



VILLANOVA
UNIVERSITY
College of Nursing

Undergraduate Handbook

2015 - 2016

College of Nursing Offices

Driscoll Hall – 610-519-4900

Learning Resource Center – 610-519-4925

Revised 7/15

The College of Nursing has incorporated professional standards of practice into Undergraduate and Graduate nursing curricula. Documents utilized for this purpose include but are not limited to:

ANA Standards of Clinical Nursing Practice
Essentials of Baccalaureate Education (AACN)
Essentials of Master's Education for Advanced Practice (AACN)
Domains and Competencies of Nurse Practitioner Practice (NONPF)
Curriculum Guidelines and Program Standards for Nurse Practitioner Education (NONPF)
Standards for Accreditation, Council on Accreditation of Nurse Anesthesia Educational Programs

While this handbook was prepared on the basis of the best information available at the time of publication, all information is subject to change without notice or obligation.

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The Student Handbook of the College of Nursing prepared by a committee of students and faculty is designed to provide you with information which will serve as a guide as you proceed through your academic program at Villanova.

The College of Nursing is approved by the State Board of Nursing of Pennsylvania and is accredited by the Commission on Collegiate Nursing Education*. The College maintains high standards and enjoys a fine reputation in the academic and professional community.

As a student, you represent the College of Nursing on campus and contribute to its public image. In addition to useful information concerning the curriculum, student activities, facilities in the college and resources available to you, this handbook contains useful information about your responsibilities. It is to your benefit to read it thoroughly and to keep it handy as a reference throughout your program. It will serve you well.

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FACT SHEET

Villanova University, located in the Philadelphia suburbs, is a co-educational institution founded in 1842 by the Augustinian Order of the Roman Catholic Church.

The College of Nursing was established in 1953, is approved by the State Board of Nursing of Pennsylvania, and is accredited by the Commission on Collegiate Nursing Education.

The student body of the College of Nursing numbers approximately 90 - 120 students per class.

The College of Nursing faculty has outstanding representation in local, state, and national professional organizations. Approximately 82% of the faculty is doctorally prepared.

Personalized attention is given to students through: an academic advisement system of 15-20 students per faculty member, and a faculty-student ratio of 1:8 students in the clinical agencies.

The College of Nursing is affiliated with more than 75 clinical and teaching agencies. These include large medical centers, community hospitals, extended care facilities, home health agencies, schools, industrial health centers, schools of nursing, senior citizen centers, and community health centers.

A state-of-the-art Learning Resource Center provides the latest in multi-media and materials, as well as clinical simulation labs for health assessment, adult health, maternal/child health, anesthesia, and critical care. Full-time staff is employed to coordinate the center. Videotaping of students augments individualized learning and evaluation.

In 1981, the College of Nursing instituted a Master's Degree Program in Nursing designed to prepare students for leadership roles in nursing. The program has grown dramatically over the years in response to trends in health care and changing health care needs in society. From its early emphasis on the preparation of administrators and educators, the Graduate Program has expanded to prepare nurses for advanced practice roles as nurse practitioners and nurse anesthetists for an ever-changing health care environment. The Program's reputation for quality is reflected in the graduates and the roles they assume. Recently, U.S. News and World Report ranked the Graduate Nursing Program among the "top 50" Graduate Nursing Programs in the country. Part-time and full-time study is available.

In 2003, the College of Nursing admitted its first students to an accelerated program specifically designed for college graduates with degrees in other disciplines. The *BSNExpress* incorporated the standard components of the

nursing program in a concentrated time frame that begins in May of each year and ends in August of the following year.

In 2004, the College of Nursing initiated a Doctoral Program and awards a Ph.D. in Nursing. The program is designed to prepare nurses as educators and researchers for academic careers in higher education. In 2012, a Doctor of Nursing practice (DNP) was initiated for advanced practice nurses such as nurse practitioners, registered nurses, anesthetists, clinical nurse specialists, and certified nurse midwives. Although, RN students can complete their BSN program on campus since 1953, in 2013, an online RN-BSN program was initiated.

A nationally accredited Program of Continuing Education offers a wide variety of workshops, seminars, conferences, and short courses to over 700 nurses each year.

An Annual Distinguished Lecture in Nursing is very well attended by the Philadelphia area nursing community. Recent speakers have included: Ann Wolbert Burgess, D.N.Sc, F.A.A.N, Mary Naylor, Ph.D, R.N., F.A.A.N and Leslie Mancuso, Ph.D, R.N., FAAN, and Martha Hill, PhD, RN, FAAN.

There are many opportunities for student involvement in academic professional, and honors organizations. Examples include: The Undergraduate Nursing Senate, Student Nurses' Association of Pennsylvania (S.N.A.P.), Chi Eta Phi, Nurses Without Borders, Sigma Theta Tau (Alpha Nu Chapter), the graduate nursing organization (The Network) and the Omani Student Association. Students are active participants in all areas of the university.

Villanova graduates are sought after by employers of nurses in all parts of the country.

ABOUT THE COLLEGE -----

Since 1953, the College of Nursing of Villanova University has prepared graduates whose contributions influence the direction and values of health care delivery in an ever-changing society.

The College holds the belief that professional nursing provides a significant service to society through its concern with the promotion, maintenance and restoration of health.

Baccalaureate education prepares individuals for professional nursing practice in a variety of health settings and for continuous personal and educational growth, including entrance into graduate education in nursing.

The College of Nursing offers a program of study leading to the degree of

Bachelor of Science in Nursing. The program integrates a liberal education with the ideals, knowledge, and skills of professional nursing practices under the direction of qualified faculty.

The College of Nursing is approved by the State Board of Nursing of Pennsylvania, and is accredited by the Commission on Collegiate Nursing Education¹.

Upon completion of the prescribed program of study, graduates are eligible to take the State Board Examination (NCLEX) for licensure as a professional registered nurse.

Programs leading to a Master's Degree in Nursing, a Ph.D. in Nursing and a DNP in Nursing are also offered through the College of Nursing.

In 2008, College of Nursing moved to its new home in Driscoll Hall.

¹ All nursing programs in Pennsylvania are periodically reviewed and revisited by the State Board of Nurse Examiners for purposes of State approval. Accreditation is renewed every ten years by the Commission on Collegiate Nursing Education. In preparation for accreditation, a comprehensive report is written by faculty with student participation and the American Association of Colleges of Nursing representatives visit campus.

The College of Nursing, cognizant of the diverse learning needs of individuals engaged in nursing practice, education and the administration of nursing and health care services, addresses these concerns through its Program in Continuing Education. A wide variety of workshops, seminars, conferences, and short courses are offered by experts in the field. Through this program, the College of Nursing collaborates with health practitioners and agencies in advancing and maintaining the quality of health care for people.

COLLEGE OF NURSING MISSION STATEMENT

The College of Nursing is a tangible expression of Villanova University's mission, tradition, and commitment to human service. As a major school of nursing under Catholic auspices, it carries responsibility for the education of nurses within the framework of Christian beliefs and values and the heritage of the Order of St. Augustine. The College of Nursing interprets nursing as a healing ministry emanated by love and demonstrated through service and the care of others. As a healing art as well as an applied science and practice discipline, nursing as taught at Villanova University emphasizes the concern for spiritual health as well as that of mind and body. Curricula reflect the integration of these elements and their application in clinical practice, and concern for others regardless of race, ethnicity, or religion. The College of Nursing educates individuals for service to a diverse society including all sectors and strata of the population; as such, graduates are prepared to assume roles in all settings where health care is delivered.

Within this context, nursing draws its worth and spirit from motives based on love of one's fellow men and women who are made in the image and likeness of God. As a social service to the community, nursing responds to the needs of the sick, poor and disabled, and promotes wellness as the pre-eminent goal of nursing care. The practice of nursing within a Christian environment requires that those who nurse recognize and respect the needs of each person and that they teach while they nurse in order to assist their patients and the community to achieve the highest possible level of wellness of body, mind, and spirit.

The College of Nursing, consistent with the mission of Villanova University, assumes responsibility for the education of individuals who will be prepared to provide a vital service to society and who are liberally educated, clinically competent, compassionate, and ethically motivated. The college is committed to providing high quality education in the liberal arts and sciences and expert preparation in the knowledge and clinical skills of professional nursing to qualified individuals who must be prepared and empowered to confront the health care demands of a complex and technologically advanced society.

The College views itself as an important locus of education, scholarship, and organizational leadership within Nursing's professional and educational communities. It views with great seriousness its prominent role within the constellation of collegiate nursing programs under Catholic auspices.

The College awards the baccalaureate in nursing (BSN) and provides basic preparation in nursing to those who are studying for the first professional degree in the field. Such students include high school graduates with no prior college experience, registered nurses who have not yet attained the baccalaureate, college graduates with degrees in other disciplines who have made a decision to study nursing, and adults who are studying for their first college degree.

The Graduate Program awards the master's degree in nursing (MSN) and provides preparation and leadership development in selected areas of advanced nursing practice, development of research skills, and knowledge of health policy. In addition, course options prepare individuals for positions as administrators of nursing and health services, educators, nurse practitioners, and nurse anesthetists.

The Graduate Program administers the doctor of philosophy degree in nursing (PhD), which is designed to prepare nurses as educators and researchers for academic careers in higher education. The Doctoral Program at Villanova is unique in that it focuses on the application of advanced nursing knowledge and scholarly inquiry that address professional and practice concerns related to the learning process.

The Graduate Program also administers the Doctor of Nursing Practice Degree in Nursing (DNP) which is a practice focused doctoral program designed for the Post Masters Advance Practice Registered Nurses (APRNs) to lead innovation in nursing practice and healthcare.

The Program in Continuing Education is committed to providing quality programs that enhance the professional growth and update the knowledge base of nurses, other health care professionals, and the public on topics related to health care.

The College of Nursing's emphasis on education in values and ethical principles is a pervasive and central theme and emanates from the Catholic and Augustinian tradition of the University. The faculty are expected to serve as role models and mentors for the professional development of students in the exercise of their academic responsibilities.

Revised May 2012

COLLEGE OF NURSING GOALS

1. To serve the health needs of society through the education of competent nurses prepared at the undergraduate and graduate levels and through the provision of continuing education for practicing nurses all of whom value evidence-based practice.
2. To enhance the intellectual life and scholarly productivity of the College of Nursing.
3. To assure quality in instruction and student performance.
4. To provide leadership to the profession in the area of ethics, human values, and spiritual dimensions of health care.
5. To ensure the economic viability of the College through cost effective operations and increased extramural funding.
6. To contribute to the goals of the university in the areas of academic excellence, technology, faculty development, student life, and service to the internal and external communities.
7. To foster a spirit of collaboration, community, and respect within the context of Catholic, Augustinian values.
8. To encourage professionalism among students through academic and co-curricular activities.
9. To continue to implement global and international health experiences with diverse populations and cultures.

May 2009: EB

COLLEGE OF NURSING PHILOSOPHY

The Philosophy of the College of Nursing is in accord with the Philosophy of Villanova University as stated in its Mission Statement. While the Philosophy is rooted in the Catholic and Augustinian heritage of the university, the College of Nursing is welcoming and respectful of those from other faith traditions. We recognize human beings as unique and created by God. The faculty believes that human beings are physiological, psychological, social and spiritual beings, endowed with intellect, free will and inherent dignity. Human beings have the potential to direct, integrate, and/or adapt to their total environment in order to meet their needs.

The faculty believes that health is a state of physiological, psychological, social and spiritual well-being and not merely the absence of disease. Human beings do not assume a fixed position of health, but have the potential for moving

between wellness and illness in multiple dimensions. The faculty believes that health care is a right and they respect individuals' decisions related to their health care.

Nursing is a dynamic profession. Its focus is to assist individuals, families, and communities locally and globally at all points in the life cycle to maintain, restore and/or promote health. The nurse, as an accountable agent of health care, uses the nursing process to fulfill various functions of nursing: health promotion, health teaching, health counseling, and managing and providing nursing care. The nursing process involves assessing, planning, implementing and evaluating both the need for nursing care and the outcomes of nursing interventions. The faculty believes that the nursing profession is ever changing. Nurses are actively involved in planning and implementing changes enhanced by technology in nursing practice. Nurses act as catalysts in stimulating deliberate and conscious planning for the improvement of society's health care through the use of evidence-based practice. Nurses serve as change agents and emerge as full partners, with other health disciplines, in leading and shaping health policy for a diverse, multicultural society and in functioning as advocates for the health care consumer.

The faculty believes that education provides students with opportunities to develop habits of critical, constructive thought so that they can make discriminating judgments in their search for truth. This type of intellectual development can best be attained in a highly technologic teaching-learning environment that fosters sharing of knowledge, skills and attitudes as well as scholarship toward the development of new knowledge. The faculty and students comprise a community of learners with the teacher as the facilitator and the students responsible for their own learning.

The faculty believes that the professional nurse is educated in an institution of higher learning which grants a Baccalaureate Degree in Nursing. Furthermore, the faculty believes that this educational program is an initial step in the ongoing process of continuing professional education and development. Through its Undergraduate Program, the Villanova University College of Nursing educates generalists who are prepared to practice nursing and demonstrate leadership in a variety of settings. The Graduate Program has as its priority the preparation of nurse educators, administrators, and advanced practice nurses. Master's degree graduates are educated to provide leadership and are qualified to enter doctoral programs. The Doctoral Program has as its focus the preparation of teacher-scholars.

May 2009: EB

ABOUT THE CURRICULUM -----

ORGANIZING FRAMEWORK FOR THE COLLEGE OF NURSING: CORE NURSING KNOWLEDGE FOR THE 21ST CENTURY

Villanova University College of Nursing has a distinguished history of educating baccalaureate prepared nurses and is committed to facilitating student learning, research, and professional practice. The Organizing Framework of the undergraduate curriculum, entitled *Core Nursing Knowledge for the 21st Century*, reflects the mission of Villanova University, Catholic Augustinian values and traditions, and is congruent with the University Strategic plan. We maintain our commitment to academic excellence through the incorporation of professional standards of nursing education and practice that guide present and future nursing education locally, nationally, and globally. The curriculum was developed using current evidence and a design that reflects student-centered approaches and innovative teaching and learning strategies. This curriculum continues the rich heritage of the College of Nursing's excellence in nursing education for our students and graduates to minister to patients, families, and the global community.

The interrelated elements of the Organizing Framework are based on the College of Nursing Philosophy and consist of *Foundational Knowledge*, *Core Nursing Knowledge*, and *Core Nursing Competencies*. These are necessary for the *Professional Formation* of Villanova nurses who, based on the principles of Catholic Social Teaching (CST), are competent, compassionate, inclusive, and motivated by a spirit of inquiry. *Foundational Knowledge* is grounded in liberal arts, sciences, and ethical precepts. *Core Nursing Knowledge* includes application of health promotion, disease prevention, and disease and care management concepts for individuals, families, communities, and populations throughout the world with attention to human dignity, rights and responsibilities, social justice, and solidarity in an interdependent world. The study of quality and patient safety, genetics, global health issues, health care policy, economics and the regulatory environment are integral to the *Core Nursing Knowledge*. *Core Nursing Competencies*, based upon the Quality and Safety for Nurses (QSEN) recommendations (Cronenwett, et.al, 2007), are the outcomes achieved by the graduate nurse from Villanova University that include evidence-based practice, patient-centered care, clinical reasoning, patient care skills, spiritually-centered care, cultural humility, information technology, and communication.

The curriculum fosters the *Professional Formation* and role transition of the student to the graduate nurse. The Villanova Nurse exemplifies professional values, accountability, social responsibility, advocacy, leadership, collegiality, interprofessional collaboration, scholarly analytical skills, and a service orientation. *Professional Formation* is the tangible expression of Villanova University's mission, tradition, and commitment to scholarly inquiry and human service. A Villanova nurse is an intellectually prepared, politically engaged, and globally-centered graduate ready to meet the

healthcare needs of individuals, families, and communities locally and globally.

In keeping with Villanova University's Catholic Augustinian values, "Veritas, Unitas, Caritas" (truth, unity, love), the curriculum fosters lifelong learning, moral reflection, and commitment to service. The curriculum develops and nurtures the whole nurse intellectually, emotionally, spiritually, culturally, and socially in a global environment that respects all individuals and communities. The undergraduate curriculum provides a foundation for graduate study in nursing. Villanova University College of Nursing graduates are a diverse community of scholars, united and dedicated to the highest academic and professional standards.

Foundational Knowledge

Graduates of the Villanova University baccalaureate nursing program are prepared through a curriculum rooted in the liberal arts and sciences that reflects the Augustinian mission and values-based tradition that is the hallmark of a Villanova education. As described in the AACN Essentials of Baccalaureate Education for Professional Nursing Practice (2008), a liberal arts education supports the graduate's ability to integrate knowledge from the arts and sciences to provide humanistic, quality care. Foundational knowledge is gained from courses selected from among the liberal arts, physical and biological sciences, behavioral and social sciences, philosophy and ethics. These courses expand students' exposure to other disciplines, facilitate their conversance with the world of ideas, and contribute to their development as liberally educated persons. They strengthen oral and written communication skills, foster respect for human dignity, facilitate the ability to think critically, inform self-development, and encourage an understanding of diversity and global challenges, essential to current and future nursing practice.

Core Nursing Knowledge

Graduates of the Villanova University baccalaureate nursing program are prepared to integrate an extensive core of nursing knowledge into professional practice. Using evidence-based knowledge, which includes genetics, pharmacology, pathophysiology, and nutrition, graduates make informed clinical decisions to assure quality patient outcomes. Graduates respond decisively to changes in the health care environment using knowledge of health care policy, economics, finance and regulatory issues that affect patient care and professional practice. Graduates provide quality care and leadership in health promotion, disease prevention and disease and care management of individuals, families, communities, and populations locally, nationally, and globally. Incorporated in the curriculum are experiences that develop an awareness of and an ability to respond to the global health care environment, including how current trends and issues such as, communicable and non-communicable diseases, health disparities and care of vulnerable populations, and genomics influence the delivery of nursing care. This core nursing knowledge prepares graduates as leaders within the health care system to care

for those acute illness and chronic conditions.

Definitions for Core Competencies (Outcomes)

The core competencies are the concepts that inform and guide the scope of the curriculum. These core nursing competencies include: evidence-based practice, patient-centered care, clinical reasoning, patient care skills, spiritually-centered care, cultural humility, information technology and application of patient care technology, and communication.

Evidence-based Practice

Professional practice that integrates the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (IOM, 2003b, cited in AACN Essentials, 2008; Cromwell, et al., 2007).

Patient-centered Care

Nursing care that recognizes the patient and family as a full partner and a source of control in decision making regarding health and wellness, and respects patient's preferences, values, and needs (IOM, 2003b, cited in AACN Essentials, 2008; Cromwell, et al., 2007).

Clinical Reasoning

The process used to assimilate information, analyze data, and take into account the context and concerns of the patient and family, as a clinical situation changes, to make decisions regarding patient care that fosters optimal outcomes (Benner, 2010; Simmons, Lanuza, Fonteyn, & Hicks, 2003 cited in AACN Essentials, 2008).

Patient Care Skills

The physical and psychosocial interventions that ensure the efficient, safe, and compassionate delivery of patient care (AACN Essentials, 2008).

Spiritually-centered care

Nursing care that, grounded in the principles of Catholic Social Teaching (CST), acknowledges the integration of body, mind, and spirit as they relate to health, and a sense of connection to self, others, and a higher power (American Nurses Association and Health Ministries Association, 2005, p.38, cited in AACN Essentials, 2008).

Cultural Humility

The provision of culturally sensitive care including openness, appreciation, acceptance, and flexibility; entails developing a respectful partnership with diverse individuals, groups and communities, and a life-long commitment to self-reflection (Trevalon & Murray-Garcia, 1998 as cited in AACN Essentials, 2008).

Information Technology and Application of Patient Care Technology

Patient-centered care that uses information and technology to communicate, manage knowledge, support decision-making, and mitigate error for optimal health care (AACN Essentials, 2008; Cromwell, et al., 2007).

Communication

The sharing of appropriate verbal and written information with patients, families, and members of the health care team to achieve quality, patient centered-care, which includes effective non-verbal behaviors (Cromwell, et al., 2007).

Professional Formation

The hallmark of Villanova nursing graduates includes the following aspects of professional formation: professional values, accountability, social responsibility, advocacy, leadership, collegiality, interprofessional collaboration, role transition, scholarly analytical skills, and service orientation.

Professional values

Professional values involve acting with honesty and integrity. Honesty and acting ethically are two key elements of professional behavior, which have a significant impact on patient safety (AACN Essentials, 2008).

Accountability

Accountability "means to be answerable to oneself and others for one's own actions" (ANA, 2001, p. 16). Accountability is grounded in fidelity and respect for the patient.

Social responsibility

Social responsibility is a commitment, which motivates nurses to promote local, national, and international efforts to meet health care needs; this is based upon a moral and ethical perspective for the greater good.

Advocacy

Advocacy is characterized by the nurses' respect for human dignity, nurses' primary commitment to the patient, and nurses' protection of patient privacy (2011 ANA Code of Ethics, Provision 3). This reflects attention to vulnerable populations with responsiveness to health disparities.

Leadership

Leadership is a "complex, multifaceted phenomenon [that involves the elements of] vision, communication skills, change, stewardship, and developing and renewing followers" (Grossman & Valiga, 2000, p. 11). Basic nursing leadership includes an awareness of complex systems and the impact of power, politics, policy, and regulatory guidelines on these systems (AACN Essential II: Basic Organizational and Systems Leadership for Quality Care

and Patient Safety).

Collegiality

Collegiality is the collaboration, cooperation and recognition of the interdependence among members of the nursing profession. This is demonstrated by supporting, assisting, mentoring and serving as role models for other nurses and nursing students.

Interprofessional collaboration

Interprofessional collaboration is the process through which nurses and other members of the health care team work together to achieve quality patient care through shared decision-making, open communication and mutual respect.

Role transition

Role transition is the process through which graduate nurses mature into the professional role through formal education, mentoring, and clinical experience.

Scholarly Analytical Skills

Scholarly analytical skills involve identification of practice issues, appraisal and integration of evidence and evaluation of outcomes. Reliable evidence is used to inform practice and make clinical judgments (AACN, 2008).

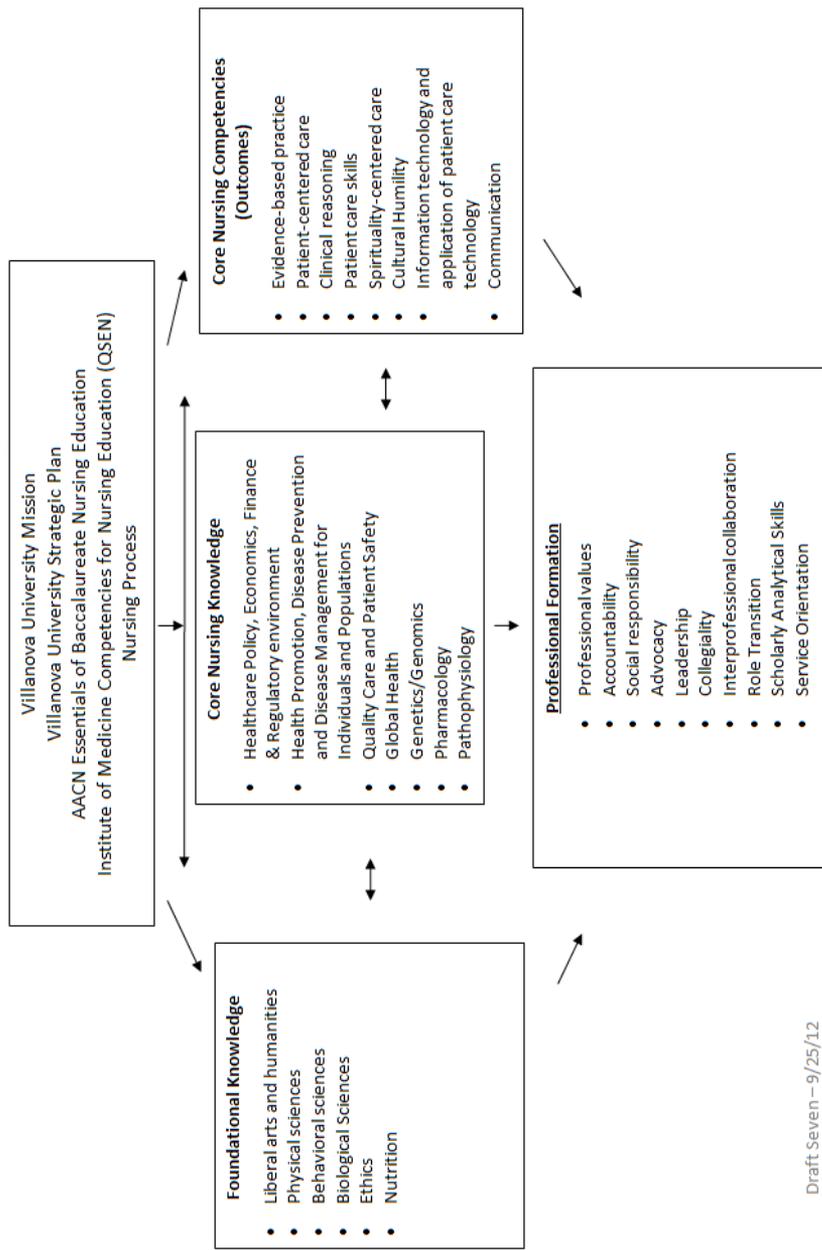
Service Orientation

Service orientation includes service both locally and globally, to learn from others, provide public service to the community, and the profession, and help create a more sustainable world.

7/30/12

Organizing Framework for the College of Nursing
Core Nursing Knowledge for the 21st Century

Model uses a 3-pronged approach to the Curriculum Revision: content, learning experiences, and teaching strategies



BSN PROGRAM OUTCOMES

At the completion of the program, the student will be able to:

1. Value the uniqueness and diversity among individuals through the study of various disciplines and cultures within the context of Catholic Augustinian ideals.
2. Synthesize current, relevant sources of evidence to implement evidence-based nursing practice.
3. Deliver safe, competent, and compassionate, patient-centered care with attention to quality improvement.
4. Using the nursing process to provide patient-centered care based on sound clinical reasoning.
5. Apply information and technology to provide optimal healthcare for individuals, groups, communities, and populations.
6. Provide respectful care that is culturally sensitive and spiritually-based to diverse individuals, groups, communities, and populations with particular attention to meeting the needs of vulnerable populations and those experiencing health disparities.
7. Incorporate a variety of modalities to communicate effectively to achieve quality, patient-centered care.
8. Demonstrate leadership to enhance health care outcomes, influence health policy and advance the nursing profession.
9. Internalize the values and ethics of the nursing profession, which includes advocacy, global awareness, accountability, social responsibility, and collegiality.
10. Demonstrate scholarly, analytical skills to advance the science of nursing.

10/11/12

Villanova University
College of Nursing
Undergraduate Curriculum Plan
Traditional Four Year BSN Students

| <u>Freshman (Fall)</u> | <u>Credits</u> | <u>Freshman (Spring)</u> | <u>Credits</u> |
|---|----------------|--|----------------|
| NUR 1102: Introduction to Professional Nsg | 2 | NUR 1104: Introduction to Professional Nsg Practice | 2 |
| Augustine Cultural Seminar 1000: Ancients | 3 | Augustine Cultural Seminar 1001: Moderns | 3 |
| THL 1000: Christian Faith & Life | 3 | ENG 1050: The Literary Experience | 3 |
| PSY 1000: General Psychology | 3 | PHI 1000: Knowledge Reality, Self | 3 |
| CHM 1131: General Chemistry I | 3 | SOC 1000: Introduction to Sociology | 3 |
| CHM 1103: General Chemistry Lab I | <u>1</u> 15 | CHM 1134: General Chemistry II | 3 |
| | | CHM 1108: General Chemistry Lab II | <u>1</u> 18 |
| | | | |
| <u>Sophomore (Fall)</u> | <u>Credits</u> | <u>Sophomore (Spring)</u> | <u>Credits</u> |
| NUR 2204: Hlth Assessment | 2 | NUR 2206: Essentials of Nsg Practice | 2 |
| NUR 2205: Practicum in Hlth Assessment I | 1 | NUR 2207: Practicum in Essentials of Nsg Practice | 2 |
| BIO 1205: Human Anatomy & Physiology I | 4 | NUR 2810: Research & Scientific Evidence in Nsg Practicum | 3 |
| BIO 1181: Cell Biology & Genetics | 3 | BIO 1206: Human Anatomy & Physiology II | 4 |
| PSY 3200: Human Development | 3 | *Elective | 3 |
| NTR 2120: Principles of Nutrition (OR MAT 1250: Statistics in Hlth Care Res OR *Elective) | <u>3</u> 16 | MAT 1250: Statistics in Hlth Care Res (OR NTR 2120: Principles of Nutrition) | <u>3</u> 17 |

Villanova University
 College of Nursing
 Undergraduate Curriculum Plan
 Traditional Four Year BSN Students

| <u>Junior (Fall)</u> | <u>Credits</u> | <u>Junior (Spring)</u> | <u>Credits</u> |
|---|----------------|--|----------------|
| NUR 3114: Nsg Care of Adults & Older Adults | 6 | NUR 3118: Nsg Care of Women & Childbearing Family | 3 |
| NUR 3115: Practicum in Nsg Care of Adults & Older Adults | 6 | NUR 3119: Practicum in Nsg Care of Women & Childbearing Families | 3 |
| NUR 3030: Concepts in Pharmacology | 3 | NUR 3120: Psychiatric & Mental Hlth Nsg | 3 |
| NUR 3108: Pathophysiology | <u>3</u> 18 | NUR 3121: Practicum in Psychiatric & Mental Hlth Nsg | 3 |
| | | NUR 3122: Imperatives for Global & Public Hlth | 3 |
| | | PHI 2115: Ethics for Hlth Care Professionals | <u>3</u> 18 |
| | | | |
| <u>Senior (Fall)</u> | <u>Credits</u> | <u>Senior (Spring)</u> | <u>Credits</u> |
| NUR 4104: Nsg Care of Adults & Older Adults with Complex Hlth Prob | 3 | NUR 4112: Hlth Promotion & Home Hlth in the Community | 3 |
| NUR 4105: Practicum in Nsg Care of Adults & Older Adults with Complex Hlth Prob | 3 | NUR 4113: Practicum in Hlth Promotion & Home Hlth in the Community | 5 |
| NUR 4108: Nsg Care of Children & Adolescents | 3 | NUR 4116: Leadership & Mgmt in Hlth Care | 2 |
| NUR 4109: Nsg Care of Children & Adolescents | 3 | NUR 4117: Field Work in Leadership & Mgmt in Hlth Care | 3 |
| NUR 4114 Nsg & Hlth Policy | 2 | NUR 4200: Seminars in Selected Topics | 1 |
| *Elective | <u>3</u> 17 | *Elective | <u>3</u> 17 |
| Total Credits | | | 136 |

* Students are required to select three electives courses: One upper level theology (in addition to THL 1000), one Social Studies (history, political science, or economics) and one free elective in an area of the students' interest.

REQUIRED COURSES:

CHEMISTRY

8 required credits must be taken in freshman year prior to sophomore biology courses.

**AUGUSTINE AND CULTURE:
THE VILLANOVA SEMINAR**

6 required credits specified as ACS 1000 and ACS 1001 and must be taken in freshman year.

ENGLISH

3 required credits are usually taken in the freshman year.

PSYCHOLOGY

6 credits are specified on the plan and must be completed prior to the junior year.

THEOLOGY

3 credits specified as THL 1000 and taken in the freshman year. 3 additional elective credits may be taken at any level in the program.

SOCIOLOGY

3 credits specified as SOC 1000.

PHILOSOPHY

3 credits specified as PHI 1000.
3 credits specified as PHI 2115 and taken only in junior or senior year.

STATISTICS

3 credits of statistics usually taken in the sophomore year.

ELECTIVE COURSES:

These may be placed at various points of your program.

SOCIAL STUDIES

3 elective credits – choice of history, political science or economics.

FREE ELECTIVE

3 credits may be taken at any time in the program (Unspecified) and should enhance your personal and professional growth.

GLOBAL HEALTH MINOR

The College of Nursing offers a Global Health Minor which aims to educate students about the factors that influence health and the inter-disciplinary response to addressing global health challenges. The minor is open to all undergraduate students who are sophomore level or above. Minor consists of 15 credits which includes required and elective classes. Students who wish to participate in the Global Health Minor must meet with the Global Health Minor advisor, currently the Director of the Center for Global and Public Health in the College of Nursing, to discuss their course of study to assure that the student is able to meet all requirements.

ABOUT THE FACULTY ----

Faculty members facilitate learning, evaluate, and advise students in the College of Nursing concerning their academic and professional growth. A faculty advisor is assigned to each student upon entry into Villanova University College of Nursing. That faculty member serves as the student's advisor throughout the student's college program. It is the student's responsibility to seek out his/her advisor for consultation related to plans for course of study, academic difficulties, and special problems that may arise.

All faculty members are masters prepared and the majority has doctorates. Faculty is actively involved in professional and community organizations such as the American Nurses' Association and National League for Nursing. Each has a particular area of clinical expertise from which he/she draws examples to enhance the student's learning. The faculty serves as resource people in both the classroom and clinical settings using lecture, discussion, group presentation and small group study, and by acting as role models. It is the student's responsibility to read, study and question further to enhance individual knowledge and to become a well-prepared, professional nurse.

Faculty members evaluate students in classroom and clinical settings. Examples of evaluative methods used in the classroom include essay and objective tests, scholarly papers, presentations, projects and participation in class. Clinical evaluations measure the student's ability to implement theoretical concepts in the clinical setting and the quality of performance determined by clinical preparations and work presentations, written work and projects.

Students are encouraged to contact professors if they have any questions concerning course work.

ADMINISTRATION OF THE COLLEGE OF NURSING

In addition to the Dean, Associate Dean, and Assistant Dean for Administration, Assistant Deans and Program Directors carry responsibility for the management of the academic programs. Questions concerning courses in the College of Nursing should be directed to the appropriate program director.

ADVISEMENT SYSTEM

Every student entering the College of Nursing is assigned a faculty advisor. It is the responsibility of the student to contact his/her advisor prior to each registration period and if he/she is experiencing any academic difficulty. Each student must take responsibility to meet with his/her advisor on an ongoing basis. This assures that academic requirements are fulfilled in the appropriate sequence. Advisors are available during posted office hours or by appointment. The names of the advisors are available from the secretaries at the College of Nursing. If the student experiences difficulty in contacting his/her advisor, there is a Nursing Student Resource Advisor available to see a student during regular office hours. The Program Directors, Assistant Dean for Administration, Associate Dean, and Dean may also be contacted. The student has the opportunity to seek advisement from a faculty member other than his/her designated advisor.

THE VALUE OF KNOWING YOUR ADVISOR

In addition to the academic planning, it is to the student's benefit to know his/her advisor. When you require references for employment purposes, advanced study following graduation and letters of support related to campus-wide activities, it is your advisor who should be asked to assist you. It is to your advantage to update your student folder on a yearly basis with your advisor. List the many activities and achievements you have earned during each academic year as this will assist your advisor in presenting a total picture of your career as a student. Advisors want to know who you are. Meet with them often. They are interested in you.

ABOUT POLICIES AND PROCEDURES -----

Policies and procedures of the University and the College of Nursing are designed to assist you in your progression through your academic program. The Villanova University Catalog, the College of Nursing Handbook and the University Student Handbook (The Blue Book) all contain vital information with which you should become familiar. **You are held responsible for knowing and meeting the requirements that they contain. As a college student, you are expected to take major responsibility in planning and participating actively in your learning. Guidelines have been developed to assist you in the process.**

ACADEMIC REQUIREMENTS FOR RETENTION AND GRADUATION

In addition to passing all courses taken, the student is also required to maintain a specified average leading to graduation with a college degree. The average is derived from the grades and credit hours of the courses taken and is known as the quality-point average. It is determined by multiplying the number of credits for each course attempted by the allotted quality points for the grades received and dividing the total quality points by the total credit hours attempted. Quality points for grades are as follows: A, 4; A-, 3.67; B+, 3.33; B, 3.0; B-, 2.67; C+, 2.33; C, 2.00; C-, 1.67; D+, 1.33; D, 1.00; D-, 0.67.

| | | | |
|----------------|----|---|----------|
| Grading Scale: | A | = | 93 - 100 |
| | A- | = | 90 - 92 |
| | B+ | = | 87 - 89 |
| | B | = | 83 - 86 |
| | B- | = | 80 - 82 |
| | C+ | = | 77 - 79 |
| | C | = | 73 - 76 |
| | C- | = | 70 - 72 |
| | D+ | = | 67 - 69 |
| | D | = | 63 - 66 |
| | D- | = | 60 - 62 |
| | F | = | Below 60 |

ACADEMIC POLICIES

Students are expected to abide by the policies and professional standards established by the College of Nursing. The College of Nursing reserves the right to change program requirements without prior notice to reflect advances in the professional field. If a student withdraws from the College of Nursing and is readmitted at a later date, the requirements in effect at the time of readmission will be applied.

1. A grade of "C" or better must be attained in all nursing courses for progress in the nursing major.
2. Students must achieve an examination average of 73% or better in all nursing theory courses that are paired with a lab or parallel clinical course. The course numbers are: NUR 2204, NUR 2206, NUR 3114, NUR 3118, NUR 3120, NUR 4104, NUR 4108, NUR 4110, and NUR 4112. The student must also achieve a 73% or better in the overall course grade.
3. Only one nursing course may be repeated in the curriculum prior to dismissal from the program.
4. A required course may be repeated once prior to dismissal from the

program.

5. *BSNExpress* students who receive less than a "C" in a nursing course may continue to pursue a BSN in the traditional BSN program.
6. Students must complete, in sequence, the required lower division courses, with a Q.P.A. of 2.5 in order to advance to junior level courses with a clinical component, ie: NUR 3114-3115.
7. Students must successfully complete, in sequence, courses in the nursing major as indicated in the curriculum plan.
8. The College of Nursing reserves the right to place on probation or withdraw any student whose performance is deemed unsatisfactory.
9. Students for whom English is not their primary language and/or not the language spoken in the home or in the family of origin are encouraged to bring a non-medical translation dictionary to their examinations and may be given extended time for tests. Students are expected to self-identify to faculty as soon as possible at the beginning of each course.
10. International students, who are in the BSN program or RN completion program but who are not expatriates residing permanently or working in the United States and will not sit for NCLEX but return to their countries, **may** have the progression policies suspended, on a case by case basis, by action of the Dean of the College of Nursing and upon formal recommendation of the Program Director.
11. Preparation for Registered Nurse Licensing Examination:
 - a. Students enrolled in the baccalaureate program leading to initial licensure as registered nurses are required to take a national licensing exam (NCLEX-RN) after completion of the baccalaureate degree. For the purpose of preparing students for this examination, standardized tests are administered and evaluated as part of final course grades beginning in the sophomore year; test costs are assumed by the student.
 - b. All senior nursing students are required to demonstrate successful achievement on a designated predictive NCLEX-RN readiness assessment examination prior to graduation. This examination, in combination with any required remediation, must be successfully completed as a prerequisite to certification by the College as part of the application process for state licensure.

PROBATION

A student is placed on academic probation in the College of Nursing when:

1. A required course is failed.
2. A grade less than "C" is earned in science or nursing courses.
3. The Q.P.A. is below 2.0 in any given semester.

A student on academic probation will normally be allowed only one semester to achieve the required quality-point average. While on academic probation the student is limited to a schedule of four courses, is ineligible to participate in all extracurricular activities, and must complete a mandatory intervention plan. Students who do not complete the plan will remain on academic probation.

Only credits earned within Villanova University or in formally approved inter-institutional programs will be considered in determining the cumulative quality-point average. Credits and grades earned in the summer at other colleges are not counted in the quality point average.

To qualify for a bachelor's degree, a student, in addition to completing all the studies prescribed for the degree sought, must earn a cumulative quality-point average of at least 2.00. The record of any student falling below 2.00 in any given semester will be reviewed by the Academic Standing Committee for appropriate action. The general guidelines for committee deliberations are as follows:

| | | |
|-----------------------------------|----|--------------------------------|
| Subject to probation or dismissal | -- | All students less than 2.00 |
| Subject to dismissal | -- | Seniors with less than 2.00 |
| | | Juniors with less than 1.95 |
| | | Sophomores with less than 1.80 |
| | | Freshmen with less than 1.60 |

Satisfactory progress toward the degree, as delineated above, is not to be equated with being a student in good standing. A student in good standing is one who has a cumulative quality-point average above 2.00.

A student must complete the final 30 credit hours of an academic program at Villanova.

DISMISSAL

Students are usually permitted two semesters of probationary status prior to dismissal from the program. A dismissal from the College may be appealed in writing. Detailed instructions for appeal are outlined in the dismissal letter.

ACADEMIC ADVANCEMENT PROGRESSION

In circumstances involving those students who have entered Villanova University through the Academic Advancement Program, satisfactory progress of the student will be determined by the Academic Standing Committee and/or Dean of the College in which the student is matriculated. In the event that, due to poor high school preparation, additional time is necessary for the student to complete the requirements towards graduation, the student will be viewed as being in a five-year program. Satisfactory progress will be viewed accordingly.

ADVANCED PLACEMENT

Students may obtain credit for college-level courses based on their high school performance on the Advanced Placement Examinations administered by the College Entrance Examinations Board. According to the current policy of the College of Nursing, credit may be awarded for courses in History, Chemistry, English, Biology, Psychology, Political Science and elective courses.

After being awarded credit by means of the Advanced Placement Examinations given in high school, the student has three options:

1. Not accepting the course credit, thereby taking the corresponding Villanova course.
2. Accepting the credit and taking additional courses.
3. Accepting the credit and not taking additional courses.

In other words, the awarding of course credit through Advanced Placement Examinations may or may not affect your academic program. The final choice is up to you.

Freshmen and upperclassmen should contact the Assistant Dean/Director of the Undergraduate Program or the Assistant Dean for Administration to explore the implications of Advanced Placement.

REGISTRATION POLICIES

1. Courses taken in another university or college must have the approval of the Dean or Assistant Dean for Administration of the College of Nursing or credit will not be accepted for the course. Written course descriptions must be submitted for approval.
2. A junior or senior with a 3.00 cumulative point average wishing to enroll in a graduate course must have the written approval of the Assistant Dean/Director of the Undergraduate Program in the College of Nursing before submitting a request to the Assistant Dean/Director of the Graduate

Program (see Undergraduate Regulations for course numbering.) A GPA of 3.5 is required for students to enroll in NUR 8904 – Nursing Research

3. Qualified students are encouraged to seek enrollment in Honors sections of courses.

SATISFACTORY/UNSATISFACTORY OPTION

Students in the College of Nursing may take their free elective on a satisfactory/unsatisfactory basis. Approval is needed from the Assistant Dean and Director of the Undergraduate Program or from the Assistant Dean for Administration. The following regulations apply:

1. The satisfactory/unsatisfactory grade will be shown on the student's official record.
2. No grade points are awarded for passing the course; hence the GPA is not affected. The grade "S" is the grade of "C" or better.
3. Failures need not be repeated.
4. A student must declare election of the satisfactory/unsatisfactory option by the end of the drop/add period.

ADMISSION TO CLOSED SECTIONS OF COURSES

Students will **not** be permitted to enroll in closed sections.

Exceptions to this rule will be made only by the Assistant Dean and Director of the Undergraduate Program or Assistant Dean for Administration and only when a student must enroll in the specific section in order to complete his or her requirements which are necessary for progression in the program.

PROGRAM REQUIREMENTS

1. An entrance physical examination, selected diagnostic tests, as well as designated immunizations are required of all Villanova students.
2. Prior to entry into sophomore level clinical (NUR 2207), students are required to be certified in Basic Cardio-Pulmonary Resuscitation. Continuing re-certification is the responsibility of the student throughout the remainder of the program.
3. Prior to entry into junior level clinical (NUR 3115), students are required to have a physical examination with selected diagnostic tests, immunizations, and titers as outlined by the College of Nursing.

4. All materials concerning health examinations, diagnostic tests, immunizations, health screening and cardio-pulmonary resuscitation are course requirements. **Failure to submit these materials on time may prevent a student from attending a clinical experience.**
5. All senior students are required to participate in standardized tests to assess nursing knowledge and readiness to take the licensure examination. Cost is assumed by the students.
6. Registered nurse students must also furnish evidence of malpractice liability insurance and current RN licensure.
7. As a prerequisite to entry into clinical settings, all students are required to have criminal background checks that comply with the Older Adult Protective Services Act and Child Protective Services Law as well as urine drug screening, child abuse clearance and FBI fingerprinting. (See Appendix A for complete policy).

DEAN'S LIST AND GRADUATION WITH HONORS

To qualify for the Dean's List in the College of Nursing, a student must achieve a semester quality average of 3.5 in both the Fall and Spring semesters of that academic year, with no non-passing or missing grades on the semester report.

At graduation students receive honors of three kinds: summa cum laude, magna cum laude, cum laude -- after being approved for such honors by the faculty and administration of the University. To be eligible for these honors, students must attain a minimum cumulative quality point average of 3.90, 3.75, 3.50, respectively, and the last sixty credits of course work must have been taken at Villanova University.

GRADING SYSTEM

At mid-semester and at the end of the semester grades are mailed to the student. The grade report at the end of the semester is part of the student's permanent record.

Any inaccuracy in this record must be reported to the Registrar within two weeks of its receipt otherwise, the record will stand as it is.

| | | | |
|----|-----------|-----|---|
| A | Excellent | N | Incomplete |
| A- | | (S) | Satisfactory: Assigned in Satisfactory/Unsatisfactory Courses |
| B+ | | SP | Satisfactory Progress (Mid-semester only) |
| B | Good | XF | Failed in course because of absences (Freshmen only) |
| B- | | | WX Approved withdrawal without penalty |
| C+ | | | Approved withdrawal with penalty |
| C | Fair | W | Unsatisfactory: Assigned in Satisfactory/Unsatisfactory Courses |
| C- | | (U) | Audit |
| D+ | | AU | Unofficial withdrawal from courses |
| D | Passing | Y | No grade reported |
| D- | | NG | |
| F | Failure | | |

All grades except an "N" are permanent ones. The grade "N" is a temporary one used to indicate that the student's work in a course has not been completed. An "N" grade must be removed and a grade substituted by the instructor according to the following schedule:

1. For the Fall Semester, the last Friday in January will be the deadline for students to submit the work to the instructors.
2. For the Fall Semester, the second Friday in February will be the final deadline for the grade change to be in the Registrar's Office.
3. For the Spring Semester, the last Friday in June will be the deadline for students to submit the work to the instructors.
4. For the Spring Semester, the second Friday in July will be the final deadline for the grade change to be in the Registrar's Office.

Please check the calendar for the actual dates. If a change is not reported, the "N" grade automatically becomes an "F."

It is the student's responsibility to contact the professor within 48 hours if an examination is missed. Without the approval of the instructor, the department chairperson, and the dean, no grade higher than "C" may replace the "N."

A student may also receive an "N" for missing a final examination if the student reports a serious medical reason (or other reason certified by the Dean as

acceptable) within 48 hours of the time of the examination. Otherwise an "F" grade must be reported. The student may report his reason for absence to the instructor, the department chairman and/or Director or the Dean.

The grade "WX" indicates an authorized withdrawal with the grade not considered in the calculation of the quality-point average. Authorization for such withdrawal may be given only by the student's Dean. The grade "W" also indicates an authorized withdrawal, but the grade is calculated as an "F" in determining the quality-point average. The grade "Y" is given when a student unofficially withdraws from a course. It is reflected in the average as an "F".

AUTHORIZED WITHDRAWAL FROM A COURSE (WX)

The last day for authorized withdrawal from a course for upper classmen is five weeks after the beginning of class. Freshmen may "WX" up to nine weeks. After these dates, the procedure for authorized withdrawals from a course is as follows:

1. The student must present to the Dean a written request with valid reasons for the request, such as serious personal or medical problems, and recommendations from the instructor of the course.
2. The Dean of the College is the final authority for granting or refusing the exception on the basis of the documentation and recommendations submitted.

Students who do not have a justifiable cause to withdraw from a course without academic penalty may still withdraw from the course and receive a grade of "W." The grade of "W" is equivalent of an "F" grade and is included in computing the student's quality point average.

<http://www.villanova.edu/vpaa/office/student-services/policies/grades.htm>

RN-BSN students should follow their program specific academic calendar and "WX" policies.

SCHOLASTIC LOAD

A student must take a minimum of 12 credits a semester to be a full-time student. A normal scholastic load is defined by the program set forth in this bulletin. Permission to take courses in excess of the normal load may be obtained in exceptional circumstances with the written approval of the Dean.

STUDY ABROAD OPPORTUNITIES

The College of Nursing, in conjunction with the Office of Education Abroad offers a variety of opportunities for a Nursing major to study abroad during his/her

course of studies.

The College of Nursing has established a year-long study abroad program with the University of Manchester. Students in this program study abroad in their Sophomore year in the School of Nursing at the University of Manchester, Manchester, England. The courses transfer to Villanova as the Sophomore year of the nursing curriculum and no time is lost in the four year course of studies.

The program requires some changes in the Freshman course of study; any freshman who is interested should contact the Assistant Dean and Undergraduate Program Director or his/her academic advisor as early in the freshman year as possible. In addition, interested students must contact the Director of International Studies.

A nursing major may also participate in any of the summer or semester study abroad programs offered through the International Studies Programs. However, since these are not nursing programs, students who participate may need to change their course of study and may graduate later than May of their graduation year. Any student interested in spending a summer or semester abroad should contact the Director of International Studies.

There are also elective courses in nursing which have an international experience as part of the course requirements and senior nursing practicum courses with optional portions of the clinical experiences at international sites.

WITHDRAWAL FROM UNIVERSITY AND LEAVE OF ABSENCE

Students occasionally leave the University either on a temporary or on a full time basis; the following policies apply:

1. **Leave of absence** – Students who plan to leave the University on a temporary basis should request a Leave of Absence. Official leave of absence from the University must be authorized by the Dean of the appropriate college. In order to affect a leave of absence, a student must submit to the Dean a formal letter, or the appropriate college form, and should then have an interview with the Dean. The request for a leave of absence may be countersigned by the student's parents or legal guardian. The parents or guardians may, if they wish and if authorized by the student, submit the official request for a leave of absence. In consultation with the student, the parents, and other campus offices as applicable, the Dean will determine what issues should be addressed during the period of the leave. Leave of absence should normally be for no more than a year. When the student feels that he or she is ready to return to the University, the student should request an interview (which maybe by telephone) with the college Dean. To guarantee the student's success, the Dean will determine whether the issues that occasioned the request for leave have

been addressed. Assuming that the issues have been resolved, the student will then be returned to active status. If the student does not return to the University within the time originally requested (normally no longer than a year), the student will be considered as having withdrawn from the University.

2. **Medical Leave of Absence (MLOA)** - A student may experience physical or psychological conditions that significantly impair the student's ability to function successfully or safely in his or her role as a student. In such cases, the student may decide that time away from the University for treatment and recovery can help restore functioning to a level that will enable the student to return to the University and perform successfully in and out of the classroom. The University has an interest in students receiving appropriate care not only for their own well being, but also for the well being of the larger community with whom the student interacts.

When a student initiates a MLOA, Villanova University may establish criteria regarding the student's eligibility for returning to the campus community. The criteria include, but are not limited to, compelling evidence that the condition that precipitated the need for the MLOA has been sufficiently treated or ameliorated to the point where it will no longer adversely affect the student's or the community's safety or functioning.

Approved 7-29-09

Criteria for Approval of a MLOA

Three steps are required for approval of a MLOA.

- The student must schedule an appointment with the Student Health Center or the University Counseling Center for a MLOA evaluation.
- The student must schedule an appointment with the Dean of Students or appropriate academic Dean in the student's college to discuss and review the MLOA request.
- The student must complete the MLOA Request Form and submit one copy to the Dean of Students or the appropriate academic Dean.

The MLOA request may be made at any time during the semester, but must be completed no later than the last day of classes in a semester, including the requisite evaluation and any related paperwork for the Dean's office. Requests not completed by the last day of classes will be considered late requests and will be considered for the following semester barring exceptional circumstances.

The Dean of Students or the academic Dean's office will make the final determination whether the MLOA will be granted, in consultation with University's health professionals. The Dean's office granting the leave will specify the terms of the MLOA including conditions for return to the University following the leave. At a minimum, a MLOA will be for one semester and, depending on the timing of the request and the nature of the circumstances, the MLOA may involve additional semesters to allow sufficient time for full recovery, a sustained period of stability, and to increase the student's opportunity for success upon his/her return to the University. When the student seeks to return to the University, the Dean's office granting the leave will determine whether the student has satisfied the conditions and is permitted to return.

3. **Withdrawal from the University** – Students who wish to leave and who do not plan to return to the University should request a Withdrawal. Official withdrawal from the University must be authorized by the Dean of the appropriate college. In order to affect an official withdrawal, a student must submit to the Dean a formal letter, or the appropriate college form, and then have an interview with the Dean. The letter of withdrawal may be countersigned by the student's parents or legal guardian. The parents or guardians may, if they wish and if authorized by the student, submit the official letter of withdrawal. Students who request an official withdrawal during the semester may be eligible for refund of some of all of the tuition paid for that semester. A student who has withdrawn from the University who wishes to return, must apply directly to the college the student wishes to attend (admission is granted at the sole discretion of the dean of that college).
4. **Unauthorized withdrawal** – Students who leave the University without authorization will be treated as having withdrawn from the University. They may not return to the University without reapplying directly to one of Villanova's colleges.

Approved 1-31-07

TRANSFER STUDENTS

The criteria used to evaluate applications from transfer students include: (1) complete transcripts of secondary schools and college records with at least 15 semester credits completed; (2) quality point average at the institution currently attending; (3) scores earned on such nationally standardized tests as SAT's; and (4) evidence of honorable withdrawal from the current institution. Transfer students with a **3.0 QPA** are considered for admission to the College on a limited basis.

Transfer credit towards undergraduate degrees will, in general, be granted for appropriate academic work completed with a grade "C" or better (or equivalent) at an accredited institution. Quality-grade points for work taken elsewhere are not included in the calculation of the student's cumulative average used to determine advancement at Villanova and eligibility for graduation. The final thirty credits (senior year) of a degree program and at least half of all major courses must be taken at Villanova.

Candidates for admission from junior colleges, community colleges, or institutes are judged basically by the same regulations pertaining to applicants from four-year institutions. Credits will be granted, as above, for appropriate courses completed in a two-year program, provided that the institution is regionally accredited or a candidate for such accreditation. Transfer students from two-year programs must be aware also that graduation after two years of study at Villanova cannot be guaranteed because of the complexities of scheduling and the fulfillment of the requirements of Villanova's program.

Applications for transfer of credit from a non-accredited institution are considered on an individual basis. Credit is granted for those courses, which upon investigation, prove to be equivalent to courses offered at Villanova University and in which the transfer applicant has earned satisfactory grades. In all cases the University reserves the right to require a written examination in the course or courses in question before transfer credit will be granted.

TRANSFER OF CREDIT FROM ANOTHER UNIVERSITY

Once a student has matriculated in a degree program at Villanova University, credit for courses from other universities may only be transferred to Villanova under certain circumstances.

1. **Four-year Institution** – Normally, once a student has been matriculated at Villanova, no credits may be transferred from two-year institutions of higher education. However, new transfer students, either from other four-year institutions or from two-year institutions, may seek to transfer credits from two-year institutions.

2. **International Studies** – Course taken in colleges and universities in other countries will be transferred for credit, assuming that they are approved by Villanova’s International Studies Office and the Dean of the student’s college or his/her designee.
3. **Summer Courses**
 - No summer course may be taken at another institution, domestic or foreign, for transfer or credit back to Villanova without pre-approval by the Dean of the student’s college or his/her designee.
 - Villanova normally does not approve transfer of credits for courses taken during the summer at other colleges and universities if the same or comparable (for purposes of filling requirements) courses are available at Villanova in a distance education mode during the summer.
4. **Leave of Absence**
 - Normally, Villanova will not pre-approve courses or transfer credits back to Villanova for students who will be on a University leave of absence when they enroll in such courses.
5. **Withdrawals and dismissals**
 - Students, who have withdrawn from the University or are dismissed from the University for academic reasons, frequently continue their academic work at other colleges and universities. Villanova does not pre-approve courses to be taken at another University after a student has been dismissed or has withdrawn. If these students apply for readmission to the University, courses taken at other colleges and universities will be evaluated for transfer credit by the Dean of the college to which the student is seeking readmission or his/her designee. Acceptance of any such credits is at the sole discretion of the Dean.
6. **Suspension**
 - Normally, Villanova will not pre-approve courses or transfer credits back to Villanova for students who have been suspended for violations of the Student Code of Conduct when they enroll in such courses.

Reviewed at Council of Deans 1-26-07 and later approved 1-31-07

REGISTERED NURSE STUDENTS

Registered nurse students achieve advanced standing in the undergraduate program through transfer of applicable college credits and through successful completion of required assessment exams in nursing* and optional challenge exams in selected liberal education courses. Each of these mechanisms is described below.

State Disclosures for Distant Education Programs: Special disclosures relating to the University's distant learning programs for residents of Alaska, Georgia, Maryland, Minnesota, Texas, Utah and Washington can be found at www1.villanova.edu/march/online-programs.html

Requirements

An entrance criminal background check that includes urine drug test, child abuse clearance and FBI fingerprinting must be submitted.

All registered nurse students are expected to have the following on file prior to enrollment in clinical nursing courses:

1. Annual Health Examination and Laboratory Studies
2. Current CPR Certification including resuscitation and choking measures for baby, child and adult with one man and two-man team rescue procedures.
3. Current R.N. License.
4. Current Malpractice Insurance Certificate.

Transfer of Liberal Education Course Credit

Up to 50 credits in applicable liberal education courses may be transferred from accredited colleges or universities. A grade of "C" or better must have been earned, and courses must be evaluated as equivalent to appropriate Villanova courses.

Credit by Exams in Nursing

* Clinical Decision-Making Assessment. This exam is administered at the conclusion of NUR 3000. It is delivered using web-based case studies. Guidelines for the exam are provided early in the term. The assessment is evaluated as pass or fail and may be repeated once if necessary. The assessment must be passed to progress in the program. There is a fee associated with this assessment.

Selected liberal education courses may be challenged through the University's Credit by Examination Program. RN students may challenge up to 12 credits in liberal education in accord with the policies and procedures of that program.

Information is available from faculty advisors or directly from the Director of the Credit by Exam program, 105 St. Augustine, 610-519-4600. The application process is the responsibility of the student and must be completed two weeks before the exam date. Signatures on the application must be obtained from the Assistant Dean in Nursing and the Chair of the department in which the exam is taken. Syllabi for all challengeable courses are on file in the Reserve Room, Falvey Library.

CLEP Policy

RN students in the College of Nursing's BSN Completion Program for RNs can gain credits by means of the CLEP Subject Examinations as long as:

- The credit is applicable to the BSN degree for RN students
- Credit is given for the Subject Examinations and NOT for the CLEP General Examinations

NOTE that Villanova University considers credit earned through CLEP Subject Examinations as transfer credit. No more than 9 credits may be earned through the College Level Examination Program (CLEP). A score of 60 or higher on the subject examination is required in order to earn credit according to the schedule below.

Students are responsible for having an original report of the CLEP score sent directly to University Alliance for online RN-BSN students or directly to the Villanova University College of Nursing for RN-BSN students. The student transcript will carry a notation of credit for the courses specified, but will not carry a grade. The CLEP Subject Examinations will not have an effect on the cumulative grade point average.

Academic Advisement

RN students are assigned to faculty advisors when admitted to the College.

Students are contacted early in their first course (NUR 3000 and or NUR 3007) to notify them of the advisement process for RN-BSN Students. Students should consult their UA representative to devise a progression plan that will be approved by the Villanova advisor. Students are to reach out to their advisor for any questions that their representatives cannot fully explain. Progression plans can be revised at any time.

Villanova University / College of Nursing RN-BSN Curriculum Plan (124 credits)

| |
|--|
| Lower Division Transfer Credits = 64 credits transferred from prior nursing |
|--|

education program

(32 A&S and 32 Nursing credits)

| 32 A&S credits transferred to satisfy the following requirements: | | 32 Nursing credits transferred to satisfy the following requirements: | |
|---|-------------|--|-------------|
| BIO 1205 Human Anat &Physiol I | 4cr | NUR 1102 Intro to Prof Nsg. | 2 cr |
| BIO 1206 Human Anat&Physiol II | 4cr | NUR 1104 Intro to Prof Nsg | 2 cr |
| BIO 1181 or BIO 2105 Cell Bio or Microbiology | 3cr | Practice | |
| FREE - CHEM or BIO preferred | 3cr | NUR 2206 Essentials of Nsg | 2 cr |
| ENG 1050 The Literary Experience | 3cr | Practice | |
| PSY 1000 General Psychology | 3cr | NUR 2207 Prac in Essentials | 2 cr |
| PSY 2200 Developmental Psych | 3cr | of Nsg Practice | |
| SOC 1000 Intro to Sociology | 3cr | NUR 3114 Nsg. Care of | 6 cr |
| Social Sciences/Behavioral Sci | 3cr | Adults & Older Adults | |
| Elective | 3cr | NUR 3115 Prac in Nsg Care | 6 cr |
| Humanities Elective | 3cr | of Adults & Older Adults | |
| | | NUR 3118 Nsg. Care of | 3 cr |
| | | Women & Childbearing | |
| | | Families | |
| | | NUR 3119 Prac in Nsg Care | 3 cr |
| | | of Women & Childbearing | |
| | | Families | |
| | | NUR 4108 Nsg Care of | 3 cr |
| | | Children &Adol | |
| | | NUR 4109 Prac in Nsg Care | 3 cr |
| | | of Children& Adolescents | |
| A&S Credits | 32cr | NSG Credits | 32cr |
| Total Lower Division Transfer Credits | | 64cr | |
| Arts and Science Courses to be Taken through Villanova University | | | |
| THL 1500 Spirituality and Healing Arts | | | 3 cr |
| PHI 2115 Ethics for Health Care Professionals | | | 3 cr |
| MAT 1250 Statistics in Health Care Research | | | 3 cr |
| SOC 1500 Social Problems | | | 3 cr |
| PSY 2700 Industrial and Organizational Psychology | | | 3 cr |
| Total Arts and Sciences Credits | | | |
| 15cr | | | |
| Nursing Credits Earned through Successful Completion of Clinical Decision Making Assessment (CDMA) | | | |
| • NUR 4104 Nursing Care of Adults & Older Adults with Complex Health Problems | | | 3 cr |
| • NUR 4105 Practicum in Nsg Care of Adults & Older Adults with Complex Health Probs | | | 3 cr |
| • NUR 3120 Psychiatric and Mental Health Nursing | | | 3 cr |
| • NUR 3121 Practicum in Psychiatric and Mental Health Nursing | | | 3 cr |

| | |
|--|-------------|
| Total Credit by Examination Credits | 12cr |
| BSN Courses to be taken through Villanova University College of Nursing | |
| NTR 2120 Principles of Nutrition | 3 cr |
| NUR 3000 Foundations in Nursing and Health | 3 cr |
| NUR 3007 Health Assessment | 3 cr |
| NUR 2810 Research and Scientific Evidence in Nursing Practice | 3 cr |
| NUR 3122 Imperatives for Global and Public Health | 3 cr |
| NUR 4112 Health Promotion and Home Health in the Community | 5 cr |
| NUR 4113 Practicum in Health Promotion and Home Health in the Community | 2 cr |
| NUR 4114 Nursing and Health Policy | 3 cr |
| NUR 4116 Leadership and Management in Health Care | 3 cr |
| NUR 4117 Field Work in Leadership and Management in Health Care | 3 cr |
| NUR 4118 Cultural Influences on Health Beliefs and Practices | |
| Total Nursing Credits | 33cr |
| Total Credits for BSN Degree | 124 |

COMPLAINTS ABOUT FACULTY AND GRADES

Villanova University has a set of procedures for resolving student complaints about faculty performance or about grades. A student who has concerns about either of these issues should, if at all possible, discuss the problem directly with the faculty member. If this is not possible, the student should contact the faculty member's department chair or program director who will provide the student with a copy of the procedures and, if the student wishes, review the process involved. If the student is, for good reason, reluctant to contact the department chair, the student may also contact the Dean of the faculty member's college. A copy of the procedures is also available on request from the Academic Affairs Office, 103 Tolentine Hall (610-519-4520). The complete policy may be found at the WEB address: <http://VPAA.villanova.edu/handbook/policies/studentcomplaints.htm>

GRIEVANCE PROCEDURE

If a student has a grievance within a nursing course, he/she is advised to speak with the individual teaching the course. If the problem is not resolved at this level, it may be taken to the Course Leader, Program Director, and Dean in that order.

<http://www.villanova.edu/vpaa/office/studentervices/policies/gradeappeals.htm>

STUDENT EMPLOYMENT

Frequently, students choose to work during the academic year and summer. The faculty urges students to consider their obligations to their academic program when making work commitments.

As mandated by the Pennsylvania State Board of Nursing, students who work in clinical facilities may not represent themselves as nurses nor take on the responsibilities of licensed nurses.

ABOUT STUDENT RESPONSIBILITIES -----

The major purpose of our baccalaureate program is to serve the educational needs of students who are preparing to be professional nurses able to meet the health and nursing needs of society. A commitment to a profession entails more responsibilities than rights. A profession implies responsibility for and service to others. (Yura and Ozimek, 1977, p.1).

In view of this, the following are responsibilities of Villanova Nursing Students:

ATTENDANCE

Each student is expected to attend all theory and clinical sessions and to demonstrate preparedness during these meetings. Absence can be cause for course failure.

CLINICAL LABORATORY ABSENCE MAKE-UP PROCEDURE

1. Attendance on all designated clinical days is required to meet the course objectives.
2. Absence from the assigned clinical laboratory will constitute failure for that clinical day and may result in failure for the course.
3. Absence because of illness, death of a family member or family needs must be communicated directly to the clinical instructor prior to the scheduled clinical assignment.
4. Only approved clinical absences will be made up. The method of such make-up will be determined by the faculty.

PROMPTNESS

In the interest of protecting the right of another student to uninterrupted classes, each student should arrive to class on time. Likewise, when the student is attending a clinical experience where he/she is responsible to other students at conference time, as well as to clients and staff, promptness is essential.

PREPARATION

Each student is expected to be prepared for class or clinical assignment. Failure to be prepared or submit assignments may be cause for Faculty to request a student to leave the classroom or clinical setting and/or assign a lower or failing grade.

PROFESSOR/COURSE EVALUATION

Each semester in every nursing course and at the completion of each clinical nursing rotation, each student is provided the opportunity to evaluate the professor(s) and course. The process is as follows:

1. Faculty provides each student with a Course and Teacher Survey (CATS) form at the completion of a course and/or clinical rotation.
2. The CATS forms are completed by the students and then collected by a **designated** student. The faculty member should not be in the room.

3. The student returns the evaluation in the provided envelope to the office of the Assistant Dean and Undergraduate Program Director **or** the front desk of the College of Nursing.
4. The CATS forms are sent to the Office of Planning and Institutional Research (OPIR) for processing.
5. The completed summation of the evaluations and all written comments included on the evaluation sheets are returned from OPIR to the individual professor. A summation of the evaluations and all written comments are given to the Dean and Undergraduate Program Director.

PROFESSIONAL AND ACADEMIC RESPONSIBILITIES OF STUDENTS

Upon entering a program of studies to become a nurse, each student assumes the responsibility and trust which society places in the nursing profession, as well as the obligation to adhere to those values, standards and ethical behaviors set forth by the profession.

A basic principle of nursing practice is respect for the dignity and worth of each individual and the individual's right to privacy and confidentiality.

Nursing students are accountable for the care they provide under the supervision of the faculty. It is the personal responsibility of each student to provide safe, competent care within the limits of his/her education and experience and to recognize the obligation for continuous development of knowledge and skill which will prevent harm to any person receiving care.

Truthfulness in all matters is necessary to insure professional standards of nursing care. In addition, accepting responsibility for one's own actions and seeking consultation and direction from the professor is expected.

Freedom from illegal, mind-altering or addictive substances which can impair judgment is an imperative if the health, welfare and safety of persons receiving care are to be protected.

All students are expected to carry out their academic responsibilities, both in the classroom and clinical practica, in a manner consistent with the standards of the nursing profession, the philosophy of the College of Nursing and Villanova University, and the stipulations of the legal guidelines that govern practice.

SOCIAL MEDIA POLICY

Villanova University College of Nursing Social Media Policy

Introduction

Social media are powerful social and professional communication tools that may significantly impact your personal reputation, the reputation of Villanova University, the College of Nursing, faculty, staff, employees and your fellow students. The College of Nursing recognizes that students may routinely be utilizing social media and has instituted this Policy to remind students of their responsibilities as nursing students.

The definition of “social media” is media for social interaction, using highly accessible and scalable communication techniques. The goal of social media is to use web-based and mobile technologies to turn communication into interactive dialogue. Outlets within social media include but are *not limited* to online social networks such as Facebook, Twitter, LinkedIn, Wikipedia, Second Life, Instagram, Flickr, blogs, Foursquare, podcasts, discussion forums, RSS feeds, Allnurses.com, video sharing such as YouTube, iTunes, interactive geo-location, online collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis).

When using social media, students must conduct themselves in accordance with University policy. These policies include, but are *not limited* to, the policies contained within the College of Nursing Handbook, the Student Handbook and the Code of Student Conduct. In addition, students should understand that clinical agencies may take independent disciplinary action against students for violating agency policies. These actions may affect the completion of your placement or course, your course grade and, potentially, your successful completion of your nursing degree.

Students and their personal social media accounts may not in any way represent themselves as sanctioned by Villanova University, and are not permitted use of the University’s intellectual property (logos, wordmarks, badges, symbols or any materials protected by copyright or trademark laws) to identify themselves or hold themselves out as officially recognized and/or supported by the University.

Villanova University College of Nursing students may not discuss or distribute sensitive, confidential or proprietary information about Villanova University, its students, faculty, clinical agencies, clinical agency employees or patients.

- HIPAA (Health Insurance Portability and Accountability Act). Federal guidelines protect confidential patient information. Disclosures by any means of patient information are a federal offense and may subject

students to substantial monetary fines and/or criminal penalties in addition to University disciplinary action.

- FERPA (Family Educational Rights and Privacy Act). Student educational records or any personal information about a student which is disclosed without the permission of the student is a federal violation and subject to disciplinary action.

Social Media Tips

- **Protect patient information in all forms of communication.** No photos, videos or other forms of recording or disclosing patient information.
- **Posting confidential information about students, employees or alumni of Villanova University and/or Villanova School of Nursing is prohibited.**
- **Think twice before posting. If hesitant, don't post!**
- **It is a violation of University policy and contrary to the Mission of the University to defame anyone's character, embarrass, harass, abuse or use obscenity or profanity when using social media.**
- **Social media is public information and students should have no expectation of privacy in the information they post in these forums.**
- **It is inappropriate to "friend" patients or their family members on social networking sites.**
- **Maintain your professional image on all media sites.** University personnel, corporate administrators, employers and law enforcement agencies are utilizing media for formal and information background checks and searches.

Villanova University College of Nursing expects its students to be thoughtful about how they present themselves and to respect their audience, peers, faculty, the University, and all clinical agencies. Students need to remember that content contributed on all social media platforms becomes immediately searchable by the public at large and forwarded to others without your knowledge or consent. Once your message is sent, or you post information, this information forever leaves your control.

Students are reminded that all University Policies are applicable to students' conduct on social media and, any conduct which violates University Policy, may subject the student(s) to University disciplinary action, up to and including, expulsion.

7/2013

ACADEMIC INTEGRITY CODE

Statement of Purpose

Academic integrity is vital to any university community for many reasons. Students receive credit for doing assignments because they are supposed to learn from those assignments, and the vast majority does so honestly. Anyone who hands in work that is not his or her own, or who cheats on a test, or plagiarizes a paper, is not learning, is receiving credit dishonestly and is, in effect, stealing from other students. As a consequence, it is crucial that students do their own work. Students who use someone else's work or ideas without saying so, or who otherwise perform dishonestly in a course, are plagiarizing or cheating. In effect they are lying. Such dishonesty, moreover threatens the integrity not only of the individual student, but also of the university community as a whole.

Academic integrity lies at the heart of the values expressed in the University's mission statement and inspired by the spirit of Saint Augustine. When one comes to Villanova, one joins an academic community founded on the search for knowledge of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

Code of Academic Integrity

The following are some rules and examples regarding academic dishonesty. Since academic dishonesty takes place whenever anyone undermines the academic integrity of the institution or attempts to gain an unfair advantage over others, this list is not and cannot be exhaustive. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of broader academic purposes of a Villanova education.

A. Cheating

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, members shall not try to use notes, study aids, or another's work.

Such cheating includes trying to give or obtain information about a test when the instructor states that it is to be confidential. It also includes trying to take someone else's exam, or trying to have someone else take one's own exam.

B. Fabrication:

Students shall not falsify, invent, or use in a deliberately misleading way any information, data, or citations in any assignment.

This includes making up or changing data or results, or relying on someone else's results, in an experiment or lab assignment. It also includes citing sources that one has not actually used or consulted.

C. Assisting in or contributing to academic dishonesty:

Students shall not help or attempt to help others to commit an act of academic dishonesty.

This includes situations in which one student copies from or uses another student's work; in such situations, both students are likely to be penalized equally severely. (If the assisting student is not enrolled in the particular course, the Hearing Panel will formulate a suitable and equivalent penalty.) Students are responsible for ensuring that their work is not used improperly by others. This does not include team projects where students are told by their instructor to work together.

D. Plagiarism:

Students shall not rely on or use someone else's words, ideas, data, or arguments without clearly acknowledging the source and extent of the reliance or use.

The most common way to acknowledge this reliance or indebtedness is to use footnotes or other documentation. It is the students' responsibility to show clearly when and where they are relying on others - partly because others may wish to learn from the same sources from which the original writer learned. Since this indebtedness may be of many kinds, some definitions and examples of plagiarism are listed below.

- Using someone else's words without acknowledgment. If you use someone else's words, not only must you give the source, but you must also put them within quotation marks or use some other appropriate means of indicating that the words are not your own. This includes spoken words and written words, and mathematical equations, whether or not they have been formally published.
- Using someone else's ideas, data, or argument without acknowledgment, even if the words are your own. If you use someone else's examples, train of thought, or experimental results, you must acknowledge that use. Paraphrasing, summarizing, or rearranging someone else's words, ideas, or results does not alter your indebtedness.
- Acknowledging someone else in a way that will lead a reader to think your indebtedness is less than it actually was. For example, if you take a whole paragraph worth of ideas from a source, and include as your final sentence a

quotation from that source, you must indicate that your indebtedness includes more than just the quotation. If you simply put a page number after the quotation, you will lead the reader to think that only the quotation comes from the source. Instead, make clear that you have used more than the quotation.

The examples above constitute plagiarism regardless of whom or what the source is. The words or ideas of a roommate or of an encyclopedia, or notes from another class, require acknowledgment just as much as the words or ideas of a scholarly book do. Introductions and notes to books also require acknowledgment.

The examples above constitute plagiarism even if you simply forget to include a reference, forget that you used a certain source, or forget that you found certain ideas or a certain argument or certain data in a source. You are responsible for taking careful notes on sources. Notes must clearly identify the information you have obtained and where you acquired it, so that later you can acknowledge your indebtedness accurately. Do not look at a source without having something handy with which to take such notes.

You need not provide footnotes for items that are considered common knowledge. What constitutes common knowledge, however, varies from academic field to academic field, so you should consult with your instructor. In general, the harder it would be for someone to find the fact you have mentioned, the more you need to footnote it.

E. Multiple submissions of work:

Students shall not submit academic work for a class which has been done for another class without the prior approval of the instructor.

In any assignment, an instructor is justified in expecting that a certain kind of learning will be taking place. Handing in something done previously may preclude this learning. Consequently, if a student hands in work done elsewhere without receiving his or her instructor's approval, he or she will face penalties.

F. Other forms of dishonesty:

Acting honestly in an academic setting includes more than just being honest in one's academic assignments; students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than those listed above. These kinds of dishonesty include (but are not limited to) the following:

- Misrepresenting oneself or one's circumstances to an instructor (for example, in requesting a makeup exam or a special due date for an assignment, or in explaining an absence).

- Forging parts of, or signatures on, official documents (including both university documents, such as drop-add slips or excused absence slips, and relevant outside documents, such as doctors' notes).
- Taking credit for work in a team-project even when the student has made little or no contribution to the work of the team.
- Stealing or damaging library books.
- Unlawfully copying computer software.

These serious offenses will be handled by the University's disciplinary procedures.

G. Penalties:

For a first offense, a student who violates the academic integrity code in a course will receive an F for the assignment or a more severe penalty up to an F for the course. In addition, the student will be expected to complete an educational program, supervised by the student's college dean, to help the student come to a fuller understanding of academic integrity. For the second offense, the student will be dismissed from the University and a record of the reason for dismissal will be retained in the student's permanent file and will appear on the student's official transcript. A student who commits an academic integrity violation outside of a specific course will receive a penalty determined by the dean of the student's college.

Students who receive an academic integrity penalty may, if they believe that they have not committed an academic integrity violation, take their case to the Board of Academic Integrity. Detailed descriptions of the University's Academic Integrity Policy are available from department chairs and deans.

June 1, 1998, University Senate Resolution #9798-7-1, Approved April 17, 1998

DISCIPLINE

In consonance with its nature and goals as a private, church-related institution, Villanova University regards student life on campus as an integral part of the student's educational experience. Hence it is to be understood that the student, in joining the University community, accepts the regulations promulgated in the University Bulletin and Student Handbook. In particular, the student should become acquainted with and understand the responsibilities set forth in the Student Handbook, especially those in the sections on Policy and Regulations. Adherence to University regulations is expected and required for successful completion of the program of studies. Enforcement within the classroom of regulations regarding smoking, proper classroom attire, department, etc., is the responsibility of the faculty member.

INTER-COLLEGIATE SPORTS INVOLVEMENT

The College of Nursing supports student involvement in inter collegiate sports, and the athlete must recognize the primarily academic nature of a college and a professional education. Therefore, it is the athlete's responsibility to determine conflicts of classroom or clinical experience and sporting events. The athlete, then, must plan with the professor to make up the work missed prior to the actual event. Student athletes should make arrangements with their academic advisor and the program director for specific roster needs prior to pre-registration each semester.

An academic advisor for university student athletes is also available. Contact the Director of Athletics for more information.

STUDENT RECORDS

The College of Nursing maintains individual files on all students. Students may have access to their records for review upon request. Records must be reviewed in the College of Nursing. Documents may not be removed from the files. Requests to review files should be made through the student's advisor or the Office of the Assistant Dean and Director of the Undergraduate Program. (See Appendix B for policy on Disclosure of Student Records.)

STUDENT HEALTH REQUIREMENTS

An entrance physical examination, selected diagnostic tests, designated immunizations and criminal background checks that comply with the Older Adults Protective Services Act and Child Protective Services Law, as well as urine drug screening, child abuse clearance and FBI fingerprinting are required of all nursing students. Additional health screening tests may be required by the various agencies utilized for clinical experience in nursing courses. Prior to the junior year, another physical examination is required. Students receive their physical examination report form in the Spring Semester. These health data must be submitted to the College of Nursing prior to the Fall semester of junior year.

Students will not be permitted to begin junior year clinical experiences unless required health data are complete. Students are responsible for their own health insurance, since the University is not responsible for costs related to hospitalization due to illness or accident. Prior to enrolling in any clinical course, registered nurse students must furnish evidence of malpractice liability insurance. Undergraduate students who are not registered nurses are covered through the University's policy for malpractice.

CLINICAL LABORATORY PREPARATION

Each student in the sophomore, junior and senior year must present evidence of current CPR certification.

The CPR must include resuscitation and choking measures for baby, child and adult with both one-man and two-man team rescue procedures. This is an entry requirement for all clinical nursing courses at the sophomore, junior and senior level.

NEEDLESTICK POLICY

A student who incurs a needlestick injury or significant fluid exposure should be seen in the in-patient setting's treatment center according to the setting's policy for such an occurrence. (See Appendix C for complete policy.)

FEES AND EXPENSES

A complete summary of academic fees is available in the Villanova University Bulletin.

Additional items that will be needed for the nursing student include the following:

Sophomore Year

Watch with second or digital second read-out

Student Uniforms

Identification Pin

Stethoscope

Bandage-Scissors

Cost of commercially-prepared standardized examinations in preparation for NCLEX (Freshmen, Sophomores, Junior, & Senior years) is included in tuition.

Clinical agencies require a criminal background check, child abuse clearance, FBI fingerprinting and urine drug test on all workers, including students, that complies with the Older Adults Protective Services Act & Child Protective Services Law. Students are responsible for this cost.

Senior Year

School Pin (at graduation - optional)

TRANSPORTATION

Students are responsible for their own transportation to and from the various facilities utilized for the practice of nursing. Please note that you will have parking expenses at most agencies. (Facilities are listed in Appendix D.)

ABOUT STUDENT UNIFORMS -----

NURSING LABORATORY APPEARANCE

Each student in the sophomore nursing courses is expected to adhere to the appearance policy. The attire, equipment and appearance are to be maintained in each laboratory. Failure to appear properly prepared for the laboratory may be cause for dismissal from an individual laboratory session. Professional attire and behavior are required in the laboratory as well as the live clinical setting.

Attire

1. Name pin.
2. Low or medium shoes which provide good support and reflect OSHA safety requirements.

Equipment

4. Watch with second hand or digital second read out - for Fall semester (inexpensive).
5. Stethoscope with bell and diaphragm - for Fall semester.
6. Pen, pencil and laboratory manual.

Clinical Laboratory/Agency Appearance

The student uniform identifies Villanova University College of Nursing students to patients, staff, and the public in the clinical setting. As a representative of the College of Nursing and recognizing the importance of maintaining a clean environment for patient care, you are expected to adhere to the following regulations. **Faculty will ask students to leave the clinical area if appearance is not appropriate.**

Each student purchases two uniforms, one name pin, one pair of navy or black leather shoes that can be wiped clean and a watch with a second hand. Each student is responsible for obtaining his/her uniform. Each student purchases additional uniforms, shoes, and other equipment when necessary.

The uniform is not to be worn unless in clinical or commuting back and forth to clinical unless specific permission has been given to do so. [Example: service project]

Full Uniform

- A. The uniform is a white tunic top with insignia and navy blue skirt or slacks (for women) and white tunic top and navy blue pants (for men). A navy blue short- sleeve tee shirt with Villanova University monogram may be worn under the white tunic at which time the tunic can be buttoned or left open.
- B. For those who prefer to wear long sleeves under the tunic top, the long sleeve shirt must be white with a rounded/crew neckline
- C. When in community and psychiatric clinical courses the uniform is the navy blue short-sleeve tee shirt with Villanova University monogram and the navy blue slacks or skirt.
- D. The uniform must fit well and be in good condition. It should be clean and freshly pressed daily.
- E. The length of the skirt must be at least in the middle of the knee.
- F. A simply styled navy blue or white cardigan sweater may be worn with the uniform when not in the patient care area.
- G. The Name pin must be worn at all times.
- H. White socks/Stockings must be worn.
- I. Shoes are navy or black leather shoes that are made of material that can be wiped clean with low or medium heel (no ripple soled wedges). Shoes must be closed toe and closed backs and able to be wiped clean; suede or cloth materials are not acceptable. Athletic or recreational footwear is not appropriate for the clinical area. Shoes and shoelaces should be clean and in good condition.
- J. A watch with a second hand or digital second read out must be worn.
- K. Black ball point pens and a stethoscope are required.

VILLANOVA UNIVERSITY
COLLEGE OF NURSING

NURSING LICENSURE INSTRUCTIONS

In order to practice nursing in any given state, you must submit:

1. an application for licensure in your state
2. an application to Pearson Vue
3. the Program Code Number for Villanova is: **US25505400**. Your date of completion may be in December, May or July.

It is your responsibility to obtain the necessary application forms for licensure and submit them to our office. If all that is required is a letter indicating program completion you must alert us to this as well. In addition you must register on-line for the NCLEX examination with Pearson Vue: (www.vue.com/nclex).

A. APPLYING FOR LICENSURE IN PENNSYLVANIA

1. The State Board of Nursing recommends that the application be done **electronically** and to use a credit card for payment (\$35.00). The web address is (www.dos.state.pa.us/nurse).
2. After you are in the website, click On-line Services and then Apply On-Line. You are applying as a **New Graduate**. Additional information is provided by clicking On Line Application Instructions and then Frequently Asked Questions.
3. Nursing Education Verification (**PA**) is sent **electronically** by the College of Nursing following completion of the program **AND** after having done the required remediation following the ATI RN Comprehensive Proctored Examination.
4. Your application for licensure may be submitted to the Pennsylvania State Board of Nursing prior to completion of your educational program (90 days before program completion).

5. Be advised that most states require the reporting of a felony conviction which can delay or prohibit licensure.
6. No candidate will be admitted to the NCLEX examination unless he/she has satisfied all requirements of the law for eligibility, including the completion of an approved educational program.
7. If you need testing accommodations you will need to supply the documentation to the State Board of Nursing.
8. You will need to complete a 3 hour **“Recognizing and Reporting Child Abuse”** on-line course. There is a free, state approved on-line course that can be accessed via this link.

https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=21

B. APPLYING FOR LICENSURE IN OTHER STATES

You must tell us exactly where you plan on sitting – if you list multiple states on the grid we cannot assume one state over another.

1. If you are applying for licensure in a state other than Pennsylvania, you may obtain information via the Internet. Addresses and telephone numbers for all state boards of nursing are available at:

www.ncsbn.org

or you may Google the specific state board of nursing where you plan apply for licensure.

2. You can download applications for some states; some states will mail the application directly to you. Requirements vary from state to state; the Undergraduate Program Assistant will assist you in the completion of the application as needed. Each state has its peculiarities about form completion, attachment of photos, forms of payment, etc. **Please read the instructions very carefully and follow the instructions precisely or your application may be returned to you.** Be advised that most states require the reporting of a felony conviction which can delay or prohibit licensure.
3. Please mail your application using US Postal Service **“return receipt requested”** or a private mail service that includes tracking capabilities.

4. **Transcripts must be requested ONLY by the student on-line or in person at the Office of the Registrar (Tolentine 2nd floor). When requesting transcripts ask that your “final degree is posted”. Final transcripts will not be available until after graduation. If a student has a financial hold on his/her account, the University will not issue a transcript to any state boards of nursing.**
5. Most state boards of nursing **will not** accept **FAXED** documents. If after returning home you send in your application to be completed it should either be scanned/mailed or sent via service mail.
6. Students seeking licensure in **New York must submit Form 2 ONLY to the Undergraduate Office for completion. You must complete Side 1** of Form 2 before submitting to the Undergraduate Office. This application **cannot** be sent to NY prior to **September 1st**.
7. **New Jersey** – the only requirement from our office is a letter with school seal stating that you successfully completed the program. If this has changed you need to let us know their new requirements.

C. APPLYING FOR THE NCLEX EXAMINATION

1. The NCLEX examination itself must be applied for **in addition** to your application for state licensure. The NCLEX testing vendor is Pearson Vue. **You MUST register on-line at www.vue.com/nclex/ and pay with a credit or debit card (\$200.00) and also provide an e-mail address.**
2. When both the NCLEX registration is complete **AND** the state board of nursing licensure application has been received and approved by the respective state, **an Authorization to Test (ATT) letter will be sent to you by Pearson Vue via e-mail.**
3. After the Authorization to Test is received, you may then go on-line again to Pearson Vue and select a date and time at a testing center of your choice. Candidates may test at any center located throughout the United States. Locations of testing sites are available from Pearson Vue’s website: www.vue.com/nclex/. The website also provides an on-line NCLEX tutorial and an on-line tour of the testing center.
4. The candidate may take the NCLEX examination in any location regardless of which state the candidate has applied to for licensure.
5. As part of the security and candidate identification process, you will be expected to present one form of identification that includes a recent

photograph (e.g., driver's license, passport). **The name on your ID MUST match the name on the ATT.** In addition the center will fingerprint you and employ palm vein pattern recognition technology. Detailed instructions are available in the 2015 NCLEX Examination Candidate Bulletin available on the Pearson Vue website.

D. TEMPORARY PRACTICE PERMITS

In order to work in clinical nursing after graduation some hospitals/states require student to be licensed BUT some will allow you to work, before licensure, with a temporary practice permit. In Pennsylvania, the temporary practice permit (TPP) is part of the application for licensure. If you are applying for licensure only, the fee is \$35; if you are also applying for the TPP, the fee is an additional \$35. Letters indicating an individual's status (e.g., will complete the degree requirements on day, year) are available on request from the College of Nursing for other states. Please contact the Board of Nursing in the appropriate state for temporary practice permit requirements.

E. POINTERS FOR NCLEX PREPARATION

1. *Study, study, study!*
2. Take a review course or two!!
3. Complete a minimum of 3000 – 4000 NCLEX style questions; complete 7000 – 8000 questions if English is your second language. Questions on the computer (e.g., ATI) will provide you with the most realistic simulation of the testing format.
4. Take the exam within 60 – 90 days of graduation (after adequate preparation).
5. Be as informed as possible about the test site, the computer process, and the format of the questions.
6. Please access the following websites to learn information about the test plan and Computer Adaptive Testing www.ncsbn.org and the test site experience www.vue.com/nclex/.
7. If you are not successful with your first NCLEX examination—**you must wait a minimum of 45 days before you retest.**
8. **If a student does not pass the required standardized cumulative test (ATI) at a satisfactory level prior to graduation and/or does not complete the mandated remediation, the student's application for licensure may be delayed by the Program Director.**

F. REMAINING HERE AFTER GRADUATION (IF APPLICABLE):

If any of you would like to request staying in the DORMS during NCLEX review after graduation, you need to go to Residence Life to make a request and complete the form. Please note that you will not be staying in your current dorm.

COLLEGE OF NURSING PIN

All graduates of the College of Nursing are eligible to purchase and wear the school pin. The pin design is the seal of the University in gold surrounded by a border of blue enamel on which the designation Villanova University, College of Nursing is inscribed in gold letters, together with the founding date of the College.

During the Spring semester, the vendor through whom orders are made comes to the College of Nursing via the University Bookstore. Senior students will be notified of dates and times. It is the student's responsibility to order the pin and arrange payment with the vendor, who will deliver them prior to commencement at the University Bookstore.

The pin is to be worn on the nursing uniform. An exception to this is made if students choose to wear the pin on their academic robes at commencement. Purchase of the school pin is optional.

ABOUT SPECIAL EVENTS -----

Throughout the academic year, there are several events of special interest to nursing students.

SEPTEMBER

- St. Thomas of Villanova Day
- Parents Week-end - University-wide weekend when parents visit the University and College of Nursing
- Prospective Candidates Information Session - Students, considering application to Villanova, visit the University and the College of Nursing

OCTOBER

- Homecoming - University-wide weekend when alumni visit their Alma Mater

NOVEMBER

- Dean's Distinguished Lectureship
- Career Day - Agencies recruiting graduates of the College of Nursing visit the University to discuss career options

APRIL

- Annual College of Nursing Mass & Awards Ceremony
- Prospective Candidate's Information Session – Students considering application to Villanova, visit University and the College of Nursing.

MAY

- Recognition Day (Convocation) - A recognition event, sponsored by the College of Nursing for all graduating students. Special awards are given to those students who have distinguished themselves through academic achievement and/or service to the College of Nursing.

ABOUT RESOURCES AND FACILITIES -----

SIMULATION AND LEARNING RESOURCE CENTER

The Simulation and Learning Resource Center (LRC) in the College of Nursing provides labs and services that augment and enrich the educational program. In addition to special assignments and laboratories associated with courses, students are advised to use this center on their own initiative to review and practice nursing skills. Use of this center is restricted to students of the College of Nursing.

The Simulation and Learning Resource Center is located on the lower level of Driscoll Hall and houses patient unit equipment and audiovisual software. The Center is staffed by a full-time R.N. Director, assistant, two part-time clinical skills specialist, work/study and graduate students. Weekday and early evening hours are posted on the website. The facilities of the Simulation Center are used in conjunction with undergraduate nursing course work, continuing education, and graduate education to enhance individual student learning.

CLINICAL/ SIMULATION LABORATORIES

The Simulation Center is one of the finest laboratory complexes in the country. It is composed of state of the art labs including: two ten-bed Basic Practice labs, one six-bed Adult Health lab, one six-bed Maternal Child Health lab, one six-bed Critical Care lab, three standardized patient rooms, one ten-bed Health Assessment lab, one OR/Anesthesia room, two Clinical Scenario labs, and a Community Home Health lab. In each of these labs, students can learn and practice skills to develop their proficiency. Students will progress through the various labs as they advance through the curriculum. Each lab space is modeled after the current clinical environment, and has technology to record simulation sessions. Simulation experiences may include but are not limited to using task trainers, standardized patients, human patient simulators (computerized manikins), and hybrid experiences (a blending of two or more simulation methodologies). Many of these experiences are digitally recorded and archived for evaluation, feedback and mentoring purposes.

Confidentiality is an essential component of the learning process with simulation. Students are asked not to discuss events of simulation(s) or

debriefing(s) with other students. Further, as educational leaders, the College of Nursing may share its experiences and expertise with members of outside institutions who may occasionally visit Villanova's simulation labs to observe the educational, administrative and technical aspects of simulation learning. During observations by external professionals, neither students nor faculty are identified nor are individual student evaluations shared.

Feel free to contact Colleen Meakim, Director of the Simulation and LRC with questions or feedback.

Email: colleen.meakim@villanova.edu

STUDENT REGULATIONS FOR THE LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) is exclusively for the use of currently registered nursing students or students enrolled in nursing or nutrition courses. Since the LRC is expected to be used as an academic learning center, not a student lounge, eating, loud talking and nonacademic activity is not permitted.

I. AUDIO VISUAL PROGRAMS

Most audio/visual programs required for courses are licensed and placed on Blackboard for review. Other resources are available as needed in Falvey Library.

- A. Students must have the **catalog reference number, title and format (e.g. video)** of the program they wish to view. This information is available from the College of Nursing website under Resources, Learning Resource Center, Multimedia Resources.

II. NURSING SKILLS DEVELOPMENT

- A. Graduate Assistants/Scholars will be available by appointment during posted hours for students who are required to complete lab make up or skill reinforcement.
- B. Students may practice skills at times when there are no lab sessions in progress. Graduate students are also available at posted times to support student skill development and practice. Please come to room 5 window to sign up to see a graduate student for skill development.

III. SIGN-OUT POLICY

Audiovisual programs and other LRC materials are available for sign-out. Some lab items, e.g., blood pressure cuffs, may be available at faculty request. All materials must be returned promptly after use. Loss or damage to equipment

will be charged to the student. Grades will be withheld until borrowed materials are returned.

WRITING CENTER

A Writing Center is available in Falvey Library. Walk-in or appointment assistance is available Monday to Friday afternoons and Monday to Thursday evenings. Peer tutors will work with you at any stage of the writing process from brainstorming ideas, to evaluating first drafts, to proofreading for grammar and punctuation errors.

MATHEMATICS LEARNING & RESOURCES CENTER (MLRC)

The MLRC is a place where students can:

- get free tutorial help with their freshman/sophomore level math classes.
- work on projects and assignments in groups.
- use the MLRC computer lab for Maple, Minitab and Exel projects.
- use computer programs to refresh in Algebra, Trigonometry, Calculus, and Statistics.
- watch video taped lectures from our mathematics video-tutorial library.

For more information, see www.villanova.edu/mlrc/.

THE UNIVERSITY COUNSELING CENTER

The Counseling Center, located in the Health and Wellness Center, helps students deal with personal concerns and decisions. A student need not have a major problem to seek counseling. It is a sign of healthy functioning when a person seeks help in making important decisions.

The following services are available at the Counseling Center.

1. **Individual Counseling for Personal Development:** Counseling helps locate problem areas, provides emotional support during difficult periods offers an outsider's perspective on family difficulties, helps people to change self defeating habits and attitudes, and increases awareness of alternative, productive behaviors.
2. **Study Skills.** Some difficulties with effective learning stem from inefficient study methods and/or reading skills. The Counseling Center provides instruction and counseling to help students discover desirable learning strategies. Classes are offered to develop and enrich reading and study skills. The student receives no grade for these classes, and registration in them is voluntary.
3. **Group Programs.** Group programs are offered depending on demand and interest. Those interested in forming a theme group should contact the Counseling Center.
4. **Consultation Services.** The Counseling Center consults with clubs, organizations and with faculty and administrators to promote optimal functioning.
5. **How to Make an Appointment.** Except in emergencies, appointments are required, and can be scheduled either by phone (610-519-4050) or by coming to the Counseling Center in the Health Center. Students may request a specific counselor.

For additional information, see:

www.studentlife.villanova.edu/counselingcenter/

LEARNING SUPPORT SERVICES

The Office of Learning Support Services in Falvey Library, in conjunction with faculty, provides reasonable accommodations for students with various disabilities. Often students are hesitant to request support since they have done so well through high school and are now part of a competitive university. However, disabilities are not something that you outgrow – they are something that you learn to master.

In order to obtain accommodations, students must register with the Learning Support Office by submitting current documentation. To ensure confidentiality, students must complete a Request for Accommodation Form each semester at Villanova in order to receive accommodations during that semester. Nothing can be shared with your professors without your permission. Call or email the office for an appointment. See www.learningsupportservices.villanova.edu/ for additional information.

STUDENT HEALTH

Services Available: The Student Health and Wellness Center is open 24 hours a day to attend to the health care needs of the students. The University physician is present every weekday morning beginning at 8 A.M. for as long as it is necessary to see any students who are waiting. He/she is available at all times for urgent requirements. For the specialized care of our women students, a nurse practitioner is available Monday through Friday when school is in session. He/she is also available by appointment. The Health Center has facilities for in-patients when this is required.

The types of cases treated in the Health Center are those that are usually treated at home by the family physician. Health Center care is furnished free of charge, but the student is required to pay for unusual medicines.

If it becomes necessary to require specialists in consultation, the cost is the responsibility of the student. See www.villanova.edu/studentlife/healthcenter/.

FINANCIAL ASSISTANCE

Villanova's financial assistance program is designed to provide assistance to qualified students in order to help them attend the University. The term "financial aid" includes Villanova University scholarships, grants, student loans, federal grants, state grants, and scholarships from outside sources such as corporations, unions, charitable trusts and service clubs. Villanova's Office of Financial Assistance is located on the second floor of Kennedy Hall.

Financial aid is granted on the basis of need and scholastic ability. The aid applicant must file a College Scholarship Service (CSS) Financial Aid Form (FAFSA). It may be obtained from the applicant's high school guidance office. It must be completed by a parent or guardian and be forwarded to the College Scholarship Service, Princeton, New Jersey, with the request that the results be forwarded to Villanova University Office of Financial Assistance. This form must be filed early to arrive at Villanova prior to March 15.

See www.finaid.villanova.edu for detailed information.

AIR FORCE ROTC

Villanova students are eligible to participate in the Air Force Reserve Officer Training Corps (AFROTC) through a cross-enrollment agreement with Saint Joseph's University. All Aerospace Studies courses will be held on the Saint Joseph's campus. The AFROTC program enables a college student to earn a commission as a Second Lieutenant in the U.S. Air Force while concurrently satisfying requirements for his/her baccalaureate degree.

The program of Aerospace Studies offers both two-year and four-year curricula. In the four-year curriculum, a student takes the General Military Course (GMC) during the freshman and sophomore years, attends a four-week summer training program, and then takes the Professional Officer Course (POC) in the junior and senior years. A student is under no contractual obligation to the Air Force until entering the POC or accepting an Air Force scholarship. In the two-year curriculum, a student attends a five-week summer training program and then enters the POC in the junior year. Students opting for the two-year curriculum must apply for acceptance into the POC by the end of their first semester or quarter of their sophomore year.

Air Force ROTC offers 3 and 4-year scholarships on a competitive basis to qualified applicants. Four-year scholarships are available to high school seniors in various fields. The scholarships are offered to cadets enrolled in the AFROTC program and to college entrants to AFROTC. All scholarships cover tuition, lab fees, reimbursement for books, plus a tax-free monthly stipend, depending on academic year.

Detailed information may be obtained from the Professor of Aerospace Studies, AFROTC Det 750, Saint Joseph's University, Philadelphia, PA 19131 610-660-1190.

ARMY ROTC (<http://muse.widener.edu/rotc/>)

Villanova students are eligible to participate in the Army Reserve Officers Training Corps (ROTC) Program through a partnership agreement with the Widener University Department of Military Science. Army ROTC offers students the opportunity to graduate with a college degree and a commission in the United States Army, Army National Guard or United States Army Reserve. All Army ROTC classes are conducted on the Villanova University campus.

The Army ROTC Program involves undergraduate courses taken during the freshman and sophomore years, and advanced courses taken during junior and senior years. Students may enroll in the introductory courses without incurring any military or financial obligation and may withdraw at any time, subject to Villanova University's course withdrawal policy. Students who participated in Junior ROTC in high school or have prior military service may receive placement into the advanced courses as determined by the Army Professor of Military

Science. The introductory course requirements may also be satisfied through attendance at a five-week Army ROTC basic camp at the end of the sophomore year. Students enrolled in the advanced courses receive a stipend of \$135 to \$400 per month and may incur an active duty obligation of up to three to four years. National Guard and Reserve Forces options are also available.

Nursing students who complete the four-year or two-year program, obtain their Nursing Degree, and pass their NCLEX Examinations are commissioned into the Army Nurse Corps.

Four-year, three-year and two-year Army ROTC scholarships are available on a competitive basis. Scholarships also include payment of certain university fees, a book and school supplies subsidy, and a tiered per month stipend.

Applications for the three-year Army ROTC scholarships must be submitted early in the spring semester of the freshman year; applications for the two-year Army ROTC scholarships must be submitted early in the sophomore year. Applications for attendance at the Army ROTC Basic Camp must be submitted early in the sophomore year. Applications for attendance at the Army ROTC Basic Camp must be submitted early in the spring semester of the sophomore year.

Detailed information may be obtained from the Professor of Military Science, Widener University, Chester, PA 19013, 610-499-4098.

NAVY ROTC

Villanova University, in a long-standing relationship with the United States Navy, maintains one of approximately 60 Naval Reserve Office Training Corps units in the United States. The objective of the Unit is to educate prospective officers for the Navy and Marine Corps. Reserve commissions as Ensign or 2nd Lieutenant are awarded upon successful completion of prescribed naval science courses and graduation from the University. These commissioned officers will serve on active duty for a period of four to nine years, depending upon choice of warfare specialty.

Participation in the NROTC Unit is through either the Scholarship or College Programs. Students in the NROTC Scholarship Program (national selection competition) receive a substantial subsidy from the Navy, including tuition, books, fees, and a monthly subsistence allowance. They participate in three summer cruises on board various Navy ships and installations and receive active duty pay while on these cruises.

NROTC College Program students (Non-Scholarship) apply directly to the Villanova NROTC Unit, usually in the fall semester of their freshman year. Selections are made by the Professor of Naval Science. Students in the College Program receive no government subsidy until their junior and senior years,

during which they receive a monthly subsistence allowance. They participate in one summer cruise and receive active duty pay while on cruise. A limited number of scholarships are available each year to those NROTC College Program students who stand at or near the top of their College Program class in terms of overall academic performance and aptitude for commissioned service. The Professor of Naval Science nominates College Program students for these scholarships with the selection being made by the Chief of Naval Education and Training (CNET).

In addition to the four-year programs described above, two-year NROTC Scholarship and NROTC College Programs are available. Students must apply for these programs early in the spring semester of their sophomore year (application packages are normally due to CNET by March 31 each year. Those selected for the two-year programs must successfully complete a six-week training course at Newport RI during the summer preceding their junior year. Upon enrollment in the NROTC Program at the beginning of their junior year, two-year program students have the same options and benefits, and assume the same active duty obligation, as four-year program students.

All Scholarship and College Program students may select any major at the University Midshipmen at Villanova study in a wide variety of majors in engineering, arts, sciences, business, and nursing. Detailed NROTC information may be obtained from the Naval Science Office, Room 103, John Barry Hall.

NOTE: Applications for the NROTC Program are not relieved of the necessity for payment of the registration deposit required by their letter of acceptance for admission to Villanova University.

STUDENT ORGANIZATIONS

The College of Nursing encourages students to become involved in University-wide spiritual, professional, academic, social and athletic activities to enhance their growth throughout the educational experience. Among the activities available to students in the College of Nursing are SNAP, UNS, and Chi Eta Phi. Each of these organizations provides a unique opportunity for all undergraduate nursing students to become involved in various facets of university life and its governance. The University Senate provides for a student representative from the College of Nursing.

UNDERGRADUATE NURSING SENATE

The Undergraduate Nursing Senate (UNS) is an organization which is organized primarily to a) promote interaction among students, faculty and administration, b) organize major activities which involve the undergraduate nursing community and c) provide a communication network among students, faculty and administration in the College of Nursing.

The Executive Committee of the UNS consists of voting members comprised of: students, all of whom must be in good academic standing, and full-time faculty member; however, all students are members of the UNS. The Executive Committee consists of a President, Vice-President, Secretary/Treasurer, Publicity Chairperson, Blood Drive Chairperson, two representatives from each class and the one faculty member. All student members of the Committee are elected by the undergraduate student body.

Ad hoc committees are formed throughout the year as required by events pertaining to the social, organizational and academic schedule. Examples of social events include a "Back-to-School Picnic," Christmas party and the "End-of-the-Year" party. Examples of organizational and academic involvement include the annual Career Day, mini-seminars, and Red Cross Blood Drives. UNS student representatives also serve on College committees and become active participants in the setting of policies and procedures in the College of Nursing.

Student-faculty committees on which students may serve include:

1. Academic Standing and Records - 2 representatives (policy only)
2. Admissions & Recruitment - 2 representatives
3. Curriculum - 1 representative
4. Learning Resources - 1 representative
5. Public Relations - 1 representative
6. Research & Evaluation - 1 representative
7. Scholarship & Awards - 1 representative
8. Annual Dean's Lectureship - 2 students
9. Facilities Committee – 1 student

**THE NATIONAL STUDENT NURSES' ASSOCIATION AND
STUDENT NURSES' ASSOCIATION OF PENNSYLVANIA SNAP
THE NATIONAL STUDENT NURSES'
ASSOCIATION, STATE STUDENT NURSES' ASSOCIATION OF
PENNSYLVANIA (SNAP), AND THE VILLANOVA UNIVERSITY
CHAPTER OF THE STUDENT NURSES' ASSOCIATION OF
PENNSYLVANIA (SNAP-VILLANOVA)**

The Student Nurses' Association has a national (NSNA) state (SNAP) and local chapter (SNAP-Villanova) level. Villanova University is known for leadership and involvement on all three levels. Membership in NSNA (www.nsna.org) automatically brings membership in the state SNAP; membership in the chapter (SNAP-Villanova) is additional.

The National Student Nurses' Association (NSNA) is the largest independent nursing student organization in the country, and has a membership of over 56,000 nursing students. NSNA offers many opportunities for leadership, learning, and professional development. Benefits of membership in NSNA

include: Imprint (the official association publication, written by nursing students), Career Planning Guides, special career development and leadership workshops, scholarships, health and malpractice insurance, and networks of nursing students and faculty advisors throughout the country. NSNA's annual convention offers students the opportunity to vote for NSNA's student leaders, and to participate in the House of Delegates, which serves as a national student congress addressing issues related to nursing, nursing students and health care. The convention includes a large Exhibit Hall where nursing students can meet potential employers for externships and/or jobs after graduation and also to see the latest publications and products related to nursing students. Over the years, 10 Villanovans have served at the national level, including in the role as President of the NSNA. SNAP-Villanova is one of only 10 chapters in the USA to earn NSNA's designation as a national Stellar School.

When a student joins NSNA, s/he also becomes a member of the state Student Nurses' Association of Pennsylvania (SNAP). Information about the state SNAP's many activities can be found at www.snap-online.org. Benefits include professional development, leadership and networking opportunities throughout Pennsylvania. The Annual SNAP state convention, Insight (the state newsletter), leadership workshops and scholarships are among the benefits. The state convention brings together members from chapters across Pennsylvania. Like NSNA's convention, the state convention includes a student House of Delegates which considers issues related to nursing students, nursing and health. Each year Villanova's Legislative Committee authors and presents a resolution about a health related topic to the House of Delegates at both the state and national levels. At least one Villanovan has served on the state board each year for over 25 years. Villanova has also been recognized by the state SNAP as the "Most Outstanding Chapter in Pennsylvania."

SNAP-VILLANOVA: Villanova's chapter of the Student Nurses' Association of Pennsylvania (SNAP-Vi) Villanova is dedicated to education, professional development, service, and the formation of networks and friendships. One of the most diverse groups on campus, SNAP-Villanova welcomes members from ALL undergraduate nursing programs at Villanova (generic, transfer/alternate program, BSN Express and international). The chapter is led by a 20 student Board of Directors elected by the members. Chapter dues (\$20 per year) are separate from NSNA dues and help support the chapter's many service projects, large delegations of members to state and national student nurses' conventions, and the refreshments provided at nearly all chapter meetings. In addition to awards at the national and state level, SNAP-Villanova has been recognized by Villanova University as the "Most Nationally Recognized Student Organization." SNAP-Villanova's activities include: twice monthly meetings which feature an outstanding speaker as well as refreshments, opportunities for members to meet nursing students and student leaders, opportunities to be part of Villanova's delegations to state and national conventions, and such service projects as work with children at Philadelphia public school, and special programs at Philadelphia's Ronald McDonald

House with families of seriously ill children. SNAP-Villanova has a special collaborative relationship with Villanova's football team. The groups work together in projects with school children and for the annual Coach Andy Talley Bone Marrow Donor Drive.

Incoming students receive information about joining NSNA-SNAP and SNAP-Villanova. However, undergraduate nursing students can join at any time through the NSNA website (www.nsna.org) for national/state membership and by coming to any chapter meeting. SNAP-Villanova also has an office, Room 229 Driscoll Hall and a bulletin board which posts upcoming events. During the academic year, SNAP-Villanova's student officers also provide a welcome and information during SNAP-Villanova's office hours.

ORGANIZATIONAL STRUCTURE OF THE VILLANOVA CHAPTER OF SNAP

| EXECUTIVE COMMITTEE | | |
|--|---|--|
| PRESIDENT: | | |
| <i>Coordinates and oversees members of executive board</i> | | |
| <i>Available to help all</i> | | |
| <i>Schedules meetings and develops agendas</i> | | |
| VICE-PRESIDENT | SECRETARY | TREASURER |
| < Assumes responsibility for organization if president is unable. | < Keeps an accurate account of minutes | < Keeps an accurate account of finances. |
| < Oversees committee chairperson (1-3) | < Oversees committee chairpersons (4-6) | < Submits budget |
| | | < Makes deposits and withdrawals |
| | | < Oversees committee chairpersons (7-9) |
| RECRUITMENT AND MEMBERSHIP COMMITTEE CHAIRPERSON | PUBLICITY COMMITTEE CHAIRPERSON | FUNDRAISING COMMITTEE CHAIRPERSON |
| < Recruitment | < Publicity for meetings and committee activities | < Coordinates all fundraising activities |
| < Plans social functions | | |
| BENEFITS COMMITTEE CHAIRPERSON | PROGRAMS COMMITTEE CHAIRPERSON | HEALTH FAIR COMMITTEE CHAIRPERSON |
| < Provides information to members of available benefits on national, state, and local level. | < Provides speakers for meetings | < Plans health fairs |
| | < Makes workshops available to members | |

**LEGISLATIVE
COMMITTEE
CHAIRPERSON**

- < Submits by-laws
- < Proposes resolutions for conventions
- < Keeps in contact with area legislative coordinator

**NOMINATIONS
COMMITTEE
CHAIRPERSON**

- < Prepares format for election of officers
- < Carries out nominations and election procedures

**ASSOCIATION
ACTIVITIES
COMMITTEE
CHAIRPERSON**

- < Selects members to attend conventions
- < Makes all reservations
- < Informs members of all conventions, etc.

UNIVERSITY SENATE

The University Senate offers an opportunity to become involved in the policy-making decisions of Villanova, subject to the approval of the President and/or Board of Trustees. The elections for these offices occur in the Spring, with the one-year term of office beginning May 1. Being a member of the Senate offers the unique opportunity to serve the University in the highest and most responsible way.

There are twelve students elected to the University Senate from the following constituencies:

1. College of Arts and Sciences - four representatives
2. School of Business - two representatives
3. College of Engineering - one representative
4. College of Nursing - one representative
5. Law School - one representative
6. Part-Time Studies - one representative
7. Graduate School - one representative
8. Student Body President - ex-officio

Minimum qualifications for student election to the Senate are Junior standing for undergraduate and University College students, at least second semester full-time status for graduate students, and at least second year status for law students. In addition to the twelve administrators, twelve faculty members, twelve students, and two alumni, there are also eleven standing committees that report to the Senate. Unlike the Senate membership, any student of any year may be elected or appointed to these committees.

CHI ETA PHI SORORITY

Villanova's Theta Delta Beta Chapter of Chi Eta Phi Sorority was chartered on April 1, 2006. Chi Eta Phi is a professional organization for registered

professional nurses and student nurses (male and female) dedicated to its mission of “Service for Humanity.” Chi Eta Phi sponsors programs that focus on health promotion, disease prevention, leadership development, mentoring, recruitment and retention and scholarships. To be a member, one must be enrolled at Villanova University for two consecutive semesters with a minimum of 30 semester hours and must be in good academic standing.

HONORS AND AWARDS

The College of Nursing encourages the pursuit of academic excellence and recognizes its students through various honors and awards such as membership in Sigma Theta Tau, The Myrtle Feigenberg Scholarship, and the Distinguished Alumni Award. Certificates of recognition are awarded to seniors who have made significant contributions to the College through committee work and participation in nursing organizations. Graduating seniors who have distinguished themselves academically are recognized through the appropriate designation of cum laude, magna cum laude and summa cum laude which is noted on the diploma. A College of Nursing medallion is awarded to an outstanding senior and an alumni award is bestowed on a member of the graduating class each year.

SIGMA THETA TAU

Sigma Theta Tau is the only national honor society of nursing. The Alpha Nu chapter was established at Villanova in 1966 to recognize superior achievement, leadership, high professional standards, creative work, and commitment to the high ideals of the nursing profession among nursing students. Research grants, conferences, publications, films, exhibits and awards are extended nationally by Sigma Theta Tau. At Villanova, membership is an honor conferred on students by invitation. This follows after a committee review of qualified students.

Undergraduate candidates for Sigma Theta Tau must (1) have completed at least one-half of the required nursing component of the baccalaureate curriculum (2) have achieved an overall grade point average of at least 3.0, and (3) rank in the upper one-third of the class.

Students who meet these academic qualifications should apply in Spring of their junior or senior years. Please see the counselors of Alpha Nu Chapter. In addition to academic achievement, candidates must show evidence of leadership ability, creative work and commitment to high professional standards. Two endorsements from faculty members at Villanova and/or any, member of Sigma Theta Tau are required. The final decision for membership is made by a vote of the members of Alpha Nu Chapter, Sigma Theta Tau, after recommendation from the Eligibility Committee.

For additional information, please contact the faculty counselor for Sigma Theta Tau

APPENDIX A

POLICY ON CRIMINAL BACKGROUND CHECK FOR MATRICULATING STUDENTS

PURPOSE

To establish a policy and standardized procedure for conducting criminal background checks on students matriculating into the College of Nursing at Villanova University.

RATIONALE

Current policies and regulations of health care facilities and regulatory bodies now require that students participating in clinical experiences as part of their educational program have satisfactorily completed a criminal background check prior to engaging in clinical activities in order to help ensure patient safety. Clinical experiences are a required part of the educational program at the College of Nursing.

APPLICABILITY

This policy shall apply to all College of Nursing students who matriculate into College of Nursing clinical courses and programs. The criminal background check required by this policy must be completed satisfactorily, as determined in the sole judgment of the College of Nursing, prior to beginning any clinical experiences. Failure to complete a criminal background check satisfactorily in the sole judgment of the College of Nursing will result in a student not being allowed to matriculate into any clinical nursing course or program. Completion of a criminal background check deemed satisfactory by the College of Nursing does not guarantee that every clinical facility will accept this assessment and allow the student to participate in clinical activities at this facility or that every state will accept the individual as a candidate for registration, permit, or licensure.

PROCEDURES

All students matriculating into College of Nursing clinical courses or programs will be required to complete a criminal background check deemed satisfactory, in the sole judgment of the College of Nursing, as a condition of their acceptance into the nursing program or enrollment in clinical courses in the nursing program. An offer of acceptance or enrollment into any College of Nursing clinical program is not considered final until the completion of the background check with results deemed satisfactory in the sole judgment of the College of Nursing. Acceptance into College of Nursing programs may be denied or rescinded or enrollment terminated at the discretion of the College based on the results of a criminal background check.

Students must sign a form authorizing completion of a criminal background check performed by a consumer reporting agency authorized by the College of Nursing to perform such checks and must complete a Student Disclosure Form requiring information about previous convictions and/or guilty or no contest pleas to crimes, misdemeanors or other offenses.

The Background Check will include a Social Security Number trace to confirm past residences and a criminal background check based on all areas of current and past residence. Omission of required information of false or misleading information provided by the individual on the Student Disclosure Form or in any other communication with the College may result in denial or rescission of acceptance or enrollment, disciplinary action or dismissal at the sole discretion of the College without the need for any proceedings under the Code of Conduct or other University policies.

The College of Nursing will inform potential applicants and accepted students that criminal background checks are required by means of an announcement in the College Catalog, Student Handbook, College website or any other pertinent information materials.

If the background check report reveals information of concern which the College may deem not to be satisfactory, the College will provide the student with a copy of the report and the document “A Summary of Your Rights Under the Fair Credit Reporting Act”, and require the individual to provide a detailed written description and explanation of the information contained in the report along with appropriate documentation, including, without limitation, police reports. This information must be returned to the College of Nursing within 10 working days of the date of the communication sent to the individual.

The College, as represented by the Associate Dean and the Assistant Deans and Directors of the Undergraduate and Graduate Programs, will review the report, the student’s explanation, and any supplementary information and will consider factors such as: the nature and seriousness of the offense, the circumstances under which the offense occurred, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense was committed, whether the offense was an isolated or repeated incident, the length of time that has passed since the offense, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and accuracy of the information provided by the student. The College may consult the University’s General Counsel’s Office for advice and counsel.

If the College deems the background check information to be not satisfactory, acceptance or enrollment into the College’s clinical courses or programs may be denied or an offer of acceptance rescinded. If a student’s

acceptance or enrollment is denied or rescinded based on the information obtained from a criminal background check report, the student will be advised of the name and address of the consumer reporting agency that furnished the report, and of the right to dispute the accuracy and completeness of any information contained in the report by contacting the consumer reporting agency directly.

If the College decides, based upon the individual's written description, explanation and documentation about information obtained in the criminal background check, that the results of the check are deemed to be satisfactory, the individual shall be informed that the College's positive decision is not a guarantee that every clinical facility will permit the student to participate in educational clinical experiences at that facility or that any state will accept the individual as a candidate for registration, permit, or licensure.

Approved 02/2007

APPENDIX B

DISCLOSURE OF STUDENT RECORDS

Villanova University, in accordance with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, permits its students to inspect their records whenever appropriate, and to challenge specific parts of them when they feel it necessary to do so. Printed below are the specific guidelines and procedures which are to be followed.

PUBLIC RECORDS

Information concerning the following items about individual students is public: From the Office of the Registrar - full name, address, telephone number, date of birth, major field of study, dates of attendance, class year degrees and awards received, most recent previous educational institution attended.

From the Department of Athletics - participation in officially recognized University athletics, weight and height of members of athletic teams.

From the Student Activities Office - participation in officially recognized University activities and student organizations. The foregoing public information may be released or published without the student's consent. However, students who do not wish such information to be released or made public, may inform the appropriate office in writing at the time the information is originally sought from students.

CONFIDENTIAL RECORDS

Nature of Confidential Records. All personally identifiable information related to particular students used to make decisions about students or for transmittal to others outside the University other than public records as defined above is considered confidential information. This information includes, but is not necessarily limited to: academic evaluations; general counseling and advising records; disciplinary records; financial aid records; letters of recommendation; medical or health records; clinical counseling and psychiatric records; transcripts, test scores, and other academic records; and cooperative work records.

Disclosure of Confidential Information to the Student - The Right of Review. A currently or previously enrolled student has the right to inspect and review official records, files, and data directly related to the student as a student. Access will be provided in the presence of a staff member. This right does not extend to applicants, those denied admission, or those admitted who do not enroll. Where such information involves other students, the student is entitled to inspect or to be informed of that portion of the information which pertains to himself or herself only.

Requests under FERPA of 1974 have been accepted since January 1, 1975, and are responded to within 45 days. Only in rare situations will the response period ever approach this limit. Offices may require that requests for access be submitted in writing, and may ask for, but not require, the reason for the request.

Definition of Official Records. For purposes of this section, the terms "official records, files, and data" include materials on students pertaining to their status as students held by any unit or department of the University which is intended for University use or is to be available to parties outside the University. It does not include:

- A. Letters of recommendation or statements of references for students obtained or prepared before January 1, 1975, pursuant to implied or expressed promises of confidentiality or personally signed letters of recommendation to which students have waived the right of access;
- B. employment records of students as University employees;
- C. campus law enforcement records held in the Campus Security Office;
- D. clinical, medical counseling, or psychiatric records (these records or copies thereof may be reviewed by a physician or other appropriate professional of the student's choice);
- E. financial records of the parents of the student or any information contained therein;
- F. private records kept by individual faculty or administrators possibly used as memory aids unless intended for transmittal to others;
- G. institutional records of students which may be maintained by the University in a computer printout or similar format (so long as this computerized information is not intended to be distributed outside the University), as long as the original source of computer information is available in the office or department having original jurisdiction for the records.

Right to Explanation. A student is entitled to an explanation of any information contained in official records directly related to the student. The student has the opportunity for a hearing to challenge the content of such records to ensure that they are not inaccurate or misleading, or otherwise in violation of privacy or other rights; to correct or delete any such inaccurate, misleading, or otherwise inappropriate data; or to insert into the records a written explanation.

The substantive judgment of a faculty member about a student's work (grades or other evaluations or work assigned) is not within the scope of such hearings. A student may challenge the factual and objective elements of the content of student records but not the qualitative and subjective elements of grading.

Hearing Procedure. The procedure to be followed should a student object to items included in his or her personal record is:

- A. the student should discuss the objection with the individual responsible for the office where the student records are maintained;
- B. if not satisfied, the student should discuss the objection with the individual to whom that person reports;
- C. if not satisfied the student should discuss the objection with the appropriate vice-president or designee;
- D. if not satisfied, the student should file a written request for a formal hearing with the Vice-President for Student Life, Dougherty Hall, and Room 202.

Waiver of Access. Students may be invited but not required to waive their right of access to confidential letters of recommendation for admission, honors or awards or career planning and placement. Students will suffer no prejudice in admission, financial aid or other University services by reason of not executing the waiver. If the waiver is signed, the applicant may request a list of all persons making confidential recommendations or statements.

Disclosure of Confidential Information to Third Parties. Third parties do not have access to personally identifiable records or information pertaining to students as students without the written request of the student specifying the records to be released and to who the records are to be released.

Excepted from this restriction are:

- A. University officials who require access on an internal need to-know basis for legitimate educational purposes;
- B. students in their official capacity as file clerks working in University offices;

- C. disclosure of appropriate academic records to officials of other educational institutions to which the student has applied and intends to enroll (on condition that the student is entitled to a copy of such records) if the student previously directed that record be sent;
- D. records released pursuant to judicial order (on condition that the student is notified of the subpoena);
- E. records released in connection with the student's application for, or receipt of financial aid.

This policy does not preclude any access to student records by authorized federal or state officials in connection with the audit and evaluation of federally-supported education programs or in connection with the enforcement of federal legal requirements which related to such programs.

Procedural Standards for Disclosure to Third Parties. Confidential information is transferred to a third party only on the condition that such party is informed that he or she may not permit any other party to have access to such information without the written consent of the student.

Parents are considered third parties and are subject to the requirements of this section (unless legal dependence defined in Section 152 or the 1954 Internal Revenue Code can be shown via a sworn notarized statement and/or IRS documentation). In case of an emergency, the University may release personal information to protect the health and safety of students.

The College of Nursing recommends that, if appropriate, students inform their parents of their academic progress.

It is the student's right to respond in writing to any and all evaluations he/she receives. These responses will be made a part of the student's permanent record.

APPENDIX C

PROCEDURE FOR BLOOD BORNE PATHOGEN EXPOSURE INCIDENTS

PURPOSE:

To establish a standardized procedure to protect students from exposure to blood borne pathogens and to manage any unanticipated or inadvertent exposure to blood borne pathogens during educational experiences in the College of Nursing at Villanova University.

RATIONALE:

Students enrolling in academic nursing programs participate in invasive or exposure prone procedures, such as the provision of clinical care to patients in health care facilities. The educational program prepares students to practice in the safest possible manner to prevent exposure. However, in the event of an unanticipated or inadvertent exposure the procedures outlined here will provide the most current approach to the protection of student health.

Blood borne pathogens are potentially infectious materials, including Hepatitis B virus (HBV), Human immunodeficiency virus (HIV) and hepatitis C virus (HCV). Such infectious materials may be found in all human body fluids, secretions, and excretions, except sweat.

Exposure to blood borne pathogens may be unanticipated or inadvertent exposure via eye, mouth, other mucous membrane, non-intact skin, or parenteral contact (such as a needle stick) with blood or other potentially infectious materials.

PROCEDURES:

All students enrolled in College of Nursing programs with a clinical component are required to be immunized against Hepatitis B Virus (HBV).

All students are required to practice standard precautions when caring for patients and take reasonable precautions to prevent exposure to blood borne pathogens through the use of standard precautions and personal protective equipment, such as gloves, masks, gowns, etc.

Management of exposure incidents will conform to the following standards:

1. Following a suspected or known exposure incident, the student should **immediately** report the incident to the faculty member responsible for the clinical experience in which the exposure incident occurred. The responsible faculty member should immediately report the incident to

agency personnel and the appropriate Assistant Dean. If the Assistant Dean is not available, notify the Associate Dean or the Assistant Dean for Administration. Faculty should document the incident in writing and forward a copy to the appropriate Assistant Dean.

2. Testing of the exposed student should be done via drawing a blood sample **immediately** after an exposure incident. Testing is at the option of the exposed individual and will be done only after obtaining written informed consent in accordance with the procedure of the agency or institution. It is recommended that a blood sample for testing be drawn **immediately** after the exposure incident, even if a decision to consent to testing of the sample has not been made.
3. The exposed student can request that the Source Individual be tested (with consent) for Blood Borne Pathogens. Faculty and the Assistant Dean, if necessary, should actively work with the appropriate clinical personnel to see that a request for the Source Individual to be tested is implemented. To the extent permitted by law, the College of Nursing will ask the clinical affiliate to provide the exposed student with information about the infectious status of the Source Individual.
4. If an exposure incident occurs while at a College of Nursing clinical affiliated site, such as a hospital, long-term care facility or other in-patient facility, the incident should be managed according to the procedures outlined in the attached **Chart A**.
5. If an exposure incident occurs while at a College of Nursing clinical affiliated site, such as a community health or clinic site, the incident should be managed according to the procedures outlined in the attached **Chart B**.
6. Any costs incurred and not covered by the student's health insurance are the responsibility of the student.

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Hospital, long-term care or other inpatient health care agency



Contact Bryn Mawr Medical Specialists (610-527-8118) for an appointment to obtain recommendations regarding blood drawing and need for anti-viral medications



Low Risk



High Risk



Blood drawn at Health Care Agency (ER) or Student Health Center



During business hours, make an appointment to go to Bryn Mawr Medical Specialists for blood draw and anti-viral prescription



After hours or on weekends, go to Bryn Mawr ER for blood draw and anti-viral prescription



Make an appointment for follow-up by Bryn Mawr Medical Specialists



Make an appointment for follow-up by Bryn Mawr Medical Specialists

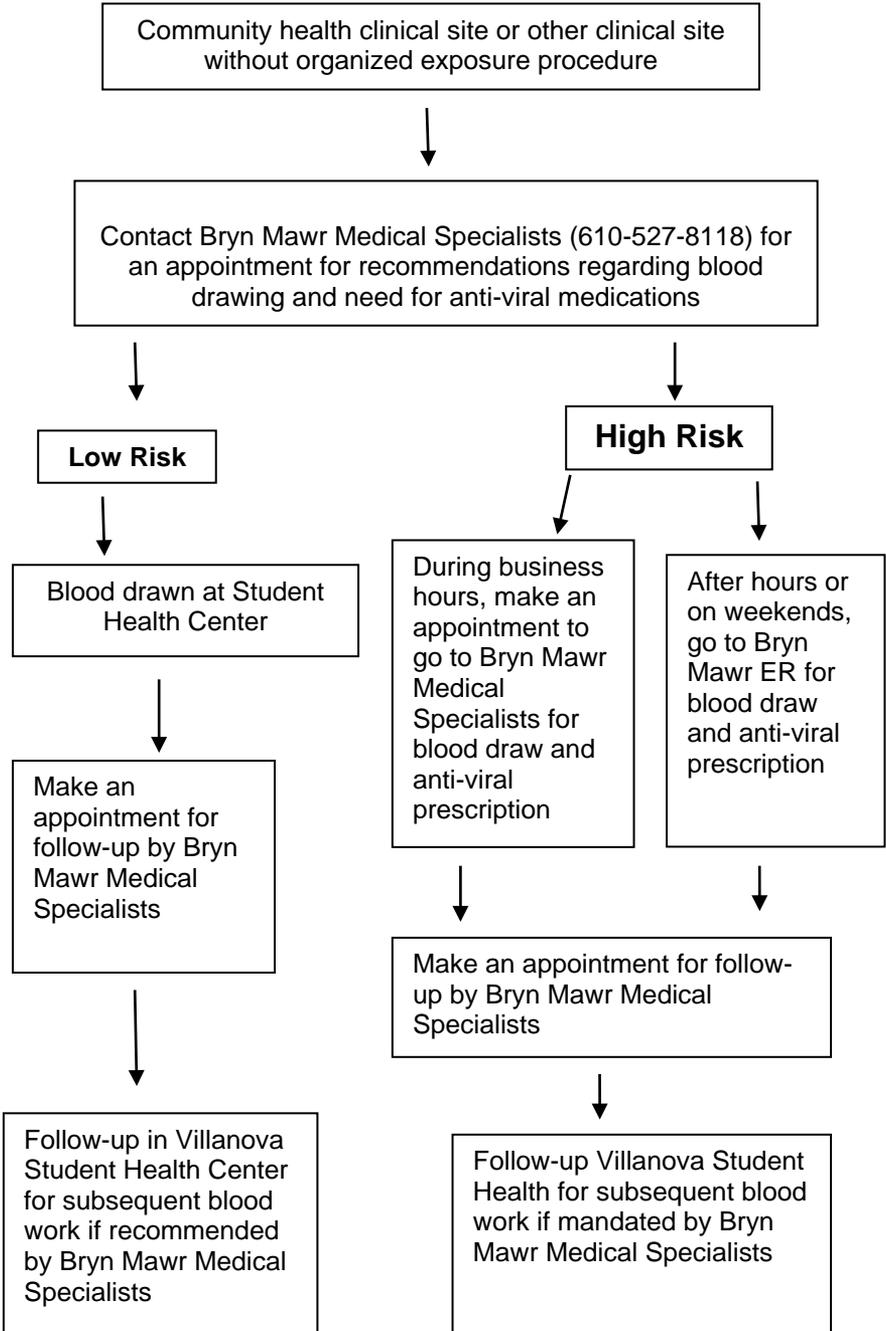


Follow-up in Villanova Student Health Center for subsequent blood work if recommended by Bryn Mawr Medical Specialists



Follow-up Villanova Student Health for subsequent blood work if mandated by Bryn Mawr Medical Specialists

Chart B



APPENDIX D

FACILITIES FOR INSTRUCTIONS AND PRACTICE

A wide variety of clinical agencies are used for students experience in the junior and senior years. During the professional portion of the curriculum, theory and laboratory are directed by faculty members. Students are responsible for their own transportation to and from the various facilities utilized for clinical practice of nursing. Examples of agencies used include:

Albert Einstein Medical Center (Northern) - Philadelphia, PA
Abington Memorial Hospital, Abington, PA
Belmont Center for Comprehensive Treatment - Philadelphia, PA
Bryn Mawr Convalescent Center - Bryn Mawr, Pa
Bryn Mawr Hospital–Main Line Health System - Bryn Mawr, PA
Children's Hospital of Philadelphia - Philadelphia, PA
Crozer Chester Medical Center-Keystone Healthcare System - Chester, PA
Delaware County Memorial Hospital - Drexel Hill, PA
Episcopal Hospital - Philadelphia, PA
Fox Chase Cancer Center - Philadelphia, PA
Holy Redeemer Nazareth VNA - Philadelphia, PA
Hospital of the University of Pennsylvania - Philadelphia, PA
Jefferson Home Health - Bryn Mawr, PA
Lankenau Hospital- Main Line Health System - Wynnewood, PA
Little Flower Manor - Darby, PA
Mercy Hospital of Philadelphia - Philadelphia, PA
Methodist Hospital, Philadelphia, PA
Paoli Hospital - Paoli, PA
Penn Care at Home - Philadelphia, PA
Pennsylvania Hospital - Philadelphia, PA
Presbyterian Medical Center - Philadelphia, PA
Riddle Memorial Hospital - Media, PA
St. Christopher's Hospital for Children - Philadelphia, PA
St. Mary's Medical Center, Langhorne, PA
The Quadrangle - Haverford, PA
Thomas Jefferson University Hospital - Philadelphia, PA
Veterans' Administration Medical Center - Philadelphia, PA

In conjunction with the State of Pennsylvania, Villanova University considers applicants from Pennsylvania for admission under its Act 101 (Academic Advancement Program). The purpose of the Academic Advancement Program is to identify students who normally would not be admitted to Villanova University because of poor performance on standardized tests, insufficient high school preparation or both and who meet the economic criteria established by Act 101. Interested and eligible applicants should forward written expression of their desire to be considered for the program along with their application for admission.

Villanova University is an affirmative action institution complying with the requirements of Executive Order 11246 as amended by 11375; Title IX; and the Rehabilitation Act of 193, S 503 and 504.

NOTES