curricula. Professional standards are also used by faculty to promote and evaluate student learning.

In the Baccalaureate Programs, 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, 4th Edition (ANA, 2021)

Program Requirements

Campus BSN

- Pre-requisite coursework requirements can be found in [Appendix A](#).
- General Education requirements for degree completion can be found in the Elmhurst University Handbook
- Upon admission, the Campus BSN Program consists of 16 required NRS courses at the 300- and 400-level for a total of 59 semester hours. These courses incorporate both didactic and clinical education experiences.
- This program is fully in-person on-campus, apart from clinical hours which are completed at clinical partner facilities off-campus.

Online ABSN

- Program requirements can be found in [Appendix B](#).
- Upon admission, the Online ABSN Program consists of 17 required NRS courses at the 300- and 400-level for a total of 60 semester hours. The courses incorporate both didactic and clinical education experiences.
- Didactic education is delivered fully online through synchronous and asynchronous meetings.
- Clinical practice is conducted through in-person residencies and clinical rotations at clinical partner facilities.

Recommended Curriculum Design

The Baccalaureate Nursing Program plan of study is taken in a sequential manner. Courses are offered once a year in the Campus BSN Program and twice a year for the Online ABSN Program. The recommended plans of study for both programs can be found in [Appendix C](#).

Elective Courses and Student Opportunities

For the Campus BSN Program, a variety of elective courses are available to meet the needs and interests of Pre-Nursing and Nursing Majors. Along with the Nursing Electives and additional opportunities listed below, students are encouraged to elect courses in other departments of the University or to complete a second major or minor in a related or complementary field.

Nursing Program Electives:

- NRS 453 - Test Taking Strategies
- NRS 454 - Special Procedures in Nursing
- NRS 456 – Perioperative Nursing
- Semester Abroad in Ireland (Fall semester of Senior year)

Student Opportunities

- **Representation to Nursing Faculty Committee meetings:** Student representation on the DNPH Faculty Committee is encouraged and supported by the faculty. One student per cohort section from the junior and senior classes are elected each semester by their peers to serve on the DNPH 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 E.
- **Student Organizations:** Refer to [Elmhurst University Student Handbook](#) for the variety of student clubs and organizations on campus. The DNPH 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 encouraged to learn more about opportunities within nursing, experience cohort comradery, and participate in various service opportunities.

Statement of Reasonable Accommodation 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 [Student Accessibility Services](#). If you have previously received accommodations, please remember that they must be renewed each term.

[Learning Center and 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.

Admission, Progression, and Appeal Policies

[Admission Policies & Academic Advising](#)

Campus BSN Program

The admission requirements for Campus BSN students are established by the DNPH. 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 A](#). Admission to the upper division nursing program is competitive. Students may enter the program as Freshman or Transfers.

Students admitted to Elmhurst University as first-year students, i.e. freshman, are automatically admitted to the nursing program if they meet all admission criteria. These students are admitted to the University as Pre-Nursing Majors and acceptance to the Nursing Major is based on successful achievement of pre-requisite courses. A complete listing of pre-requisites is found in [Appendix A](#). Enrollment in classes is on a space-available basis.

Students admitted to Elmhurst University after completing more than one semester at a different academic institution may apply to the nursing program. These students can be admitted as Pre-Nursing Majors to complete pre-requisite coursework or directly as Nursing Majors if all pre-requisite courses have been completed.

Pre-Nursing Major students will be assigned to a DNPH faculty advisor at the start of the sophomore year. Transfer pre-nursing students will be assigned to a DNPH faculty advisor upon admission to the University.

Online ABSN Program

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 B](#).

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 academic and 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 Campus BSN and Online ABSN Programs:

- 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

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 5 Nurse Achieve Specialty Examinations and 1 Nurse Achieve Adaptive Mock Exam in the four semesters of the nursing program. The purpose of this requirement is to assist students in becoming successful first-time candidates on the licensing exam. The policy promotes assessment and opportunities for 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 Fundamental/Medical Surgical 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 the final course grades.

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 is:

Pass-solid (top-grades) = 100%

Pass-pass (did well) = 92%

Pass-slightly = 84%

(results could have gone either way)

Fail = 78%

[Kaplan NCLEX Review Course](#)

All pre-licensure students will start the Kaplan NCLEX review course in the last semester of the nursing program. This course is integrated into NRS 414 and includes additionally scheduled days of instruction with a Kaplan instructor. 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 all written progression policies. In the event that a student's progression within a course 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 BSN and ABSN students each term to determine their academic standing.

Decisions regarding dismissal and readmission are made by the Admission, Progression, and Retention (APR) Committee. Students will be notified of the Committee's decision by the Chair of the APR Committee.

[Withdrawal](#)

Students considering withdrawal from a DNPH course or program, or the University should consult the [Elmhurst University Student Handbook](#) for policy and procedures, as well as their academic advisor.

Leave of Absence

Students considering taking a leave of absence from a DNPH program should consult the [Elmhurst University CXQ23Q23.1y Student Handbook](#) for policy and procedures, as well as their academic advisor for policy and procedures, as well as their academic advisor.

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 Reinstatement Policy listed below and the [Elmhurst University Student Handbook](#) for appeal processes/procedures for Elmhurst University students.

Reinstatement Following Dismissal

The student who has been dismissed from the DNPH has one opportunity to apply for reinstatement within one calendar year after dismissal.

The student is required to meet with his/her DNPH Faculty Advisor. The student will submit a letter of intent to petition for reinstatement. The student will submit the letter and any additional 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 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 a second grade of D, F, or W (withdraw) in 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](#)

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 program orientations, as well as all classes, labs, residencies, clinicals, simulations, and post-conference seminars. It is a professional expectation that students will notify the faculty (and if appropriate, preceptor) prior to any absence.

Absences may be excused at the discretion of faculty for illness, family emergencies, or University-sponsored activities. 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 course objectives, an unsatisfactory course evaluation, initiation of a Student Expectation and Improvement Plan (SEIP), and/or dismissal from the Nursing Program. This behavior may be reflected in future references for employment or graduate education.

Attendance at all clinical practicum and simulation days is a DNPH expectation. Absence(s) from a scheduled clinical or simulation experience will require a make-up day to complete the missed experience and an additional student fee of \$450.

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. In the event of an exam average <78%, students earn a grade of D or F in the course, dependent upon the performance of other coursework.

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, or offer a request for a reasonable limitation during the clinical experience. Some health situations may involve the inability to attend clinical settings, 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.

Mandatory Test Taking Strategies Class

Students in the Campus 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 for Campus BSN students 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 who wish to dispute a final grade may review the [Grievance Process for Disputed Final Grade](#).

Written Assignments

Written papers will be submitted via the online learning management system (i.e. Blackboard) and should follow the writing format of the *Manual of the American Psychological Association 7th Edition*. Students are accountable for submitting assignments on time. The 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. Make-ups for 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 about exam content will be allowed during the exam.
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 accommodation 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=N81YilcNg1Y>
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 exam.
 - 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 Policy

The Baccalaureate Program's 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 the 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 is 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 for professional behavior. See [Appendix D](#) for the Confidentiality of Information in the Simulation Center.

Any student who fails to comply with confidentiality guidelines related to clients or institutions will be notified by the faculty of record and the case reviewed by the Admission, Progression, and Retention committee for possible dismissal.

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

Photography and Electronic Recording Devices

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

Appearance and Dress Code

Students enrolled in the Campus BSN or the Online ABSN Programs must adhere to appearance guidelines whenever participating in activities or completing assignments which require interactions with clients, clinical agencies, and other service providers. The DNP 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 Plan Policy

The Student Expectations and Improvement Plan (SEIP) form ([Appendix F](#)) will be used to document student behaviors that are not in compliance with the DNP [Professional Standards and Essential Qualifications](#). If a faculty member determines that a student is not adhering to these expected standards and qualifications, the following will occur:

- The faculty member will notify the student of the performance concern and be informed of the qualifications in need of improvement.
- If concern is related to a patient or student safety issue, the Program Director will also be notified.
- If the student does not correct the qualification identified in the verbal or written warning, or if the same failure in qualification 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 by the Program Director.
- If the student fails to achieve the expectations written in the improvement plan, the student will be informed, and further action will be taken by the

faculty member in collaboration with the Admission, Progression, and Retention Program Committee.

- The Admission, Progression, and Retention Committee will make a determination regarding the student's retention and progression, up to and including dismissal from the Baccalaureate Program.

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), i.e. Blackboard. 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 DNPH have identified the importance of a clear policy of Social Media usages for nursing students. See Appendix G.

Inclement Weather Policy

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

Health and Clinical Requirements

Overview

The DNPH updates immunization requirements as indicated by the Center for Disease Control and Prevention (CDC) and our affiliated clinical partner agencies. The student will be informed of all compliance requirements and notified of any changes that occur during their time in the Program.

The student must be in compliance with all health requirements for the entirety of their time as students in the DNPH. The student must have adequate physical and mental health to participate in clinical educational experiences. Should a student require health

accommodations, a letter from the student's healthcare provider will be required to ensure that the student can participate in clinical experiences without limitations. A statement from the provider is required when the student is returning from an [accident, injury, health change](#), or leave of absence. Students may NOT attend clinical while on crutches, in a cast or sling, in a walking boot and other assistive devices. Students should check with their clinical instructor.

The health compliance requirements must be met by students prior to the beginning of the first clinical course in the Fall of Junior year and may require renewal prior to the beginning of the Fall of Senior year. Students will be given the appropriate forms to complete. Many of the services and tests can be obtained through the [Wellness Center](#) at Elmhurst University. Students unable to complete these requirements will not be allowed to attend their clinical educational experiences, which may hinder progression within the Program. A checklist of health and clinical compliance requirements can be found in Appendix H.

The student who has an international background may be required to complete additional requirements in order to achieve health and clinical compliance.

Costs

Students are financially responsible for health and clinical compliance requirements, uniforms, health insurance, clinical and laboratory equipment, BLS Certification, and transportation to and from clinical. Students must also meet any additional requirements set by the clinical agencies.

Health Insurance

The student must have documentation of a current personal 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 DNPH within two weeks of the change. Failure to do so may result in prohibition of attendance at clinical educational experiences and subsequent student fees for make-up experiences. 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 through the American Heart Association in Basic Life Support (BLS) for adults and children for the Healthcare Professional.

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 Facilities

Students are responsible for the cost and coordination of their own transportation to assigned clinical facilities. The Nursing Student Information & Statement of Understanding Domestic Curricular Travel form is found in Appendix I.

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.

Injury and Accidental Exposure in Clinical Experiences

Elmhurst University DNPH participated in a national research project sponsored by the National Council of State Boards of Nursing. The title of the study was "Descriptive Study of Safe Student Reports (SSR) of Student Nurse Practice Errors and Near Misses in Prelicensure Nursing Programs." While the study concluded in 2023, the DNPH will continue to use the SSR worksheet to track student nurse practice errors and near misses. 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 J., and reviewed by the Chair of the DNPH. Student and patient confidentiality will be maintained.

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 DNPH.

Policy on Drug Screen and Criminal Background Check

The DNPH 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 screen 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 and 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 Program will be evaluated by the Admission, Progression, and Retention Committee. Permission to remain in the program will be based on the following criteria:

- Severity of the offence
- Recency of the offence
- Relevance to the position as a direct caregiver
 - o Sexual abuse,

- Substance abuse or sales,
- Violence against a person,
- 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 for improvement. Faculty are responsible for the determination of the student's final grade.

Clinical experiences are evaluated 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 0 or 1 during the senior semesters has not shown satisfactory clinical performance and will not pass the course. The following are examples of performance and 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/non-verbal behavior
- Violation of State, University, or DNPH Essential Standards and Qualifications.

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

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. Admission Criteria for Campus BSN Program

The following criteria apply to first year students who started at Elmhurst University prior to 2026 and to transfer students who started at Elmhurst prior to 2027.

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.
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](#)*

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](#).

For first year students starting Elmhurst University in 2026 and transfer students starting at Elmhurst after 2027, the following admissions criteria will apply:

Guaranteed Admission Criteria & Application Guidelines

- The following admission and application guidelines apply to students who start at Elmhurst as Freshman in or after the Fall of 2026 with no more than 1 semester at another institution.
- Minimum **cumulative GPA of 3.0** at the end of Spring semester *Freshman year*.
- Minimum **science GPA of 3.0** and **cumulative GPA of 3.0** at the end of Spring semester *Sophomore year*.
- The following academic criteria must be met:
 - o Completion of twelve courses at Elmhurst University
 - Science Prerequisites: CHM 101, CHM 103, BIO 107, BIO 108, and BIO 221.
 - Non-Science Prerequisites: ENG 105, ENG 106, PSY 210, PSY 315, PSY 327, MTH 345 (or PSY355), and one additional university-level mathematics course.
 - o A grade of C or better in every natural science and non-science prerequisite course. Students may repeat one science and one non-science course to remove a W or improve a grade of C or lower.
- Completion of the HESI Admission Assessment (A2) Exam
 - o Students are allowed one attempt to achieve a minimum of 75% on the following three sections of the HESI A2: Math, Reading, and Anatomy & Physiology.
- A [completed application](#) by the 4th Sunday of January which includes the following components:
 - o Student Information
 - o Required documents – none needed, unless HESI was taken off campus.
 - o Verification of Health Requirements
 - o Verification of Truthfulness
 - o Signature of Certification
- Students will be required to maintain a minimum **3.0 cumulative GPA** throughout junior and senior years in the nursing program.

Transfer Student Admission Criteria

- The following criteria apply to any student who has completed more than 1 semester at any institution other than Elmhurst University.
- Minimum **science GPA of 3.0** and **cumulative GPA of 3.2** at the end of Spring semester *of application*.
- Copies of every University transcript for every institution attended.
- The following academic criteria must be met:
 - o Completion of twelve courses equivalent to
 - ☐ Science Prerequisites: CHM 101, CHM 103, BIO 107, BIO 108, and BIO 221.
 - ☐ Non-Science Prerequisites: ENG 105, ENG 106, PSY 210, PSY 315, PSY 327, MTH 345 (or PSY355), and one additional university-level mathematics course.
 - o A grade of C or better in every natural science and non-science prerequisite course. Students may repeat one science and one non-science course to remove a W or improve a grade of C or lower.
- A [completed application](#) which includes the following components:
 - o Student Information
 - o Required Documents:
 - ☐ One Written Sample
 - ☐ This sample is a one-page written personal statement answering the following questions in 250 words or less.
 - o In what ways is nursing a science-based, professional practice discipline?
 - o What makes you interested in a science-based, professional nursing career?
 - ☐ 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>
 - ☐ A copy of registration for all courses in progress at time of application
 - ☐ If applicable, written recommendation(s) from the director(s) of all previous nursing program(s) attended.
 - ☐ Documentation of a score of 75% or higher on all four sections of the Test of Essential Academic Skills (TEAS) Exam OR documentation of a score of 75% or higher of the following three sections of the HESI Admission Assessment (A2) Exam: Math, Reading, Anatomy & Physiology.
 - o Verification of Health Requirements

- o Letters of Recommendation
 - ☐ Please provide the contact information from two recent professors to request letters of recommendation. No more than one recommendation may come from a science professor.
- o Verification of Truthfulness
- o Signature of Certification
- Students will be required to maintain a minimum **3.0 cumulative GPA** throughout junior and senior years in the nursing program.

Appendix B. Admission Criteria for Online ABSN Program

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. Abnormal Psychology/Psychopathology
 - f. 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 C. Recommended Plans of Study

Campus BSN Program

Term	First Year:	Second Year:	Third Year:	Fourth Year:
Fall	FYS 100 (1) ENG 105 (1)* Composition I BIO 107 (1)* Human Anatomy and Physiology I CHM 101 (1)* General Chemistry (4 Credits)/16 semester hours	PSY 315 (1)* Lifespan Development BIO 221 (1)* Microbiology for Health Professionals MTH (110, 111, 121) (1) * AoK or Minor (1) (4 Credits)/16 sem hrs	NRS 321 (.75) Pathophysiology - Pharmacology I NRS 308 (1) Health Assessment & Foundations Lecture NRS 309 (1) Adult Health I NRS 300 (.5) Health Assessment & Foundations Lab NRS 303 (.75) Conceptual Basis of Professional Nursing Practice (4 Credits)/(16 sem hrs)	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 AoK or Test taking Strategies (3.5)/(14 sem hrs)
J-Term	Area of Knowledge (AoK) (1)	AoK or Minor (1) Application to Nursing Program HESI Exam	AoK or Test taking Strategies	AoK, Test taking Strategies, Peri-Op, Special Procedures
Spring	ENG 106 (1)* Composition II (<i>Developmental</i>) PSY 210 (1)* Introduction to Psychological Science BIO 108 (1)* Human Anatomy and Physiology II CHM 103 (1)* Elementary Organic and Biochemistry (4 credits)/16 sem hrs	MTH 345 or PSY 355 (1) * Statistics (<i>Quantitative Reasoning Tag</i>) PSY 327 (1)* Psychopathology AoK or Minor (1) AoK or Minor (1) (4 credits)/16 sem hrs	NRS 322 (.75) Pathophysiology - Pharmacology II NRS 315 (1) Adult Health II NRS 408 (1) Mental Health NRS 410 (1) Research and Evidence-based Practice AoK or Test taking Strategies (3.75-4.75)/(15-16 sem hrs)	NRS 411 (1.25) Synthesis: Adult Health III Complex Care NRS 412 (1.25) Synthesis: Community & Public Health Nursing NRS 414 (1) Synthesis: Ethical and Legal Practice AoK or Test taking Strategies (3.5)/(14 sem hrs)
Credits:	8 credits (32 semester hrs)	8 credits (32 semester hrs)	7.75 credits (31 semester hrs) (+ 1 AoK =8.75 (35 semester hrs))	7 credits (28 semester hrs) (+1 AoK = 8 credits (32 semester hrs))

* Indicates NRS Program Pre-requisite Course

Online ABSN Program

Semester 1 (enter either Fall or Spring)	Semester 3 (Summer or Fall)
NRS 321 (.75) Pathophysiology - Pharmacology I NRS 308 (1) Foundations NRS 309 (1) Adult Health I NRS 300 (.75) Health Assessment NRS 303 (.5) Conceptual Basis of Professional Nursing Practice (4 Credits)/(16 sem hrs)	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 (3.5)/(14 sem hrs)
Semester 2 (Spring or Summer)	Semester 4 (Fall or Spring)
NRS 322 (.75) Pathophysiology - Pharmacology II NRS 315 (1) Adult Health II NRS 408 (1) Mental Health NRS 410 (1) Research and Evidence-based Practice (3.75)/(15 sem hrs)	NRS 411(1.25) Synthesis: Adult Health III Complex Care NRS 412 (1.25) Synthesis: Community & Public Health Nursing NRS 414 (1) Synthesis: Ethical and Legal Practice <i>NRS 453 (.25) Test Taking Strategies</i> (4)/(15 sem hrs)

Appendix D. Simulation Center Agreement

The [Simulation Center Agreement](#) can be signed and uploaded to 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 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.

Signature:	
Date:	

Appendix E. Appearance and 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 first names only.
- The uniform for clinical sites will be the Department of Nursing and Public Health scrub top and pants.
- Clean, closed toed shoes and hosiery/socks are required. Socks **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. Social Media Usage 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 be 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 G. Health and Clinical Compliance Requirements

Check Item When Complete	Health Requirements
	Proof of Immunity to: - Measles, Mumps, Rubella (MMR) - Varicella Upload childhood vaccinations for these items. (Note, these are the only section you upload childhood vaccines) In Complio, there is one section titled MMR and a separate section for Varicella. You will upload your childhood vaccinations in 2 separate sections: MMR and Varicella. If you do not upload to both sections, they will remain “incomplete” and you will not be deemed compliant with this requirement. If you do not have proof of childhood vaccinations for MMR and/or Varicella, you will need to have a titer drawn. A titer is a lab test that requires drawing and analyzing your blood for antibodies that prove immunity.
	Hepatitis B Compliance starts with a titer. A titer is a lab test that requires drawing and analyzing your blood for antibodies that prove immunity to Hepatitis B. Childhood vaccinations DO NOT count here and should NOT be uploaded. Nurses, nursing students, and all healthcare workers should pay close attention to this category as there are special vaccination requirements for both your safety and that of patients. A positive titer means you have immunity to Hepatitis B and you are done with this requirement once you have uploaded your positive titer. A negative titer means your antibody levels are low, indicating that you are not immune to Hep B. You will need a <u>series of shots</u> followed by another titer to check for immunity. Hepatitis B has either a 3-dose <u>or</u> 2-dose series (this is dependent on the facility in which you receive your vaccines). Either of these series takes time (months, depending on which series you get) to complete and must include a repeat titer, so it is important to get this started early. You will be able to attend clinical time during the series, as long as you get your doses <u>on time and per the schedule</u>, including the follow-up titer 6 weeks after the last shot in the series. This link is a good resource for you.
	TB Test QuantiFERON Gold Blood Test, done annually. Some clinical sites require this completed within 90 days of starting a clinical rotation. Some clinical sites require a 2 step PPD Skin Test and you will be notified if that is required for your site.

	If you have had TB, you will be asked to complete a specific questionnaire to gain compliance for this category.
	Tdap Upload proof of vaccination within the past 10 years.
	Influenza Vaccine This is due by 10/1 each year you are in the program. Please do not receive this vaccine prior to August 1. There will be Flu shot clinics available on campus in September.
	Covid Vaccine Requirements vary by facility for this vaccine.
	Physical Examination
	Health Insurance Medical insurance is required. Scan and upload the front and back of your card. Health insurance is required in case of accident or injury in the clinical setting.
	Drug Screen (12 panel)
<i>Some of the above requirements can be completed at the Wellness Center (self-pay) on campus (the drug screen must be done through Complio).</i>	

Check Item When Complete	Non-Health Requirements
	1 - Order Required Uniforms and Equipment - Scrub Top and Bottom (2-3 sets recommended) from BSN/ABSN - Stethoscope* - Sphygmomanometer (Blood Pressure Cuff)* - Penlight with Pupil Gauge*
	2 - Shoes for lab and clinical (2) - Solid color if possible (preferably blue, black or white); non-porous material (no mesh or canvas). Can be gym shoes, nursing shoes, or regular leather with rubber bottoms. No open toe or open back clogs. Should be designated for lab and clinical.
	3 – Complete Vector Training Modules (3) • Hazard Communication: Right to Understand (GHS) • Health Insurance Portability and Accountability Act (HIPAA) • Bloodborne Pathogens
	Complete 5 Miscellaneous Forms - Sign and upload to Complio ✓ Domestic Curricular Travel ✓ Simulation Center Agreement ✓ Verification of Truthfulness ✓ Emergency Contact ✓ Handbook Review Policy (Reviewed during orientation)
	Background Check You will not need fingerprinting.
	CPR Certification

Appendix H. Information & Statement of Understanding Domestic Curricular Travel

The [Domestic Curricular Travel form](#) can be signed and uploaded to Complio.

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

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.

<i>Signature:</i>	
<i>Date:</i>	

Appendix I. Verification of Truthfulness

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 their state's 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 2026, 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 Baccalaureate Program Student Handbook.
- 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.

Signature:	
Date:	

Appendix J: Student Expectations and Improvement Plan

Elmhurst College

Student Expectations and Improvement Plan (SEIP)

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

Student:

Faculty:

Date:

Beginning Date of Plan:

Ending Date of Plan:

Nature of the Problem:

Removal from clinical area by Agency

_ Disrespectful or unprofessional classroom or clinical behaviors as reflected in the ***Professional Behaviors (Student Policies/ Student Handbook)***

_ Deficiencies in ***Professional Nursing Standards (Student Policies/ Student Handbook)***

_ Unprepared for clinical (e.g., lack of preparation, dress code violations, etc.)

_ Unsafe clinical practice (e.g., medication errors, inability to perform skills, practice outside scope as a nurse or a student, patient safety violations, etc.)

_ Inability to communicate effectively or appropriately with patients/clients, families, or staff

_ Repeated Absenteeism (Class/Clinical)

_ Repeated Tardiness (Class/Clinical)

_ Repeated deficiencies in written work (class/clinical)

_ Lack of follow up or completion of remediation plan

_____ Other: (please identify

Expanded description of the problem(s):

Requirements for overcoming the problem(s): What must student do (e.g., skills lab remediation, writing skills development, cease and desist tardiness/absenteeism/unprofessional/etc. activities, etc.

Students Comments:

Signatures: By signing below, you are stating that you understand the nature of the problem or behavior and agree with the remediation to correct this problem

Student _____ **Date_** _____

Faculty _____ **Date** _____

Lead Faculty Coordinator _____ **Date** _____

Faculty notes on progress: When an Improvement Plan is instituted, the student and faculty should meet again as needed to evaluate progress. Record faculty notes regarding meetings below.

APPENDIX K: Safe Student Reports New Occurrence Worksheet

New Occurrence Worksheet

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

11. Location of occurrence *(select one)*:
 - ☐ Classroom
 - ☐ Clinical Setting
 - ☐ Simulation Lab
 - ☐ Learning Lab
 - ☐ Other

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)*:

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

Student Information

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

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-event situations. *JONA*, 34(11), 531-538.

APPENDIX L: Sigma Global

Sigma (International Honor Society of Nursing) Student Membership Criteria

Founded in 1922 by six nursing students, Sigma Theta Tau International Honor Society of Nursing (Sigma) has more than 100,000 active members and 600 chapters at institutions of higher education and healthcare partners from Armenia, Australia, and Botswana to Thailand, the United States, and Wales. Sigma members include clinical nurses and administrators, academic nurse educators and researchers,

policymakers, entrepreneurs, and others working to fulfill the organization's vision of connected, empowered nurse leaders transforming global healthcare.

Elmhurst University Department of Nursing has the Zeta Beta Chapter. Formed on Apr 4, 1982, Zeta Beta Chapter is the 144th chapter established at the Honor Society of Nursing, Sigma Theta Tau International. The current president of Zeta Beta Chapter is Dr. Laury Westbury. The Zeta Beta chapter holds a formal induction ceremony every spring.

Sigma has very stringent membership criteria

Undergraduate Students must:

- have completed 1/2 (one half) of the nursing curriculum.
- achieve academic excellence.
- For universities/institutions of higher education that use a 4.0 grade point average system to measure academic achievement, baccalaureate students must have a cumulative grade point average (GPA) of at least 3.0. GPAs should be computed according to the policies of the university.
- rank in the highest 35 percent of the graduating class in scholarship.
- meet the expectation of academic integrity.

Students who meet the criteria will be invited to join during their last semester of their undergraduate nursing education.

Current membership cost is \$95 (chapter fee is \$15 and Sigma International fee is \$80)

For more info, go to <https://www.sigmanursing.org/why-sigma/about-sigma>

APPENDIX M– 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
American Samoa	Unable to determine

State	Status
Montana	Meets
Nebraska	Meets
Nevada	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

New Hampshire	Meets
New Jersey	Meets
New Mexico	Meets
New York	Meets
North Carolina	Meets
North Dakota	Meets
Northern Mariana Islands	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

[APPENDIX N: 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.

<i>Signature:</i>	
<i>Date:</i>	