FRANCES PAYNE BOLTON
SCHOOL OF NURSING

Case Western Reserve
UNIVERSITY

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GREETING

Congratulations and welcome to the Frances Payne Bolton School of Nursing (FPB) at Case Western Reserve University.

Whether you are a first year student new to nursing, or an established nurse looking to broaden your horizons, congratulations on your acceptance to one of the top nursing programs in the country and welcome to FPB.

You are now part of a rich tradition of excellence and a community that produces the finest nurses, clinicians, educators, scientists, innovators, and leaders worldwide. We are able to offer you many exciting opportunities to learn and grow as an individual and as a professional. We look forward to helping you realize your goals and more.

We want you to remember, you are not alone on this journey. The faculty and staff of the school and across Case Western Reserve University are here to help you achieve your full potential.

One of the first steps you can take toward achieving success is to familiarize yourself with this student handbook. Inside you will find a description of the resources available to support you as you pursue your goals along with many of the policies and procedures that you will need to follow. It is helpful to review these resources at the start of each semester and throughout the year. Remember, your advisor is available if you have questions or need guidance.

As a new student, it is natural to have many questions. You will want to learn about the school, the campus, the city, and your chosen professional path. FPB's faculty and staff are here to provide answers and offer support. We encourage you to seek counsel early and often.

As a returning student, you are making progress to your goals and still likely to have questions. Each course, each semester, and each degree you pursue is different from the last. We encourage you to ask questions and seek assistance. We are here to help and want the opportunity to do so.

This will be the second exciting year for the schools of nursing, medicine and dental medicine as we continue to strengthen our collaboration in the Health Education Campus.

On behalf of the FPB SON administration, faculty and staff, welcome and thank you for choosing FPB. We wish you much success as you move through your education and career development.

Sincerely,

Carol M Musil

Dean, Frances Payne Bolton School of Nursing

PURPOSE OF THIS HANDBOOK

The purpose of this Student Handbook is to provide important information to guide you through your studies at FPB. In it, you will find practical information about the University and the School assembled into a single, easy to use resource. The intent is to help you understand what resources are available to promote your success and expectations of you and all FPB students entering or advancing within the nursing profession.

As a student, you are held accountable for reading the handbook, and for knowing and adhering to the policies, procedures and behaviors outlined here for the School of Nursing. Take the time to familiarize yourself with the information shared in the handbook to avoid non-compliance.

This resource is revised annually. The School reserves the right to make changes in policy, procedure, and operations as necessary. Any changes are communicated in a timely fashion to students, staff and faculty.

ACCREDITATION INFORMATION

Frances Payne Bolton School of Nursing

FPB is consistently ranked among the leading schools of nursing by both the U. S. News and World *Report* with respect to quality of education, and by the National Institutes of Health with respect to research funding.

Board of Nursing Approval and Accreditation
FPB is fully accredited by the Department of Education and all relevant professional bodies.

Program	Accrediting Organization	Most Recent Accreditation	Decision
BSN	Ohio Board of Nursing	2018	Unconditional approval for 5 yrs.
GENP (MN)	Ohio Board of Nursing	2018	Unconditional approval for 5 yrs.
BSN	Council on Collegiate Nursing Education	2021	Unconditional accreditation for 10 yrs.
MN	Council on Collegiate Nursing Education	2021	Unconditional accreditation for 10 yrs.
MSN	Council on Collegiate Nursing Education	2021	Unconditional accreditation for10 yrs.
DNP	Council on Collegiate Nursing Education	2021	Unconditional accreditation for10 yrs.
Nurse Anesthesia	Council on Accreditation of Nurse Anesthesia Education Programs	2020	Continued accreditation for 10 years.
Nurse Midwifery	American College of Nurse Midwives Division of Accreditation	2019	Accreditation without recommendation for 10 years.

MISSION

The Frances Payne Bolton School of Nursing at Case Western Reserve University creates and empowers nurse leaders who develop and implement innovative and interprofessional research, education, and practice activities that make a positive difference in the health of individuals and communities.

VISION

Our vision is to be recognized globally as an academic community of excellence that builds on our strengths and traditions to provide leadership in nursing research, education, and practice in evolving, interprofessional health and scientific communities.

PURPOSE

The purpose of the Frances Payne Bolton School of Nursing is to provide an environment that encourages individuals to develop their personal and professional capabilities, including the sense of responsibility for continued learning; to learn as efficiently and effectively as possible; to find enjoyment, excitement, and challenge in the pursuit of knowledge and its application; and to develop behaviors that enable them to function in a changing, complex society. As an integral component of Case Western Reserve University (CWRU), the School assumes responsibility for the preparation of individuals committed to excellence and leadership in professional nursing. The faculty of the School accepts the responsibility for teaching and scholarly inquiry as integral parts of the educational process.

STATEMENT OF INCLUSION

Renamed the Frances Payne Bolton (FPB) School of Nursing in 1935, to honor the first woman elected to Congress from Ohio, FPB has a proud heritage of excellence and legacy of leadership. You are now part of that tradition. CWRU admits students of any race, religion, age, color, disability, sex, gender identity (including gender expression), sexual orientation, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students at the University. CWRU does not discriminate on the basis of race, religion, age, color, disability, sex, gender identity (including gender expression), sexual orientation, and national or ethnic origin in administering its educational policies, admission policies, employment, promotion and compensation policies, scholarship and loan programs, and athletic and other University-administered programs.

PUBLIC TRUST INTHE NURSING PROFESSION

For 20 consecutive years, in Gallup's Poll, the public has identified nurses as the most honest and ethical profession in America. When last studied, in December of 2020, 89 percent of Americans rated nurses' honesty and ethical standards as "very high" or "high," above any other profession.
American Nurses Association (ANA).

Members of our profession take this public trust seriously. As a student at FPB, you join our profession or advance in it and, in so doing, assume responsibility to promote and maintain this long-standing and hard-earned trust. The American Nurses Association establishes the Code of Ethics for Nurses, which contains nine professional obligations.

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

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

9. The profession of nursing, collectively through its professional organization must articulate nursing values, maintain the integrity of the profession, integrate principles of social justice into nursing and health policy.

More information can be found at the following link:

https://news.gallup.com/poll/328136/ethics-ratings-rise-medical-workers-teachers.aspx

SCHOOL OF NURSING LEADERSHIP

For a complete listing of all School of Nursing faculty and staff, go to nursing.case.edu/about/directories

Office of the Dean			
Dean	Musil, Carol	2545	cmm4
Executive Aide			
Manager of Faculty Affairs and Special Projects	Kendel, Maureen	2541	mtr2
Academic Affairs			
Interim Associate Dean for Academic Affairs	Morris, Diana	6472	dlm5
Center for Research and Scholarship			
Associate Dean for Research	Hickman, Ronald	2147	rlh4
Assistant Dean for Research Administration	Cole, Richard	6990	rxc39
Diversity, Equity, Inclusion			
Associate Dean for Diversity, Equity & Inclusion	Warner, Camille		cdb6
Alumni Relations & Development			
Associate Dean for Alumni Relations and Development			
Senior Director Development,	Mercer, Brigid	6324	blm90
Director of Development	Hovan, Nancy	6886	nxh305
Assistant Director of FPB Fund, Special Giving and Stewardship	Schoonmaker, Sara	4416	ses288
Administrative Services			
Associate Dean of Finance and Administrative Operations	Tagliaferri, Angela	3682	axt249
Director of HR and Administrative Operations	Rossi, Kimberly	1665	kxr200
Director of Finance	Ko, Ivy	6428	Ilk

Information Technology Services			
Director	Peoples, Caron	1873	ckb
Marketing and Communications			
Internal Communications Manager			
Office of Student Services			
Director of Financial Aid	Hanna-Adams, Dedra	0517	ddh6
Registrar	Borkan, Christine	2183	cxb487
Center for Nursing Education, Simulation & Innovation		2524	
Manager	Lower, Amy		
Recruitment and Enrollment			
Director	Lehmer, Kristi	1794	kxl488
BSN Program			
Director	Capper, Beverly	6326	bjc40
MN Program			
Director	Jackson, Molly	4788	mjj22
MSN Program			
Director	Brooks, Latina	1196	lmb3
Lead Faculty for Individual Programs			
Nurse Anesthesia Program			
Director Nurse Anesthesia-FPB	Moore, Sonya	5999	sdm37
Director Nurse Anesthesia-CCF	Milosh, Angie	216.444.6951	milosha@ccf.org
Nurse Midwifery Program			
Director	Franklin, Mary	3198	mrf19
Adult -Gerontology NP Program			
Lead Faculty	Duffy, Evelyn	5485	exd4
Adult-Gerontology Acute Care NP Program			
Lead Faculty	Winkelman, Chris	0700	cxw26
Pediatric NP Program			
Lead Faculty	Banks, Kristina		klb9
Neonatal NP Program			
Lead Faculty			
Women's Health NP Program			
Lead Faculty	Stroud, Leslie		laf11
Family NP Program			
Lead Faculty	Savrin, Carol	5304	cls18
Family Systems Psychiatric Mental Health NP Program			
Lead Faculty	Painter, Susan	4979	sgp30
DNP Program			
Director	Brooks, Latina	1196	lmb3
Assistant Director	Honsky, Jesse	8896	Jkh50
Coordinator, DNP Cohort	Fitzpatrick, Joyce	2543	jjf4

PhD in Nursing Program			
Director	Voss, Joachim	5979	jgv20
Centers of Excellence *International Program*			
Associate Dean for Global Affairs Director	Quinn Griffin, Mary	1920	mtq2
Sarah Cole Hirsh Institute for Best Nursing Practices Based on Evidence			
Director & Professor	Dolansky, Mary	0568	mad20
University Center on Aging and Health			
Executive Director	Morris, Diana	6472	dlm5
Dorothy Ebersbach Academic Center for Flight Nursing			
Director	Smith Todd	2479	dts60
Marian K. Shaughnessy Nurse Leadership Academy			
Inaugural Director	Fitzpatrick, Joyce	2543	jjf4

HELPFUL PHONE NUMBERS

EMERGENCY NUMBERS	
Fire	3333
University Police Emergency	3333
University Police Non-Emergency	3300
University Spartan Ride	3000
University Circle Police	2222
Cleveland Police	621-1234
Ambulance	368-3333
Poison Control Center	844-8008
SCHOOL OF NURSING	
Front Desk	368-4700
Student Services	368-1983
Registration Information	368-2183
Financial Aid Information	368-0517
BSN Program	368-8839
MN Program	368-8858
MSN Program	368-8532
DNP Program	368-1907
PhD Program	368-0334
Center for Nursing Education, Simulation and Innovation (CNESI)	368-2524
CASE WESTERN RESERVE UNIVERSITY	
Health Center Library	368-4540
University Health Service	368-2450
University Counseling	368-5872
GENERAL INFORMATION	
From off-campus	368-2000
From on-campus (days)	0 - operator
From on-campus (nights)	368-2000
SPARTAN SAFE & SPARTAN RIDE	

Spartan Safe—created through Rave Mobile Safety, which the university currently uses to send emergency alerts—will replace the Rave Guardian app, and provides enhanced functionality to help keep the campus community safe.

Spartan Ride will combine on-demand Safe Ride services and shuttle route schedules into one mobile app, which will replace the existing Safe Ride app and allow riders to find the most convenient routes to their destination.

Spartan Safe and Spartan Ride will be available for free download on the App Store and Google Play on Aug. 1, 2022. The CWRU Rave Guardian and CWRU Safe Ride apps will no longer be in service.

For more information regarding Spartan Safe and Spartan Ride app features please visit https://thedaily.case.edu/new-safety-transportation-apps-to-launch-aug-1/

Last updated 8/4/2022

ACADEMIC CALENDAR

*NOTE: FPB Students observe the same holidays as all CWRU students, with the exception of the fall break **when only BSN students observe the October break.** Students are expected to meet all classes or clinical assignments the day before a scheduled break.*

Five-Year Academic Calendar (2021 – 2026)

FALL	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Registration (and Drop/Add) Begin (UG)	Apr 26	Apr 4	Apr 10	Apr 8	Apr 7
Classes Begin	Aug 23	Aug 29	Aug 28	Aug 26	Aug 25
Late Registration Fee ($25) Begins	Aug 24	Aug 30	Aug 29	Aug 27	Aug 26
Labor Day Holiday	Sep 6	Sep 5	Sep 4	Sep 2	Sep 1
Late Registration and Drop/Add End	Sep 3	Sep 9	Sep 8	Sep 6	Sep 5
Deadline Credit/Audit (UG)	Sep 3	Sep 9	Sep 8	Sep 6	Sep 5
Fall Break	Oct 18/19	Oct 24/25	Oct 23/24	Oct 21/22	Oct 20/21
Mid-Semester Grades Due (UG)	Oct 18	Oct 24	Oct 23	Oct 21	Oct 20
Deadline, prior term I grade removal (UG,G)	Nov 5	Nov 11	Nov 10	Nov 8	Nov 7
Deadline Credit/Audit (G)	Nov 5	Nov 11	Nov 10	Nov 8	Nov 7
Deadline for Class Withdrawal and P/NP (upper class UG)	Nov 5	Nov 11	Nov 10	Nov 8	Nov 7
Registration for Spring Begins (UG)	Nov 8	Nov 14	Nov 13	Nov 11	Nov 10
Thanksgiving Holidays	Nov 25/26	Nov 24/25	Nov 23/24	Nov 28/29	Nov 27/28
Deadline for Class Withdrawal and P/NP (first year UG)	Dec 3	Dec 9	Dec 8	Dec 6	Dec 5
Last Day of Class	Dec 3	Dec 9	Dec 8	Dec 6	Dec 5
Reading Days	Dec 6, 10	Dec 12, 16	Dec 11, 15	Dec 9, 13	Dec 8, 12
Final Exams Begin	Dec 7	Dec 13	Dec 12	Dec 10	Dec 9
Final Exams End	Dec 15	Dec 21	Dec 20	Dec 18	Dec 17
Final Grades Due by 11:00 am	Dec 17	Dec 23	Dec 22	Dec 20	Dec 19
Fall Awarding of Degrees	Jan 14 (2022)	Jan 20 (2023)	Jan 19 (2024)	Jan 17 (2025)	Jan 16 (2026)

SPRING	2022	2023	2024	2025	2026
Registration (and Drop/Add) Begin (UG)	Nov 8 (2021)	Nov 14 (2022)	Nov 13 (2023)	Nov 11 (2024)	Nov 10 (2020)
Martin Luther King Jr. Holiday	Jan 17	Jan 16	Jan 15	Jan 20	Jan 19
Classes Begin	Jan 10	Jan 17	Jan 16	Jan 13	Jan 12
Late Registration Fee ($25) Begins	Jan 11	Jan 18	Jan 17	Jan 14	Jan 13
Late Registration and Drop/Add End	Jan 21	Jan 27	Jan 26	Jan 24	Jan 23
Deadline Credit/Audit (UG)	Jan 21	Jan 27	Jan 26	Jan 24	Jan 23
Mid-Semester Grades Due (UG)	Mar 7	Mar 13	Mar 11	Mar 10	Mar 9
Spring Break	Mar 7-11	Mar 13-17	Mar 11-15	Mar 10-14	Mar 9-13
Deadline, prior term I grade removal (UG,G)	Mar 25	Mar 31	Mar 29	Mar 28	Mar 27
Deadline Credit/Audit (G)	Mar 25	Mar 31	Mar 29	Mar 28	Mar 27
Deadline for Class Withdrawal and P/NP (upper class UG)	Mar 25	Mar 31	Mar 29	Mar 28	Mar 27
Open registration for Summer Begins (UG)	Mar 28	Apr 3	Apr 1	Mar 31	Mar 30
Open registration for Fall Begins (UG)	Apr 4	Apr 10	Apr 8	Apr 7	Apr 6
Deadline for Class Withdrawal and P/NP (first year UG)	Apr 25	May 1	Apr 29	Apr 28	Apr 27
Last Day of Class	Apr 25	May 1	Apr 29	Apr 28	Apr 27
Reading Days	Apr 26/27	May 2/3	Apr 30/May 1	Apr 29/30	Apr 28/29
Final Exams Begin	Apr 28	May 4	May 2	May 1	Apr 30
Final Exams End	May 5	May 11	May 9	May 8	May 7
Final Grades Due by 11:00 am	May 7	May 13	May 11	May 10	May 9
University Commencement	May 15	May 21	May 19	May 18	May 17
SUMMER	2022	2023	2024	2025	2021
Classes Begin	Jun 6	Jun 5	Jun 3	Jun 2	Jun 1
Independence Day Holiday	Jul 4	Jul 4	Jul 4	Jul 4	Jul 3
Classes End	Aug 1	Jul 31	Jul 29	Jul 28	Jul 27
Final Grades Due 12:00 noon	Aug 3	Aug 2	Jul 31	Jul 30	Jul 29
Summer Awarding of Degrees	Aug 19	Aug 18	Aug 16	Aug 15	Aug 14

RELIGIOUS AND NON-RELIGIOUS HOLIDAYS

CWRU recognizes and observes the following non-religious holidays: Martin Luther King Jr. Day, Memorial Day, Juneteenth Holiday, Independence Day, Thanksgiving and the day after, Labor Day, and New Year's Day..

Several religious holidays that affect a large number of members of our University community also are recognized. These include Christmas, Rosh Hashanah, Yom Kippur, the first two days of Passover, and Good Friday. The University recognizes that there are other holidays, both religious and non-religious, which are important to our community members, many of which can be found on this link: Source: University Registrar: https://case.edu/registrar/dates-deadlines/academic-calendar

Faculty should accommodate any student who is unable to attend class or participate in any examination, study, or work requirement on a particular day because of his or her religious beliefs. The student will be given the opportunity to make up the examination or work that was missed, provided that the make-up work does not create an unreasonable burden upon the University. Faculty should request that students give notice to instructors as early as possible in the semester. Source: Faculty Handbook, Chapter 4, Article XVII: https://case.edu/facultysenate/handbook-and-laws/faculty-handbook

To assist faculty and students in the planning of courses, assignments, and other activities, we provide the following links to information about the dates of religious holidays : **Interfaith Calendar** at https://www.interfaith-calendar.org/2020.htm

Calendar of Religious Holidays and Observance from the University of Washington http://www.washington.edu/students/reg/religcal.html

In making plans, please note the following:

- Some religious traditions may not be represented on these calendars.
- Observance of some religious traditions, holidays begin at sundown on the evening before the dates given.
- Local and regional customs may create some variation in the date of observance of certain holidays, or the dates may not be fixed but rather based on actual sighting of the moon.
- Not all of the holidays and observances listed are associated with work restrictions that will interfere with class attendance.

Members of the CWRU community are expected to act in good faith when seeking accommodations and when responding to those requests.

Last updated 8/4/2022

GETTING STARTED

ACTIVATING YOUR CWRU ACCOUNT

All CWRU students must activate their CWRU Network ID and email account. It may take up to 24 hours for the system to activate the network ID and passphrase.

A passphrase is a sentence-like string of words, spaces and/or symbols used for authentication that is longer than a traditional password, easy to remember and difficult to crack. For more help with creating a passphrase go to:
https://case.edu/utech/help/knowledge-base/cwru-network-id-passphrase

To activate the CWRU Network ID, go to: https://its-services.case.edu/my-case-identity/activate/. The activation wizard on the ITS website may be used to confirm whether the CWRU network ID has been activated.

The network ID is composed of three letters followed by numbers (ex: abc123) and it is your passport to the University's networking and computing services (Student Information System (SIS), Webmail, Canvas, Software Center, and more…). Students also are assigned an alternate e-mail address that uses their name: john.smith@cwru.edu

Passphrases may be reset at:https://its-services.case.edu/my-case-identity/passphrase/change/

ACCESSING CWRU E-MAIL

1) Enter the CWRU Mail service through http://webmail.case.edu. This can be done either on or off- campus.
2) Enter your User ID and passphrase.
3) E-mail can also be accessed through other programs or applications on personal computers and hand held devices. Instructions are found on the ITS website at: http://help.case.edu/

CWRU IDENTIFICATION CARD

All students are required to have an official CWRU picture identification card; the card provides access to university buildings, computer labs, athletic facilities, and library services.

How to obtain your ID card: Go to the Office of Access Services located in the lower level of Crawford Building, Room 18 (see the Campus Map: http://www.case.edu/maps/). Registration for courses may be required before a card will be issued. Bring a picture ID (International students bring your passport). The telephone number to Access Services is **368-2724**. They are open **Monday – Friday from 9:00 am to 4:00 pm**. Additional information may be found at: https://case.edu/access-services/id-cards/request-affiliate-id-card/

ACCESS TO SAMSON PAVILION (HEALTH EDUCATION CAMPUS - (HEC)

Entrance to the Samson Pavilion from the East entrance (East 100th St. near the shuttle stop) has badge access 24/7. No Badge access is required for the West (East 93rd St) entrance near the security desk from 7am to 6pm. After 6pm, the both entrances of the building require badge access. Student ID's have all been programmed to have swipe access for both the East and West entrances. If you have trouble getting in, push the call button on the post that communicates to the security desk in the atrium. Security will let you in. Please report ID access problems to the nursing school registrar at fpbreg@case.edu.

LEARNING MANAGEMENT SYSTEM: CANVAS

Canvas is the learning system used across CWRU. To gain access, complete the following steps:

1. Go to: https://case.edu/utech/help/knowledge-base/canvas/canvas-information
2. Click on the Login button
3. Enter your Network ID (ex: abc123) and password.

ADVISING

Upon admission to the School of Nursing, you are assigned to a faculty member who will serve as your academic advisor. Academic advisors will answer questions about your program of study and can assist you to complete forms and register for courses.

BSN students have access to a team of people who will offer information, support and assistance throughout your program. Academic Advisors should be considered part of your support team, which also includes Navigators, Program and Assistant Program Directors and the FPB Academic Dean.

Navigators are a key part of the Student Success Initiative designed to support students during their time at Case. These Navigators will check in to see how you are doing, help you resolve problems, connect you to someone who can answer questions, and help you "navigate" the Case system. They will work closely with your academic advisor to support you in your academic progress & success.

Advisement is a collaborative process between student and faculty. The relationship you establish here will be an important one. Your advisor is available to address any academic concerns you may have including your program progression and career planning. Your advisor will play an essential role as you smoothly progress through the proper plan of study.

As a student, you are required to meet with your advisor each semester in advance of registration and at any time when you have questions, need clarification, or are having difficulty in your program of study. You are responsible for scheduling appointments with faculty and will want to come prepared with questions or identified concerns. The effectiveness of this relationship commonly rests on the willingness of the student to receive feedback and support.

REGISTRATION

Decisions about which courses to take are best made with input from your advisor. This is true regardless of your program of study or the number of years you have been in the school. Because advising is so important, a hold will be placed on registration until you meet with your advisor. Once that happens, your advisor will remove the hold from your account so you can proceed to register for the courses that best meet your need. Seeking counsel will help you to stay on track and assure that you take courses that help you complete all requirements for graduation.

BACCALAUREATE STUDENTS

First year BSN students are pre-registered for nursing and biology classes by the first year nursing advisors during the month of July, before the start of fall classes. You will select and register for your *General Education Requirements* (GER) classes using the Student Information System (SIS) in July. You will register for your *Seminar Approach to General Education & Scholarship* (SAGES) classes (undergraduate courses across the university) with the assistance of the SAGES department staff during August. Your first semester schedules will be verified as part of the August Orientation session when you meet with your first year advisor of which there are three. .

Continuing BSN students will register for courses at the close of the spring for the fall semester, and near the end of fall semester of each academic year. Your Advisor will help you select courses which fit your career goals and support your continued academic progress.

GRADUATE STUDENTS

Graduate students entering the **MN, MSN, DNP and PhD** programs register during the regular university registration period.

Preregistration for actively enrolled students who have met all financial obligations to the university begins in **April** for the summer and fall, and in **November** for the spring semester. Returning students who did not preregister during these scheduled times will do so during the regular registration period just before the beginning of the semester. **Students are required to be registered during the semester in which they graduate.**

As an actively enrolled student, you should meet with your academic advisor each semester and register using SIS. *Advising holds are placed* on every student's registration and will be released after you meet with your advisor each semester prior to registration.

For information on how to register online, visit: http://www.case.edu/erp/sis.

OPTIONAL FEES

All students are automatically charged for health insurance each fall and spring semester. **If you already have health insurance, it is your responsibility to waive the Health fee.**

NOTE: If you do not waive the Health Fee, your account will be charged for that fee.

Graduate and professional students will be enrolled automatically as members of 121 Fitness Center at a discounted rate. **The fitness fee plus sales tax will be included in university charges in the fall and spring semester unless you choose to opt out through** the Student Information System (SIS).

Students must opt out by a certain date each semester. Note specific dates in the SIS System.

For more information about this process, please

See: https://case.edu/studentlife/healthcounseling/medical-planwaiver-information/health-waiver-process

ACADEMIC EXPECTATIONS

CLASS ATTENDANCE

Students are strongly encouraged to attend and actively participate in class and associated lab sessions, which will prepare you to be successful on examinations required for entry to practice and for certification. Faculty will provide the course attendance policy in the syllabus at the start of each course and will determine the extent to which absence affect students' final grades.

A student's decision on whether to attend class or not will be respected, however, failure to attend and participate in class may negatively impact the final grade. Again, **refer to the course attendance**

policy in the course syllabus provided by faculty at the start of each course.
Regular attendance and participation in class and associated lab sessions increases a student's ability to understand and learn course content. Failure to master course content can negatively impact clinical performance. Lack of preparation is not an acceptable defense for failing to meet clinical expectations.

ABSENCE DUE TO ILLNESS

Students unable to attend classes because of illness should notify their instructors in advance of class, lab or exam and make appropriate arrangements with the faculty. University Health Service and the Office of Undergraduate Studies do not provide medical excuses for class absence. Information concerning the policy of the University Health Service and the Office of Undergraduate Studies is available in both the Office of Undergraduate Studies and the University Health Service.

ABSENCE FOR RELIGIOUS REASONS

Any student who is unable to attend classes or participate in any exam class, or clinical requirement on a particular day because of their religious beliefs must notify the faculty early in the semester, well in advance of such an observation in order for an absence to be accommodated and excused. The student will be given the opportunity to make up the exam or work that is missed, provided that the make-up work does not create any unreasonable burden upon the University.

CLASSROOM ETIQUETTE

The classroom and nursing lab are shared learning environments. Your individual attention in the classroom and nursing lab are essential to learning and success for you and your classmates. An atmosphere of mutual respect is to be maintained at all times in all learning environments.

Arriving in time to be in your seat and set for class conveys respect for yourself, your classmates, and your professor. The same is true for remaining for the duration of the class and lab, and refraining from distracting behaviors including "*private*" conversations, use of personal electronic devices, and/or napping. Should you need to arrive late or leave early, it is recommended that you sit close to the exit to avoid disrupting class.

Virtual classes require the same expectations of entering the ZOOM classroom at the schedule time. It is a good practice to check your devices and internet access at about 15 minutes prior to class. If you are experiencing any technical difficulties immediately contact http://help.case.edu/. Also email your faculty to let her/him/they know that you are having difficulties.

For synchronous classes through ZOOM teleconferencing students and faculty are asked to review and follow the Netiquette guidelines below to support a civil, respectful virtual/online classroom experience:

"Netiquette"
The Do's and Don'ts of Live Videoconferencing

Do at the beginning of class agree to the frequency and times for breaks during the class.

Do always have video camera on so everyone is visible; turn camera off only during breaks.

Do mute your microphones when others are talking to eliminate background noise.

Do make eye contact with the camera while talking and remember that you are always on camera, so be a good listener when others are speaking. Also…dress appropriately! Also, civil language is expected, so avoid cussing or swearing.

Don't eat during class unless your professor has indicated it is ok. Each instructor has different opinions about eating during class, so if you aren't sure, ask before eating!

Do raise your hand if you want to speak.

Do ALWAYS log on at least 15 minutes prior to the beginning of class to allow time to troubleshoot potential connection issues.

Do contact help desk for technical difficulties at Phone 216-368-4357; Email: help@case.edu
Live Chat help: https://case.edu/utech/help

Do email your professor immediately if you have technical difficulties during class.

Don't allow others-visitors, family, friends---near your work area during class. It is very distracting!

Do turn off your cell phones and pagers during class. The only time it is appropriate to be on the phone is if you are talking with tech support.

Don't access email, read unrelated materials or use Instant Messaging during class. Use only classroom- designated programs/applications during class.

Do let your professor know well in advance if you may need to be late or miss class. Each professor has different opinions regarding class attendance so never assume your absence will be excused.

Don't leave the room unless absolutely necessary. It is also distracting if you move around a lot. Keep your head centered in the camera at all times.

NOTES: No private chats will be allowed during class or seminar. This is to create a respectful, civil environment for all participants without distracting side conversations.

Last updated 8/4/2022

Sessions may be recorded for the purposes of learning in a specific course. Class recordings are not able to be publicly viewed, nor used for university marketing or communications. If a student was to download or replicate a recording and use it inappropriately, it will addressed as a professionalism violation and university student conduct violation.

Adapted from: **CoN PhD Program Videoconferencing (2009) University of Utah   rev 7/1/2020 dlm**

You will learn best if you read all materials prior to your class or lab session. You will find your course site in Canvas contains many resources that will enrich your learning and enable you to participate actively in class to optimize your learning.

Students who engage in disruptive behavior can expect to be asked to leave class. For BSN and MN students, advisors will be notified of the situation.

COMPUTER REQUIREMENTS

Baccalaureate Program Computer Requirements

For students attending the School of Nursing, in Academic Year 2022-2023, the following laptop computer policy will apply.

You are required to bring a laptop (Windows or Mac) to nursing courses for electronic testing. Faculty use Examsoft for testing as well as Honorlock, an on-demand proctoring tool that uses Artificial Intelligence (AI) to ensure academic integrity whether testing is done in class or remotely.

NOTE: The software is not compatible with an iPad, Chromebook or any other tablet devices. Please review the Computer Requirements and FAQ questions below.

If you need assistance configuring your laptop, you can contact the HEC Support team by joining their Zoom room: https://bit.ly/2Dd5zZp This Zoom Room is open primarily on Mondays, Wednesdays, Thursdays, and Fridays depending on staffing availability. If you happen to join the room and no one is available to assist, please email hecsupport@case.edu to setup an appointment for someone to assist you. If you are on campus, you can stop by the UTech Care Center (Tech Bar) on the ground floor, in that atrium, right in front of the Café.

 For questions, please contact the HEC Support Team via email: hecsupport@case.edu

Frequently Asked Questions

Q: What are the minimum recommended specifications for a laptop?

A: We strongly recommend that you purchase a computer that will perform adequately as a tool for your entire program of education. With that in mind, the following minimum specifications will help you to acquire a laptop that will meet or exceed your needs.

Hardware	Comment
• 8th Gen core i5 or i7 processor (Intel or AMD Ryzen series)	One that will last for your college nursing career
• 16GB RAM or more	16GB would be best, however 8GB is the minimum that a student should consider
• 1TB standard drive or 256 GB minimum or 512 GB HD or larger (SSD strongly recommended)	Solid State Drives (SSD) are an amazing performance boost, far more of a return on investment, so they are highly recommended.
• Screen resolution 1024x768 or better	

• Wireless 802.11ac or better	AC wireless will afford you the greatest likelihood of always being able to connect to wireless internet service on campus.
• Gigabit Ethernet built-in or with adapter	Useful when on campus
• Screen 13" or larger	A smaller screen will make taking exams a challenge as you will have to scroll up and down a lot more.
Camera	Either built into the laptop or an external webcam
• 4 hour or better battery life	Battery life does go down over time, so 4 hours is recommended
• Windows 11 or 10 if necessary (not home edition) or newer	Earlier versions of Windows have reached End Of Service Life with Microsoft
• MacOS 10.12 or newer	Earlier versions of Mac OS will reach End Of Service Life with Apple

Q: Besides a laptop, what other items are recommended?

A: Backpack carrying case
Built-in Ethernet port or Ethernet adapter
1TB External hard drive
Wireless optical mouse
Security cable (except for Retina Display Macs)
Accidental Damage insurance/warranty

Q: Can I buy a laptop through Case?

A: If you want to purchase a Dell or Apple laptop through the university, you may do so here:
https://case.edu/utech/resources/estore

Last updated 8/4/2022

Q: Does CWRU give us access to software, such as Microsoft Office, Anti-virus, etc. (in order to obtain the software, you must have a Case User id):

A: Yes, the University has a Software Center that you can access.
https://case.edu/utech/help/knowledge-base/software-center

For more information see: https://case.edu/utech/new-to-cwru/equipment-and-software (Note: The University mentions Chromebooks as an option, please note: they will not work for your coursework in the School of Nursing.)

Master's Program Computer Requirements

For students enrolled in the MN Program at the FPB School of Nursing, Academic Year 2022 – 2023, the following laptop computer recommendations apply.

The School of Nursing requires all students to have a laptop for use in the classroom. As a result, we have defined recommended laptop specifications. Preferred laptops are those with Core i-series 5th generation or newer processors, and Microsoft Windows version 10 or Apple Macintosh OS 10.12 (Sierra or newer. MacOS 10.15.x (Catalina).

If you need assistance configuring your laptop, you can contact the HEC Support team by joining their Zoom room: https://bit.ly/2Dd5zZp This Zoom Room is open primarily on Mondays, Wednesdays, Thursdays, and Fridays depending on staffing availability. If you happen to join the room and no one is available to assist, please email hecsupport@case.edu to setup an appointment for someone to assist you. If you are on campus, you can stop by the UTech Care Center (Tech Bar) on the ground floor, in that atrium, right in front of the Café.

Frequently Asked Questions

Q: What are the minimum recommended specifications for a laptop?
We strongly recommend that you purchase a laptop that will perform adequately for your entire program of education. With that in mind, the following minimum specifications are recommended to meet Nursing Program need.

Hardware Specifications	
Processor:	8th Gen Core i5 or i7
RAM:	16GB or more recommended (8GB minimum)
Hard Drive:	1TB standard drive or Solid-State Drives (SSD) strongly recommend 512 GB or larger (256 GB minimum)
Screen Resolution:	1024 x 768 or better
Wireless:	802.11ac or better
Adapter:	Gigabit Ethernet built-in or with adapter
Screen Size:	13" or larger
Camera	Built into the laptop or an external webcam
Battery Life:	4 hour or more (4 hours is the minimum requirement)
Operating Software:	Windows 11 or 10 if necessary (not Home Edition) or newer
Operating System:	MacOS 10.12 or newer

Q: Can I purchase a laptop through CWRU?
If you want to purchase a Dell or Apple laptop through the university, you may do so here: https://case.edu/utech/resources/estore

Q: Does CWRU give us access to software, such as Microsoft Office, Anti-virus, etc. (in order to obtain the software, you must have a Case User id): https://case.edu/utech/help/knowledge-base/software-center

Q: I would like more information: https://case.edu/utech/new-to-cwru/equipment-and-software

PhD Program Computer Requirements

For students enrolled in the PhD Program at the FPB School of Nursing, Academic Year 2022 – 2023, the following laptop computer recommendations apply.

The School of Nursing requires all students to have a laptop for use in the classroom. As a result, we have defined recommended laptop specifications. Preferred laptops are those with Core i-series 8th generation or newer processors, and Microsoft Windows version 11 or 10 if necessary or Apple Macintosh OS 10.12.

If you need assistance configuring your laptop, you can contact the HEC Support team by joining their Zoom room: https://bit.ly/2Dd5zZp This Zoom Room is open primarily on Mondays, Wednesdays, Thursdays, and Fridays depending on staffing availability. If you happen to join the room and no one is available to assist, please email hecsupport@case.edu to setup an appointment for someone to assist you. If you are on campus, you can stop by the UTech Care Center (Tech Bar) on the ground floor, in that atrium, right in front of the Café.

Frequently Asked Questions

Q: What are the minimum recommended specifications for a laptop?
We strongly recommend that you purchase a laptop that will perform adequately for your entire program of education. With that in mind, the following minimum specifications are recommended to meet PhD Program need.

Hardware Specifications	
Processor:	8th Gen Core i5 or i7
RAM:	16GB or more recommended (8GB minimum)
Hard Drive:	1TB standard drive or Solid-State Drives (SSD) strongly recommend 512 GB or larger (256 GB minimum)
Screen Resolution:	1024 x 768 or better
Wireless:	802.11ac or better
Adapter:	Gigabit Ethernet built-in or with adapter
Screen Size:	13" or larger
Camera	Built into the laptop or an external webcam
Battery Life:	4 hour or more (4 hours is the minimum requirement)
Operating Software:	Windows 11 or 10 if necessary (not Home Edition) or newer
Operating System:	MacOS 10.12 or newer

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Q: I would like more information: https://case.edu/utech/new-to-cwru/equipment-and-software

CELL PHONES

Technology can be very useful in the learning environment. However, social calls and texts or work related communications in the classroom and lab are inappropriate and disrespectful distractions.

- Cell phones, pagers and other devices are to be silenced and used exclusively for learning purposes.
- Students are to leave the classroom or lab if they need to respond to a call.
- If you anticipate the need to be contacted via your cell phone during any class, please notify faculty prior to the start of class.
- Clinical sites may have specific restrictions on the use of cell phones. Students and faculty are expected to follow such restrictions at a clinical site.

COMMUNICATION

Faculty will describe expectations, operations, required textbooks, schedules and any other relevant requirements in course syllabi, which are available before the first day of class. They also will identify how and when you will be evaluated and what level of performance is required to pass and progress in each course. Syllabi will describe policies regarding quizzes and exams that are applicable to the respective course.

Open and respectful communication between students, graduate teaching assistants, and faculty is a hallmark of higher education and should be practiced throughout all courses and across all learning environments.

You will receive written and verbal feedback at regular intervals throughout each course and across your program of study. This feedback is intended to help you reflect on your progress, understand your faculty's perceptions of your work, and track your performance in relation to the expected outcomes and criteria of success.

Throughout your professional career, of which nursing school is just the beginning, you are encouraged to embrace feedback and to use it to help you reach your personal, academic, and career goals. You

are welcome to engage faculty members in conversation about the feedback you receive and to ask for coaching when your work does not meet your own expectations or those of your faculty.

- You are encouraged to critique your own performance at intervals, to document your progress, and to validate your self-perceptions with faculty feedback

- In theory courses, you will receive feedback in the form of scored quizzes and exams, written feedback from faculty on papers and projects, discussions about presentations, or reflections about participation in class.
- In clinical courses, you will receive faculty feedback in the form of discussion during clinical practice and in clinical conferences; in the form of faculty comments on care plans and written assignments; and, through formal criterion based verbal and written feedback using a standard Clinical Evaluation Tool, which becomes part of your permanent record.

You, as a student, share with your faculty the responsibility for maintaining an open channel of communication. If, you believe you are receiving insufficient or unclear feedback, you are responsible for discussing this with your faculty and, if need be, your advisor.

The School of Nursing and CWRU aspire to shape a diverse community composed of various identities, experiences and passions resulting in an inclusive, welcoming and supportive environment. We are a diverse learning community that values the importance of listening to and hearing the diverse experiences and perspectives of students, faculty and staff in a safe environment. This requires ongoing, timely dialogue and conversations so we will be able to learn and grow in our understanding of one and another, and ultimately enhance our ability to care for those we serve. We encourage and support civil, constructive and transformational conversations among members of the FPB community.

Communication Regarding Diversity, Equity and Inclusion

You are encouraged to communicate with course faculty, your program director and/or the academic dean if you experience concerns about discrimination, equity and inclusion or if you have concerns about DEI issues in class, simulation/lab or clinical.

You also can contact Dr. Camille Warner (cbd6@case.edu) who is the Associate Dean for Diversity, Equity and Inclusion at the School of Nursing.

You also can find student resources through the CWRU Office of Inclusion, Diversity & Equal Opportunity: https://case.edu/diversity/students

APPOINTMENTS WITH FACULTY

Faculty post regular office hours, however, starting July 2021 appointments can be scheduled in person or can be virtual via Zoom teleconferencing. Faculty also will post in office and virtual office hours. You will find it helpful to pay close attention to those posted office hours. In general, it is most effective to formally request an appointment by phone, e-mail, or in writing. It is helpful to tell the

faculty what you would like to discuss in advance of your visit so they can be prepared. If you cannot keep the scheduled appointment, it is respectful to call and cancel, or send an email in advance so faculty can manage their time and commitments.

Hallway conversations may occur and are welcome. However, it is best to schedule a time for an appointment to meet to engage a more private, personal, and effective conversation. Please schedule an appointment in person, via Zoom, or phone. Please follow current university safety precautions such as wearing masks and sanitizing hands.

CHANGES IN COURSES OR SECTIONS

Changes in courses or sections may be made by students only during the drop/add period with the permission of the advisor and approval of the designated administrative officer, and must be submitted to the university registrar's office.

GRADES

BACHELOR OF SCIENCE IN NURSING STUDENTS

A grade of "**I**" (Incomplete) in a course is awarded when a student is meeting expectations in that course, is earning a passing grade, and due to extenuating circumstances is unable to complete a portion of the work on time for grade submission. This must be pre-arranged with course faculty, before the date on which grades are due. If a student receives a grade of "**I**", it must be removed by the 11th week of the semester following the one in which the courses were taken. In this case the "**I**" will convert to the grade earned. If a student does not complete the outstanding work by the end of the following semester, in accordance with University policy, the grade will automatically be converted to an "**F**".

Note: Summer semesters are excluded for completion of "I" grades. Fall and Summer incomplete grades are to be completed before end Spring semester, and Spring incomplete grades are to be completed by the end of Fall semester. Please check academic calendar for specific due dates.

If a student receives a grade of "**F**" as the final grade in a required course, that grade will be entered on the transcript. The student will be required to repeat the course during the next semester in which the course is offered and will not be allowed to enroll in other courses for which the failed course is a pre-requisite.

Pass/No Pass
Advanced
Placement
Audit

FPB follows University policy for courses offered as PASS/NO PASS. Advanced placement, & audit.
https://case.edu/ugstudies/academic-policies/grades-and-credit-by-examination

Mid-Semester Grades

Mid-semester grades are assigned in undergraduate courses at the end of the eighth week of each semester. The exception to this is 7-week junior level nursing courses in which mid-semester grades are assigned at the end of three weeks. Mid-semester grades are for advising purposes only and not part of the student's official academic record.

MID-TERM GRADES

Students are informed of their progress each semester at mid-point. Those whose performance in the class or in clinical does not meet expectations at mid-point will be informed of their status. They will be made aware of the serious concern about their ability to be successful unless they adopt new strategies to improve performance.

These students will generate a remediation plan in collaboration with the faculty which will identify particular outcomes and expectations, and may allow additional time in which to satisfy course objectives. Students will be expected to work with faculty to plan and schedule necessary activities and assignments.

BSN students whose performance at or before mid-course is borderline or failing will be advised in writing by the faculty at mid-term, or sooner if necessary. At the close of each semester, the student's academic records are reviewed in relation to the improvement plan and course expectations, and a determination made as to whether there is sufficient improvement to pass the course.

Plan for Improving Performance

The improvement plan will contain the following elements:
- a description of the performance problem,
- measurable behaviors to be demonstrated, and
- details for periodic re-evaluation of performance.

The improvement plan is dated and signed by the student and course faculty. A written summary assessing achievement of the specific expected outcomes is then provided at the end of the course in addition to the final course student performance evaluations. This summary is signed and dated by the student and faculty, and attached to the learning improvement plan.

Last updated 8/4/2022

Grading Scale

Students enrolled in the BSN program receive letter grades of **A, B, C, D,** or **F**.

Letter Grade	Numerical Equivalent	Significance
A	4	Excellent
B	3	Good
C	2	Fair
F	0	Failure
I		Incomplete (No credit toward degree)
AD		Audit (No credit toward degree; may not be repeated for credit)
P		Pass
NP		No Pass (No credit toward degree)
W		Official Withdrawal

Grade Requirements for Progression

A minimum grade of "**C**" is required for all nursing and science courses in order to progress in the nursing program. If a course is a pre-requisite to a required course, a grade of "**C**" or better is required to meet the pre-requisite requirement. (http://bulletin.case.edu/schoolofnursing/bsn/

MN, MSN, AND PROGRAMS

Policy on Course Repetition

Students have the opportunity to retake a course in which they have received a grade of "**F**" as a means to improve their performance. When a course is repeated, the first grade will remain visible on the transcript, but will be removed from the calculation of the cumulative grade point average and the grade point average for the semester in which the course was first taken. The new grade will then be used for calculation of the cumulative grade point average and the grade point average for the semester in which it was earned. The student's transcript will show the comment "*GRADE NOT COUNTED - COURSE REPEATED*" directly below the original grade.

Similarly, if a student withdraws from a course that is being repeated, the original grade will stand. Course repetition may be exercised according to the following conditions:

1. An academic action that occurred under the earlier grade is neither reversed nor removed from the record as a result of a change in the semester or cumulative averages that result from the repetition of one or more courses.
2. The course repeat option may not be exercised after a degree has been awarded.

3. This does not affect the policy of removal from FPB if a student earns 2 evaluative grades of "**F**".
4. Additional work cannot be done to change an existing grade other than "**F**" to a higher grade.
5. Once a course is successfully repeated with a grade of **A, B,** or **C**, MSN and DNP students can petition the Executive Committee to request that the grade point average (GPA) be recalculated without the original grade of "**F**" (and include the grade earned during repeated coursework. The original course grade will remain on the transcript.)

Maintenance of Good Standing

All courses listed for an academic level must be satisfactorily completed before a student is allowed to progress to the next level.

MSN and DNP students whose cumulative GPA falls below a 3.0 are placed on academic probation. Students who carry a GPA below 3.0 for two or more semesters will undergo an academic review by the program director who may request action by the Executive Committee, including separation from the University.

Grading Scle

Letter Grade	Numerical Equivalent	Significance
A	4	Excellent
B	3	Good
C	2	Fair
F	0	Failure
I		Incomplete (No credit toward degree)
AD		Audit (No credit toward degree; may not be repeated for credit)
H		Honors
P		Pass
NP		No Pass (No credit toward degree)
S		Satisfactory (The grade S is available for use in thesis, and dissertation research, and in selected advanced nursing courses.)
U		Unsatisfactory (No credit toward degree)
W		Official Withdrawal

GRADING SCALE FOR MN STUDENTS

Students enrolled in the MN program receive letter grades (**A, B, C,** or **F**) for all courses taken including MSN courses and NUMN 400 level courses. The only **exceptions are the NUMN 412A and NUMN 412B interprofessional courses, which are evaluated as P (Pass) or NP (No Pass).**

For both nursing and non-nursing courses, grades are assigned in agreement with the practices described for all students including grades of I, AD, or W.

GRADING SCALE FOR MSN and DNP STUDENTS

Students enrolled in the MSN or DNP programs earn letter grades of (**A, B, C,** or **F**) for all courses with the exception of: NURS 503 (Inquiry III), grades of "**S**" (satisfactory) and "**U**" (unsatisfactory) are assigned to report progress and NUND 500, 611, 619, and 620. For these courses, the grading scale is **P** (pass) or **NP** (no pass).

PhD in NURSING PROGRAM

PhD nursing students should refer to the "course repeat" policy of the School of Graduate Studies. Note that the grading system for the required outside elective(s) may differ.

GRADING SCALE FOR DOCTOR OF PHILOSOPHY (PHD) STUDENTS

Course work for PhD degree students is graded as **A, B, C,** or **F** with the following exceptions: NURS 601, and 701. For these courses, the grading scale is S (satisfactory) or U (unsatisfactory) and for 671 is P (pass) and NP (no pass).

NOTE: The responsibility for assigning grades rests exclusively with the faculty of a course or section. Grades in all undergraduate courses are reported to the registrar at mid-term and grades are reported at the end of each semester for all students.

Incomplete Grade for Graduate Students
Audit

Students who register, but who do not seek to obtain credit can be admitted to a course with written permission of the faculty. Such students must declare this intent at the time of registration and will be enrolled accordingly and receive a grade of **AD**. No course taken for audit may be repeated for credit. Tuition for audited courses is the same as tuition for courses assigned a grade.

The option of registering to audit a course is not available for all courses. PhD in nursing students should refer to the School Graduate Studies handbook for the policy on auditing courses.

WRITTEN ASSIGNMENTS

Expectations for each paper and written assignments are described by the faculty in the syllabus or course site. Success on any assignment is greatly enhanced by adherence to these guidelines.

Assignments must be submitted on time to earn full credit.

All papers are to adhere to the guidelines provided in the Publication Manual of the American Psychological Association, 7th Ed. (2020) unless otherwise directed by the faculty. A useful reference can be found at the *Purdue On Line Writing Lab* Or OWL at the following link: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_changes_7th_edition.html

EXAMS

Tests and exams are used to evaluate your learning progress. These exams also serve as learning experiences that help to prepare you for the professional exams you will take in the future. The types of questions presented are determined by the faculty members responsible for each course.

Students preparing for entry to practice and/or certification will be presented with test questions that strongly resemble the items presented on licensure and certification exams. You can expect these tests to be challenging, much like the high-stakes professional exams you will be taking at the end of your program of study.

Professional conduct in the form of ethical behavior is expected during exams just as it is in all learning environments. The testing environment will be structured by the course faculty to promote the integrity of testing. To that end, you may not leave the room during an exam except when pre-arranged with the faculty. If you have questions about any item on the exam, you should ask the responsible course faculty for the opportunity to discuss those concerns. Policies for retesting by students who fail a quiz or exam are determined by the course faculty at the onset of the course.

SECURE TESTING

Examsoft/Exemplify or Honorlock are used to further promote the integrity of testing. Examsoft/Exemplify is a secure, offline testing platform used to keep the exam environment secure and stable. Honorlock, an on-demand proctoring tool, uses Artificial Intelligence (AI) to ensure that integrity of testing is maintained when taking exams remotely.

CHEATING

Cheating on a test or exam constitutes unethical and unprofessional behavior and may result in a failing grade on the test or exam. If a student is suspected of cheating during an exam, that student will be asked to leave immediately, and appropriate action will be taken in accord with Case Western Reserve University Academic Integrity Policies.

EXAM ABSENCE

Unauthorized absence from tests and exams will result in a grade of zero unless that absence is approved by the course faculty prior to the examination date and time. Leaving a message on voice mail or email does not constitute pre-approval.

Any missed exam must be made up within one week of the original. The only exception will be cases of extreme personal illness/injury as determined by the course faculty.

BSN students must, in addition, follow the Office of Undergraduate Studies policy regarding absence for final exams. (https://case.edu/ugstudies/academic-policies/final-exams-and-reading-days).

MN, MSN, & DNP students are required to follow the Office of Graduate Studies policy (https://case.edu/gradstudies/about-school/policies-procedures)

Course Withdrawal

Students should consult with their advisor, (and navigator if a BSN student), prior to withdrawing from a course. Once the decision is made, students use the Student Information System (SIS) to request withdrawal and may contact the School of Nursing Registrar for assistance with this process.

A grade of "**W**" will be recorded for any course from which the student withdraws before the deadlines designated by Case Western Reserve University during the fall or spring semester or during the first week of summer session.

If a student withdraws from a course after the deadlines designated by CWRU, in the fall or spring semester or after the first week of the summer session, a grade of "**W**" or "**F**" will be recorded. This decision is based on the quality of work done up to the time of withdrawal.

Failure to attend class or failure to notify the faculty does not constitute official withdrawal. Any student who does not formally withdraw from a course, will receive a grade of "**F**" for the course.

WITHDRAWAL FROM INTENSIVE COURSE

The deadline to drop an intensive course is 1:00pm EST on the first day class. No refunds will be issued after 1:00pm on the first day of class https://case.edu/nursing/students/course-listings/intensivedistance-friendly-courses

Specific procedures for undergraduates are determined by the Office of Undergraduate Studies. See the following for more details: http://bulletin.case.edu/undergraduatestudies/policies/
University policy, does not allow refunds for course withdrawal after the second week of class.

Specific procedures for PhD nursing students are determined by the School of Graduate Studies. See the following for more details:
http://bulletin.case.edu/schoolofgraduatestudies/academicpolicies/

CLINICAL EXPECTATIONS

BSN PROGRAM

MATH PROFICIENCY (PRE-LICENSURE PROGRAMS)

Safe administration of medications is essential for safe nursing practice and depends on your ability to calculate dosages, concentrations, and drip rates for fluid administration. All pre-licensure students will be provided with resources to help you prepare for proficiency examinations in specified courses. You are required to answer 100% of the problems correctly BEFORE administering any medications.

Any student who does not pass the proficiency examination will be given a second opportunity to pass. Any such student cannot be allowed to work in the clinical area until proficiency is demonstrated. In the event that a student does not achieve 100% on the second exam, that student will:

1) Be referred for tutoring as appropriate
2) Be prohibited from giving medications in the clinical setting
3) Be given a third exam after evidence of additional study has been shown

Because accurate administration of medications is a part of the professional nursing role, any student not achieving 100% by the third exam will be provided additional remediation before progression is approved.

Clinical Attendance Policy Statement:

Students are required to attend all scheduled clinical experiences. Makeup clinical time will be required for all missed clinical experiences (excused or unexcused.) A student arriving more than 30 minutes after the designated start time for any clinical experience may be sent home and a clinical absence will be documented.

NO CALL, NO SHOW (UNEXCUSED ABSENCE)

A student who does not notify clinical instructor and does not come to clinical on the scheduled day will receive a Learning Improvement Plan related to "No call, no show" and an unexcused absence will be documented.

A second no call, no show may result in course failure. The student will meet with the course faculty to determine appropriate action.

CLINICAL ABSENCE WITH NOTIFICATION (EXCUSED ABSENCE)

Students are expected to notify their clinical instructor **and** course faculty a minimum of one hour prior to the beginning of the clinical experience.

The first excused clinical absence will require complete clinical makeup time as determined by the course faculty. A second excused clinical absence will result in a Learning Improvement Plan related to clinical attendance. The third excused clinical absence may result in course failure.

TARDINESS

In the event that a student anticipates clinical tardiness, the clinical instructor/preceptor must be notified prior to the beginning of the clinical day. Two or more incidences of tardiness will result in a Learning Improvement Plan and may require completion of clinical makeup time as determined by the course faculty. A third incidence of tardiness may result in course failure.

ILLNESS

Nursing students under the care of a physician or provider should bring a statement from that physician or provider to the program assistant. The statement should indicate whether or not the student is able to return to regular clinical assignments. Consult individual course guidelines.

TRANSPORTATION

All students are expected to provide their own transportation to clinical agencies. RTA and car pools should be utilized as necessary. Residential students need to make parking arrangements with the University.

PREPARATION FOR CLINICAL EXPERIENCES

Students must come to the clinical site prepared to deliver safe nursing care. Coming unprepared to clinical may result in removal from the clinical area, which would require make-up of clinical time at the convenience of the faculty.

DRESS CODE

Professional appearance is required at all times for all clinical areas. You will be dismissed from the clinical setting if your clinical instructor deems your dress or appearance is unprofessional. In such a cases, you will be required to make up the experience.

Uniform regulations for all pre-licensure students (BSN and MN) have been established by members of the Student Association and the Faculty of the School of Nursing. The approved student uniforms for BSN and MN students may be ordered from the designated company. An emblem designating the School of Nursing is to be sewn on to the left sleeve of the uniform when the uniform is purchased. Emblems are not to be pinned on uniforms.

You are expected to wear the approved uniform to all clinical experiences, unless the experience is taking place at a clinical site where an alternate form of dress is authorized by the faculty. Your uniform should be worn only within the hospital or clinical agency. The only exception is when there is not sufficient time to change clothes between clinical or lab and class.

This policy applies to all students, regardless of where you live. BSN and MN students in their community engagement, public health courses, and other courses where designated, must wear the

school polo shirt with navy blue, black or khaki skirt or pants unless the agency requires different attire. The exception would be if the agency has set different expectations and those have been communicated to you by your faculty.

PROFESSIONAL GROOMING

1) Exceptional personal hygiene must be maintained at all times. This includes bathing on a daily basis and appropriate use of deodorants and antiperspirants.
2) Alternative jewelry statement: In a clinical setting, jewelry can pose a safety risk to nurses and patients. Rings, watches, earrings, nose rings, bracelets, necklaces, etc., can snag on equipment, puncture gloves, or be grabbed by patients. In order to prevent related injuries, such as de-gloving injuries, it is strongly advised that jewelry not be worn. Wristwatches, plain wedding and/or engagement rings, earrings, and other jewelry that lay flush to the skin are the best options. Please note that clinical supervisors will advise students if the jewelry they are wearing is not safe or appropriate for a clinical setting.
3) Clothing must be clean and pressed.
4) Make-up may be used conservatively.
5) Clear nail polish is acceptable: Acrylic nails are not.
6) Perfume and other aromatics are not used in the clinical setting.
7) Hair is to be clean, arranged neatly and kept above the collar of the uniform. Wigs and hairpieces may be worn, provided they comply with these criteria.
8) All students are required to wear a natural hair color into the clinical setting; any hair color that is not a natural color will need to be covered with a wig.
9) Beards and moustaches are to be neatly trimmed.
10) Tattoos must be covered in the clinical settings.
11) No open toed shoes are to be worn with the school uniform; shoes/tennis shoes must be all white. Hose must be a neutral color.
12) You must maintain a professional appearance, at all times in clinical areas.
13) The laboratory coat may be worn over the uniform or street clothes, but not over shorts or jeans.
14) The ID badge issued by the clinical site must be worn during all clinical experiences. If the site has not issued an ID, then the CWRU ID must be worn. ID badges issued by employers may not be displayed during CWRU clinical experiences. Similarly, students employed by health providers may not wear their CWRU uniform during scheduled work days.

MSN, DNP, and PhD nursing students are expected to use appropriate judgment regarding attire in your clinical or research settings. A badge with your name identifying yourself as an RN and a CWRU student must be worn in clinical areas. Name badges issued by employers should not be worn. You are expected to follow the dress code guidelines at the agency where you are having your clinical experience.

IMMUNIZATIONS, TB TESTING, BACKGROUND CHECKS & DRUG SCREENING

During the summer, prior to the start of each academic year, every student who will participate in a clinical placement must provide University Health Services with documentation of immunizations for Tdap, Hepatitis B, measles, mumps, rubella, varicella, and TB or proof of immunity.

Documentation of date of disease is not sufficient. The link of University Health Services is https://case.edu/studentlife/healthcounseling/

If you do not have documentation of any of these immunizations, you will be required to obtain immunization (or waiver) prior to entry into the clinical area. Any student without complete documentation will be excluded from the clinical area. Clinical time missed will be made up at the discretion of course faculty.

FPB is not at liberty to deviate from the requirements of our clinical partners. Because clinical affiliates update their policies regarding immunization and background checks with some frequency, School of Nursing requirements will be adjusted for all students and faculty working in these facilities.

INFLUENZA IMMUNIZATION

The decision to be immunized against influenza is influenced by personal values and beliefs. However, most practice settings require this immunization annually in order for students to practice

in their facilities. As a result, all students participating in clinical experiences are required to receive influenza immunizations annually. FPB is not at liberty to deviate from the requirements of our clinical partners.

TB TESTING

An annual TB test (tuberculin test or as specified) is required for all BSN, MN, MSN students and DNP or PhD students who participate in direct patient care experiences. All students follow the requirements of their clinical placement sites.

Graduate students enrolled in clinical courses must provide documentation of TB test results and immunizations each semester.

COVID Vaccination
COVID-19 Vaccination Case Western Reserve University requires COVID-19 vaccinations for all faculty, staff and students. As of 5pm EDT 7/23/2021, current students should have full COVID-19 vaccination, be in the process of obtaining full vaccination, or have submitted a request for exemption. All new students enrolling in classes Fall 2022 will be expected to adhere to the CWRU

required COVID-19 vaccination policy. The CWRU vaccine policy can be found at:
https://case.edu/covid19/health-safety/vaccinations

You also can find additional information at the following COVID-19 Vaccine Requirement FAQs link:
https://case.edu/covid19/health-safety/vaccinations/covid-19-vaccine-requirement-faqs

Currently, the Cleveland Clinic, Metro Health, University Hospitals, and the Stokes Veterans Administration clinical sites are not requiring COVID-19 vaccination for students to be in clinical at their facilities. Long term care facilities require students to have full COVID-19 vaccination, and other agencies who provide services to older adults are likely to require the student to be vaccinated for COVID-19. Health care facilities in other states where graduate students do clinical placements may require COVID-19 vaccination.

BACKGROUND CHECKS/DRUG SCREENING

All nursing students are required to complete a series of clinical learning experiences to successfully meet the learning outcomes for a given program of study. Before participating in clinical experiences at any off-campus healthcare facility, BSN students must complete a background check. BSN students may be required to complete a drug screen prior to participating in a clinical rotation. MN and Advanced Practice Registered Nurse (APRN) students in the MSN or DNP programs must complete and submit both a criminal background check and a drug screen before the start of planned clinical experiences. Background check results will be provided directly to the program director or clinical placement coordinator for review.

Each clinical facility has policies regarding criminal convictions and potential drug use that may result in students not being accepted at the facility for a clinical rotation. If a student is not granted placement in that case, the placement coordinator will attempt but cannot guarantee student placement in an alternative clinical location.

The process of obtaining a nursing license in Ohio and many other states involves a board of nursing review of an applicant's background check. Certain criminal convictions may prevent a nursing student/graduate from being licensed and may preclude the graduate from obtaining gainful employment as a nurse. Applicants to CWRU are encouraged to determine the licensure requirements in the state where they intend to practice prior to matriculation.

Any break in enrollment in CWRU for more than one semester requires that a new background check be completed and uploaded/submitted as directed.

Documentation in the Medical Record

Students are expected to follow agency/institutional guidelines for clear, standardized documentation for their level (e.g., guidelines for RNs if a pre-licensure student, and guidelines for

providers if a MSN or DNP APRN student). In addition, guidelines for medical record documentation may be found in selected course syllabi and below, under the heading Ohio Regulations. Distant students in the MSN program are expected to conform to Ohio rules as well as state board of nursing rules in the state in which they have their clinical experiences.

When you record clinical observations, vital signs, or medication administration in the patient's records at any hospital or agency, you are performing in a student role under the direction of your

clinical instructor, and should designate your student status by using the following abbreviations after your names:

UNS	Undergraduate Nursing Student
MNS	Graduate Entry to Nursing Student
GNS	Graduate Nursing Student (MSN students)

Health Insurance Portability and Accountability Act

All students are required to complete all educational requirements for a particular clinical agency related to Health Insurance Portability and Accountability Act (HIPAA).

Education Concerning Communicable Diseases and Protection Against Transmission of Communicable Diseases

Education on the topic *of Communicable Diseases and Protection Against Transmission of Communicable Diseases* will be conducted each semester during class sessions for new students. In addition, faculty in each clinical course will reinforce and support application of this knowledge specific to that particular clinical experience as part of the course orientation. During orientation to each clinical, Faculty will provide information about COVID-19 policy and procedures at each clinical facility. Students and clinical faculty are expected to adhere to each facility's COVID procedures in addition to the University Health & Counseling Center requirements.

Daily health attestations are no longer required by CWRU and the School of Nursing. However, if you are experiencing **symptoms of COVID-19**—no matter how mild—you should **stay away from campus** and **clinical**. Contact **University Health Services** for guidance about returning to work, and notify your course faculty. You can get free COVID test kits in a vending machine on the third floor of the HEC above the E 93rd Street entrance.

Other COVID Vending Machine Locations: Leutner Commons-Lobby
     Wade Commons-Near Amazon Lockers
     Peter B. Lewis Building-First Floor
     Tinkham Veale University Center – Lower Level
     Tomlinson Hall
     Sears Building- 3rd floor
     ---- List continues next page

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Veale Center- First Floor
Kent Hale Smith Building- First Floor
Biomedical Research Building
Fribley Commons- Near Area Office

Clinical Behavior

The welfare and safety of your patient is of the highest priority and should be your first concern. You are expected to conduct yourself in a professional manner at all times in the clinical area and all other public places when representing the School of Nursing. Any student will be dismissed from the clinical setting for failing to meet the standards of professional behavior. Action taken at the time of the incident will be at the discretion of the clinical faculty. Unprofessional or unethical behavior will be reflected in the clinical evaluation and can be expected to result in failure of the clinical and as a result failure of the course.

CONFIDENTIALITY

Nursing students, like practicing nurses, access information from the patient record exclusively for the purpose of providing safe and individualized care. Any and all information acquired as a result of nurse- patient interactions or from the medical record must be held strictly confidential. To breech this expectation is a violation of patient trust and the social contract with nursing as a profession.

CLINICAL ASSIGNMENTS

You are expected to care for any patient assigned by the clinical faculty or preceptor. Refusal to care for any patient is inconsistent with the ethics of the nursing profession and will be subject to review by the Program Director.

REPORTING INCIDENTS

Incidents involving unexpected events in the clinical setting are to be reported immediately to the clinical faculty who will assure proper report to the relevant agency or agencies.

CLINICAL PERFORMANCE WHICH THREATENS PATIENT SAFETY

If, in the judgment of the faculty, a student's clinical performance constitutes a threat to patient safety, the student will be removed from the clinical area and may be subject to a failing grade or dismissal from the program.

REPORTING EXPOSURE TO BLOOD AND OTHER INFECTIOUS BODY FLUIDS AND POST-EXPOSURE MANAGEMENT

Specific clinical site procedures for post-exposure reporting, documentation, and management must be followed.

1) An exposure is defined as contact with blood or other potentially infectious body fluids to which universal precautions apply through percutaneous inoculation (needle stick) or contact with an open wound, no intact skin, or mucus membrane during the performance of normal clinical practice.
2) Such an exposure should be reported within 24 hours of exposure, to the Faculty and University Health Services. For BSN students: It must also be reported to the Program Director.
3) Documentation of exposure: As part of the confidential medical record, the circumstances of exposure and a description of the source of the exposure will be recorded by the University Health Services.
4) Post-exposure management: The University Health Services will assume pertinent post-exposure management including medical treatment and counseling.

REPORTING EXPOSURE TO COMMUNICABLE DISEASES OTHER THAN HIV AND HBV

1) Reporting: An exposure is defined as unprotected contact with an individual who has been diagnosed with the communicable disease or who develops the disease within one week after the contact. Such an exposure is to be reported within 24 hours to University Health Service and the relevant program office.
2) Documentation of exposure: As a part of the confidential medical record, the circumstances of exposure and a description of the source of the exposure will be recorded by the University Health Service and communicated to the School of Nursing.
3) Post-exposure management: The University Health Services will assume post-exposure management including medical treatment.

MN Program

CLINICAL ATTENDANCE POLICY

The nursing profession insists that its members be responsible, ethical, and accountable regarding behavior. Nurses at all times are to maintain standards of conduct which reflect well on the profession and enhance its image and public confidence (ICN Code of Ethics, 2012.) This process begins on the first day of class at FPB. Students demonstrate professionalism by attending and being punctual for clinical experiences, by exhibiting courteous behavior, and by being fully engaged in the clinical placement. Attendance at every clinical experience is essential to meet course and program objectives. Students are expected to arrive on time and stay for the entire duration of the clinical

day. Absence or early departure from clinical should only occur in rare circumstances such as illness or emergency. Failure to be prompt, or leaving early from scheduled clinical experiences may result in failure and dismissal from the program.

NO CALL, NO SHOW (UNEXCUSED ABSENCE)

A student who does not notify clinical faculty and does not come to the clinical experience on the scheduled day will receive a Learning Improvement Plan related to "No Call, No Show" and will be issued an unexcused absence. Documentation will be placed in the student file. A second incidence of "No Call, No Show" at any time will result in dismissal from the MN Program.

TARDINESS

Clinical tardiness is defined as arriving after the designated start time for the clinical experience. After one episode of clinical tardiness, the student will be notified verbally by the clinical faculty member. A second incidence of clinical tardiness will result in the issuance of a Learning Improvement Plan. A third incidence of tardiness will result in clinical failure, and thereby course failure. A student arriving more than 30 minutes after the designated start time for any clinical experience will be sent home and a clinical absence will be documented. All episodes of tardiness will be documented on the student's clinical evaluation report.

EXCUSED ABSENCE

A student who is unable to attend clinical due to illness or emergency must notify the clinical faculty at least one hour in advance. The clinical faculty member will direct the student as to the means of notification. In addition, the student must notify the lead course faculty via email within 24 hours outlining the reason for the absence. A clinical makeup day will be scheduled at the date and time determined by the lead course faculty.

A second clinical absence will result in the issuance of a Learning Improvement Plan. This plan will specify requirements necessary for the student to makeup missed clinical hours in order to meet the clinical objectives. If these requirements are not feasible due to time limitations or other constraints, the student will be advised to withdraw from the course to avoid failure. If the student does not withdraw from the course, a third clinical absence will result in course failure due to inability to meet clinical objectives.

CLINICAL MAKE-UP
All required clinical hours as stated on the course syllabus must be completed, regardless of the reason, in accordance with Ohio Board of Nursing regulations. If CWRU is closed or early dismissal is announced, clinical experiences will be cancelled or will end at the time of early dismissal. If CWRU announces a delayed start in advance, day shift clinical will be cancelled, but evening clinical will be held at the scheduled start time.

SNOW DAYS

CWRU – University Wide Closure

If CWRU *closes* due to inclement weather or other untoward event, there are no classes, labs or clinicals.

CWRU – Delayed Start

If CWRU has a ***delayed start*** and if there is sufficient advanced notice, there is no day shift clinical. Classes and labs begin after delayed start time. Classes, labs and evening clinicals scheduled after the delayed opening time would be held.

CWRU – Early Dismissal

CWRU ***early dismissal*** due to inclement weather or other untoward event: classes and labs are cancelled after the dismissal time. Evening clinicals will not be held if there is sufficient advanced notice of the early dismissal. Students in clinicals will be dismissed early, if feasible, as arranged on-site by clinical faculty and as long as patient safety is protected.

Preceptor Scheduled Events

Students scheduled to work with a preceptor will make individual decisions regarding attendance during inclement weather or other untoward event. All clinical hours must be completed and the procedure regarding call-off followed.

NOTE: All clinical hours indicated on the course syllabus must be completed, regardless of why the clinical was missed (e.g. student or faculty absence, weather or other untoward event, clinical site cancels clinical). Clinical make-up time and date will be determined by the course coordinator and clinical faculty.

OHIO ADMINISTRATIVE CODE CONCERNING STUDENT CONDUCT IN THE CLINICAL SETTING

Consistent with rule 4723-5-12-C of the Ohio Administrative Code, *updated February 1, 2022,* the following are the standards of conduct for students engaged in interaction with clients in any clinical setting. The standards include but are not limited to the following**.**

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

    (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

    (b)

    (c) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

    (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

    (b)

    (c) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

    (a) Engage in behavior to seek or obtain personal gain at the patient's expense;

    (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

    (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

    (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

   (a) Engage in sexual conduct with a patient;

   (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

   (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

   (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

   (e) For the purpose of this paragraph, the patient is always presumed incapable of giving free, full or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

   (a) Sexual contact, as defined in section 2907.01 of the Revised Code;

   (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

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(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

TECHNICAL STANDARDS

Case Western Reserve University is committed to providing all students with opportunities to take full advantage of the University's educational, academic, and residential programs. We recognize that students with documented disabilities may need assistance or accommodations in order to achieve this objective. Disability Resources will work closely with students and design an individual plan for accommodations on admission and throughout their time at CWRU. It is the student's responsibility to notify Disability Resources at the beginning of their first semester and during subsequent semesters if there is a change in the student's abilities. In addition, if you have concerns about meeting technical standards or have experienced a change in your ability to meet the Technical Standards, please inform your Program Director.

To contact Disability Resources at CWRU for assistance or to discuss reasonable accommodations for school of nursing Technical Standards, click the following link: https://case.edu/studentlife/disability/getting-started

The goal of each nursing program at the Frances Payne Bolton School of Nursing is to prepare every student to think critically, and practice nursing competently and compassionately in rapidly changing practice environments. All efforts are designed to build nursing knowledge, enhance nursing practice and patient safety, foster professional integrity, and ultimately improve the health outcomes of patients, families, and communities across the continuum of care. In addition, certain functional abilities are essential for the delivery of safe, effective nursing care during clinical training activities. Therefore, the faculty has determined that certain technical standards are requisite for admission, progression, and graduation from the nursing programs.

In addition to classroom learning, clinical training occurs throughout the program and involves considerations (such as patient safety and clinical facilities) that are not present for classroom accommodations. For this reason, any applicant or student who seeks accommodations prior to or at any time during enrollment in the nursing programs must engage in an interactive evaluation process with Disability Resources at CWRU, in consultation with the nursing program, to determine appropriate reasonable accommodations for completion of the clinical training component of the program. Hospitals and other facilities where clinical nursing training occurs establish independent technical requirements for nursing staff at their facility. While these technical standards are intended to ensure that students can comply with both the nursing program's academic requirements and the clinical training site's regulatory and technical requirements, applicants and students in the nursing programs are advised that they must be able to meet the independent technical standards and regulatory requirements of the clinical facilities where students receive clinical training.

Students must notify their respective Program Director (BSN, MN, MSN, DNP) if their ability to meet the technical standards changes at any time during their progression through the nursing program. While the nursing program will make every effort to work with students with disabilities to accommodate their disability-related needs, the nursing program is not required to provide accommodations that fundamentally alter or waive essential program or technical requirements.

An individual must be able to meet the following technical standards of general abilities and those specifically of (1) observation; (2) communication; (3) motor; (4) intellectual, conceptual, and quantitative abilities; (5) essential behavioral and social attributes; and (6) ability to manage stressful situations. Individuals unable to meet these technical standards, with or without reasonable accommodation, will not be able to complete the program and are counseled to pursue alternate careers.

GENERAL ABILITIES

The student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be integrated, analyzed, and synthesized in a consistent and accurate manner. A student must also possess the ability to perceive pain, pressure, temperature, position, vibration, and movement that are important to the student's ability to gather significant information needed to effectively evaluate patients. A student must be able to respond promptly to urgent situations that may occur during clinical training activities and must not hinder the ability of other members of the health care team to provide prompt treatment and care to patients.

OBSERVATIONAL ABILITY

The student must have sufficient capacity to make accurate visual observations and interpret them in the context of laboratory studies, medication administration, and patient care activities. In addition, the student must be able to document these observations and maintain accurate records.

COMMUNICATION ABILITY

The student must communicate effectively both verbally and non-verbally to elicit information and to translate that information to others. Each student must have the ability to read, write, comprehend, and speak the English language to facilitate communication with patients, their family members, and other professionals in health care settings. In addition, the student must be able to maintain accurate patient records, present information in a professional, logical manner and provide patient counseling and instruction to effectively care for patients and their families. The student must possess verbal and written communication skills that permit effective communication with instructors and students in both the classroom and clinical settings.

MOTOR ABILITY

The student must be able to perform gross and fine motor movements with sufficient coordination needed to perform complete physical examinations utilizing the techniques of inspection, palpation, percussion, auscultation, and other diagnostic maneuvers. A student must develop the psychomotor skills reasonably needed to perform or assist with procedures, treatments, administration of medication, management and operation of diagnostic and therapeutic medical equipment, and such maneuvers to assist with patient care activities such as lifting, wheelchair

guidance, and mobility. The student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for satisfactory and safe performance in the clinical and classroom settings including performing CPR, if necessary. The student must possess the ability of manual dexterity that would be required for a

variety of clinical activities, such as drawing up solutions in a syringe, taking vital signs, or regulating essential patient care equipment.

INTELLECTUAL, CONCEPTUAL, AND QUANTITATIVE ABILITIES

The student must be able to develop and refine problem-solving skills that are crucial to practice as a nurse. Problem-solving involves the abilities to measure, calculate, reason, analyze, and synthesize objective and subjective data, and to make decisions, often in a time urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment. Each student must demonstrate mastery of these skills and possess the ability to incorporate new information from peers, teachers, and the nursing and medical literature to formulate sound judgment in patient assessment, intervention, evaluation, teaching, and setting short- and long-term goals.

BEHAVIORAL AND SOCIAL ATTRIBUTES

Compassion, integrity, motivation, effective interpersonal skills, and concern for others are personal attributes required of those in the nursing programs. Personal comfort and acceptance of the role of a nurse functioning under supervision of a clinical instructor or preceptor is essential for a nursing student. The student must possess the skills required for full utilization of the student's intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities in the classroom and clinical settings; and the development of mature, sensitive, and effective relationships with patients and other members of the health care team. Each student must be able to exercise stable, sound judgment and to complete assessment and interventional activities. The ability to establish rapport and maintain sensitive, interpersonal relationships with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds is critical for practice as a nurse.

The student must be able to adapt to changing environments; display flexibility; accept and integrate constructive criticism given in the classroom and clinical settings; effectively interact in the clinical setting with other members of the healthcare team; and learn to function cooperatively and efficiently in the face of uncertainties inherent in clinical practice.

ABILITY TO MANAGE STRESSFUL SITUATIONS

As a nursing student you are likely to encounter a variety of stressful situations in the clinical area and the classroom. You will begin to learn to adapt to and function effectively during these situations and will begin to learn to do so in emergencies as well.

As a practicing nurse, you can expect to face such situations routinely. The stressors you encounter may be of a personal nature or practice related. They may arise in the provision of care to individual patients and families, or you may encounter them as you work with peers and faculty. All these

encounters are a key part of your career and of your lifelong learning. It is important to recognize that you do not need to manage them alone. It is important to let your faculty and your advisor know if you are struggling so you can debrief, discuss strategies to help you be successful in the context of these stressors, and learn to thrive in the fast-paced practice setting.

CLINICAL FAILURE

Clinical failure is defined as the inability to meet one or more clinical behaviors/objectives at a satisfactory level. Failing the clinical portion of a course will result in failure of the entire nursing course for which clinical is a component.

Any student demonstrating unsatisfactory, unsafe, or unprofessional clinical performance during a semester will be notified in writing by the clinical faculty. A remediation plan directed at correcting unsatisfactory performance will be developed with the intent to resolve the concern. Failure to fulfill the plan will result in a clinical failure.

ACADEMIC PROGRESSION

Progression through each program requires that you meet all academic achievement expectations for the School of Nursing as stated in the University Bulletin. Nurse Anesthesia, Nurse Midwifery, Women's Health, and DNP students also should refer to their supplemental handbooks, available from the faculty in charge of each program. PhD in nursing students should refer to the handbook of the School of Graduate Studies.

GRADUATION

DEGREE COMPLETION REQUIREMENTS

Each degree awarded by the Frances Payne Bolton School of Nursing (MN, MSN, and DNP) or by the Case Western Reserve University (BSN, PhD) has different requirements which are described in the University Bulletin: http://bulletin.case.edu/schoolofnursing/

Entry to Practice Eligibility Requirements (MN and BSN students only)

The School of Nursing determines your readiness to sit for the NCLEX-RN exam. The School reserves the right to restrict testing until each student demonstrates readiness to pass this examination through satisfactory academic performance. You will be required to satisfy two key criteria in order for the Program Director to approve your application for RN licensure. These criteria require the program director to attest that you have:

1. Been awarded the Bachelor of Science in Nursing (BSN) or the Master of Nursing (MN) degree.

2. Demonstrated readiness to take the NCLEX-RN examination by achieving at least a minimum qualifying score on the faculty-selected, standardized NCLEX-RN predictor exams.

Eligibility Requirements for <u>APRN Certification Exams</u>

APRN students are expected to take the appropriate certification examination upon completion of the program of study. Successful completion of an on-site certification review course will be required before verification is provided to graduates who make the request for verification more than five years after completion of their studies. Some certification organizations will require additional work.

Application for Graduation

In your final semester of course work, you will apply for graduation, using a simple on-line form. The Registrar at the University and the School of Nursing will send you information at the beginning of each semester with the important deadlines and the link to the online system: https://case.edu/registrar/general/sis-resources/apply-graduation

RIGHTS AND RESPONSIBILITIES

STUDENT RECORDS

CWRU university policies apply to Student Records. The university policies listed below are derived from this website and were current as of August 1, 2015 but may change. Please check this web site for the most accurate information: https://case.edu/registrar/general/ferpa

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) contains several provisions that are important to students.

- First, the university may not release personally identifiable student records to a third party, with certain specific exceptions, unless the third party has requested the information in writing and the student has consented, again in writing, to its release. The university may release directory information about a student, however, unless the student submits a written request that any or all such information not be released.
- Second, a student may request, in writing, an opportunity to inspect and review the student's official files and records maintained by the university and may, if appropriate, challenge the accuracy of those records. The university is permitted a reasonable time, not to exceed 45 days, to respond to such a request.
- Third, a student may file with the Family Policy and Regulations Office of the U.S. Department of Education a complaint concerning what he or she believes to be the university's failure to comply with FERPA.
- Finally, a student may obtain from the Registrar a copy of this policy, which the university has adopted to meet the requirements of FERPA. The information below is presented in compliance with the provisions of FERPA, which require the university to notify students annually of their rights and the university's policies and procedures. Specific procedures may

- vary slightly among the schools and colleges of the university, and each student is encouraged to inquire at his or her own dean's office if any question arises.

ACCESS TO FILES

A student may request, in writing, an opportunity to review the contents of the student's educational file. Certain materials are excluded from review as specified in FERPA. Among these are:

- Records kept in the sole possession of faculty, staff, and other personnel, used only as a personal memory aid, and not accessible to any other person except a temporary substitute for the maker of the record.
- Records created and maintained by law enforcement units solely for law enforcement purposes that are not maintained by persons other than law enforcement officials.
- Records created and maintained by a physician, psychiatrist, psychologist, or other professional or paraprofessional acting in that capacity in connection with the provision of treatment to a student. Such records can, of course, be reviewed by a physician or other appropriate professional of the student's choice.
- Employment records of a student made and maintained in the normal course of business. Such employment records may be obtained in the Student Employment Office or Human Resources under the policies applicable to those offices.
- Financial records of a student's parents, or any information contained therein.
- Confidential letters and statements of recommendation placed in the file before January 1, 1975.
- Records for which the student previously waived his or her right of access.
- Records that contain only information about a person after that person is no longer a student, such as alumni records.

The office to which the request is made will arrange an appointment within a reasonable period of time (not to exceed 45 days) for the student to review the file in the presence of a member of the office staff.

FERPA affords students certain rights with respect to their educational records. Students may ask the university to amend a record that the student believes is inaccurate or misleading. The student should write to the university official responsible for the record, clearly identifying the part of the record the student wants changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The student may request copies of those records to which he or she has access under the terms of FERPA. The student will be charged a nominal fee per page for these copies.

DIRECTORY INFORMATION

For the convenience of faculty and fellow students, FERPA provides for a category known as directory information which may be released without requesting the eligible student's specific prior consent.

Rather, the act requires that students be notified annually of the types of information included in this category and be given an appropriate period in which to express, in writing, any preference that such information about themselves not be released. For this purpose, directory information is defined to include:

Name (including both maiden name and married name, where applicable)
- Address, telephone listing, and electronic mail address
- Date and place of birth
- Major Field of study
- Anticipated graduation date
- Enrollment Status (undergraduate or graduate, full-time or part-time)
- Dates of attendance
- Degrees and awards received
- Participation in officially recognized sports and activities
- Weight and height (members of athletic teams)

Any student who would prefer that the university not release such information about himself or herself can update their FERPA Restriction by going to the Student Information System (SIS) Student Center homepage, selecting Self Service, followed by Campus Personal Information, and then selecting FERPA Restrictions.

RELEASE OF PERSONALLY IDENTIFIABLE RECORDS

FERPA affords the student the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the university in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The university also discloses education records

to organizations conducting studies for educational agencies or institutions under certain circumstances.

TRANSCRIPTS

A transcript of grades will be released only upon written request of the student, either in person or by mail. A fee is charged for each transcript copy. Transcripts will not be issued to, or on behalf of, students who have not discharged all delinquent obligations to the university.

NATIONAL STUDENT NURSES' ASSOCIATION (NSNA) CODE OF PROFESSIONAL CONDUCT

The Code of Professional Conduct provides a high standard of behavior, guided by ideals and values that are expected of students who participate in NSNA activities. The document introduces students to the principles of professional and personal conduct and prepares them to become involved in professional societies and associations. The Code of Ethics taken in concert with the NSNA Student Bill of Rights and Responsibilities for Students of Nursing provide comprehensive guidelines that set the tone for professional development.

https://www.dropbox.com/s/5k0wr4sw3bisiho/Code%20of%20Professional%20Conduct.pdf?dl=0

I pledge myself to:

- Maintain the highest standard of personal and professional conduct
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association
- Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail
- Strive for excellence in all aspects of decision making and management at all levels of the student nurses' association
- Use only legal and ethical principles in all association decisions and activities
- Ensure the proper use of all association funds
- Serve all members of the student nurses' association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non- member
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses' association

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- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing
- Use every opportunity to improve faculty understanding of the role of the student nurses' association
- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level
- Promote and encourage entering nursing students to join and become active in NSNA
- Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as Registered Nurses

Adopted by the 1999 House of Delegates, Pittsburgh, PA at the 47th Annual NSNA Convention

ADDITIONAL PROFESSIONAL CODES OF CONDUCT

NATIONAL COUNCIL OF STATE BOARDS OF NURSING GUIDE TO SOCIAL MEDIA
https://www.ncsbn.org/NCSBN_socialmedia.pdf

NATIONAL COUNCIL OF STATE BOARDS OF NURSING GUIDE TO PROFESSIONAL BOUNDARIES:
https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf

CASE WESTERN RESERVE UNIVERSITY CODE OF CONDUCT

Student code of conduct policies apply to all students at CWRU. There are a number of policies that apply and that can be found here: http://students.case.edu/handbook/policy/

SEXUAL ASSAULT

Case Western Reserve University is a community dependent upon trust and respect for its constituent members: students, faculty, and staff. Sexual assault is a violation of that trust and respect – it will not be tolerated. The University strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance and to pursue judicial action or sanctions for their own protection and that of the entire campus community. Complete details on the University's policy and reporting procedure can be found here: https://case.edu/equity/sexual-misconduct-title-ix/sexual-misconduct-policy

SEXUAL HARASSMENT

It is the policy of Case Western Reserve University to provide a positive, discrimination-free educational and working environment. Sexual harassment will not be tolerated. All members of the university community share responsibility for refraining from, discouraging, and reporting any form of sexual harassment.

Information on sexual harassment and the university policies on sexual harassment can be found here: https://case.edu/diversity/university-policies/sexual-harassment-sex-discrimination-and-sexual-misconduct

Harassment, sexual harassment and sexual assault complaints shall follow the University policies and processes available at https://case.edu/equity/sexual-misconduct-title-ix/sexual-misconduct-policy.

Allegations of Standards of Conduct violations are also subject to other appropriate boards or hearing officer's processes. Specifically, the applicable University processes are set forth at https://case.edu/studentlife/conduct/university-code-conduct

The School of Nursing Student Services Office and the University Office of Student Conduct shall notify each other and other School offices in which the student is currently enrolled whenever an alleged violation of a Standard occurs by a student, and those offices shall work collaboratively to address such matters. In addition, it should be noted that the decision by one board and/or hearing officer with respect to student conduct does not divest the jurisdiction or authority of any other board or hearing officer to appropriately address such matter. Further, the more severe disciplinary measures imposed by any hearing officer shall prevail.

UNIVERSITY APPEALS BOARD

The University Appeals Board has jurisdiction over undergraduate student appeals of disciplinary actions. Appeals to the board must be presented in writing to the Vice President of Student Affairs. The board normally reviews the case on the record alone.

GUIDELINES ON ALCOHOL

Students, guests and other campus visitors must adhere to federal and state regulations regarding alcohol use. It is illegal in Ohio for alcoholic beverages to be made available by sale or otherwise to anyone under age 21.For the CWRU policy, see: https://case.edu/studentlife/university-policies/alcohol-policy-and-guidelines

DRUG POLICY

The use or possession of drugs is illegal except when prescribed by a physician. The university cannot protect students from prosecution for violation of federal or state laws. Case Western Reserve University does not condone the illegal possession, consumption, provision, or sale of drugs. The university has a strong obligation to make full information about the use and effects of all drugs readily available to students, and to make available sources of counseling to those who are using or have used drugs. Definitions of controlled substances are available

as part of the Ohio Revised Code and are included in the university's Drug Free School Notification: https://acquia-prd.case.edu/studentlife/node/766

The following behavior is prohibited:

1. Illegal consumption or possession of drugs
2. Illegal provision or merchandising of controlled substances, including prescription drugs
3. Possession of drug paraphernalia, including, but not limited to, bongs, pipes, and hookahs (drug paraphernalia will be confiscated and forfeited even if not being used for the purposes of consuming illegal substances)
4. Malicious use of drugs intended to cause harm to oneself or others
   https://case.edu/studentlife/university-policies

SMOKING

The university has accepted the opinion of the Surgeon General that smoking is the largest preventable cause of illness and premature death. Since the university has substantial commitments to health-related research and teaching, it has a parallel commitment to protect the health environment of students, employees and guests. Therefore, and in compliance with the State of Ohio smoking ban set out in Chapter 3794 of the Ohio Revised Code, the university does not permit smoking in any of its buildings or structures, including in residence halls or in university vehicles. In addition, all outside walkways and grounds of university property are smoke-free, except for specific university-designated smoking areas. The medical, dental and nursing schools and the health sciences podium and the health sciences garage are entirely smoke-free and do not have any university-designated smoking areas.
For more information, see: http://students.case.edu/handbook/policy/substances/smoking.html

IMPAIRED STUDENT POLICY

Students in the clinical area suspected of being under the influence of alcohol or another chemical substance that might impair the student's judgment will be immediately removed from classes and/or the clinical area and taken for a pharmacological screen. Refusal to comply with such screening(s) will result in the student not being allowed to attend any class or clinical experiences. Days in which the student is not present will be counted as "absence" days. If the screen is found to be negative, the student will return to classes and the clinical area without penalty but lost clinical time must be made up. If the screen is positive, the student will be referred to the University Counseling Service for the development of a treatment plan, and upon successful completion of the treatment program, a plan for return to classes and/or the clinical area will be developed and approved by the appropriate program director. A student will be separated from the program upon a third positive screen.

Contestability

Any student receiving a positive drug and/or alcohol test result may contest or explain the result of that test to the appropriate program director within three (3) business days after notification of the positive test results. If the student's explanation or challenge is unsatisfactory to the program director, the student will be referred to the University Counseling Center for appropriate treatment and/or, if indicated, disciplinary action up to and including separation, will be taken.

All students have the right to consult the testing laboratory regarding technical information for prescription and non-prescription medications.

This policy does not negate the School's or University's right to take disciplinary action for any violations of the University's and/or the School's codes or policies in accordance with applicable procedures.

Confidentiality

All results of drug and/or alcohol testing and all matters related to such shall be kept confidential except such information that may be disclosed to the extent necessary to implement this policy. This includes such information that may need to be given to third parties who need to be consulted, need to know about test results, disciplinary actions, treatment, or when the school is required to notify legal authorities.

Financial Responsibility

The cost of the first screen will be the responsibility of the School of Nursing. Thereafter, all costs for required screens and treatment will be the responsibility of the student. (This does not apply to drug screening requested by clinical facilities as a condition for clinical experiences.)

PERSONAL PROPERTY INSURANCE

Each student is responsible for his or her personal property while on campus. The University assumes no responsibility for loss of or damage to a student's personal property and the University insurance program does not cover such loss or damage.

Many homeowners' policies purchased by students' families provide coverage for such perils as fire, flood, and theft. If a student does not have such coverage, he or she may want to consider purchasing a separate policy.

ACADEMIC CONCERNS

If you find you are concerned about your program, your courses, your instruction, your clinical experiences, the classroom environment, or any other academic issues, you need to first address those concerns with your respective faculty and seek a solution. You can expect to have your concerns heard respectfully and to enter into a constructive conversation focused on resolution.

If your concern is not resolved, or not addressed to your satisfaction, you will contact your academic advisor. You have the right to voice your concern and to enter into a conversation focused on finding a solution. If again, your concern is not resolved, or not addressed to your satisfaction, you will contact the Director or Assistant Director of your program (BSN, MN, MSN, DNP or PhD) and if your concern continues to be unresolved, the next step would be to contact the Interim Associate Dean for Academic Affairs. PhD in nursing students should contact the Associate Dean of Graduate Studies and follow the procedure for Graduate Studies.

LEAVE OF ABSENCE

You are expected to pursue your studies according to a systematic plan each year, whether registered for full or part-time study.

On occasion, a student may find it necessary to interrupt study before completing requirements for the degree they seek. In this case, you would request a leave of absence (LOA) by submitting your request to the Program Director in the School of Nursing.

A student in the BSN program will submit that form to the BSN Program Director and that form will be forwarded to the Dean of Undergraduate Studies.

A student enrolled in either the MN, MSN, or DNP program, may submit a written request for a LOA to the appropriate Program Director for a period of up to one calendar year.

A student enrolled in the PhD program, may submit a written request for LOA to the Program Director and that form will be forwarded to the Dean of Graduate Studies. (See Forms https://case.edu/gradstudies/about-school/policies-procedures
Failure to enroll or request a leave of absence will result in involuntary removal from the PhD program. In this program, a leave of absence does not change the time for degree completion.

PROCEDURES FOR SEPARATION FROM AND READMISSION TO THE MAJOR IN NURSING [BSN STUDENTS]

MN and MSN students should refer to the FPB Bulletin for the policy on separation. DNP students should refer to the policy in this handbook in the Maintenance of Good Standing in the Grades Section. PhD students should refer to the Graduate Studies General Bulletin.

SEPARATION FROM NURSING

A student may be separated from the School of Nursing at any time based on conduct or academic standing.

BSN students who fail to maintain a minimum grade of C for all nursing and science courses required for the major may face separation. http://bulletin.case.edu/schoolofnursing/bsn/). The same is true for pre-requisite courses.

READMISSION TO THE NURSING MAJOR

If separation from the School of Nursing has occurred and that student would like to be considered for reinstatement, the affected student must submit a written petition to the BSN Program Director. The letter of petition should indicate the semester for which the student requests re-instatement, any remediation the student has or is completing, and any plans the student has to promote their future academic success. It is recommended that the petitioning student submit a letter of support from their advisor or faculty member.

This letter of petition will be reviewed by the BSN Admissions & Progression Committee who will recommend a course of action to the BSN Program Director. The Program Director will then inform the student, the nursing faculty advisor, the undergraduate advisor, and the School of Nursing's Interim Dean for Academic Affairs of the outcome of the deliberation and the status of the student.

WITHDRAWAL FROM THE UNIVERSITY

Any student who wishes to withdraw from the University should consult his or her academic advisor and the Dean, or Dean's designate, to arrange for official withdrawal. An official withdrawal form signed by the Dean or Dean's designate is required by the university registrar.

BSN Students must follow the procedure set by the Office of Undergraduate Studies as well as inform their advisor and Program Director. Any student who elects to withdraw from the University will relinquish their ID card and locker, and vacate university housing at the time of withdrawal. Any student who withdraws must pay a percentage of the tuition charge. https://case.edu/registrar/dates-deadlines/withdrawal-and-tuition-refunds

PhD in nursing students should refer to the handbook from the School of Graduate Studies regarding the process of withdrawing from the program.

GRIEVANCE PROCESS

Applies to all students in the School of Nursing except for PhD students, regardless of program (BSN, MN, MSN, and DNP). PhD nursing students should refer to the grievance process outlined by the School of Graduate Studies at: https://case.edu/gradstudies/current-students/policies-procedures

The overall intent is to improve the environment of trust, provide adequate counseling, identify problems before they intensify, and foster a positive academic environment. It is desirable to resolve identified grievances in an orderly fashion and at the level of the organization closest to the origin of the problem.

Students are guaranteed access to a Grievance Board to facilitate the resolution of school-related grievances. The process is implemented through procedures designed for the attainment of mutually acceptable solutions to problems, which may arise for students within the School.

School-related grievances may include, but are not necessarily limited to:

1) All aspects of the educational process, involving student performance, evaluation, grading, status, and/or progression
2) Data pertaining to student records, grades, etc., which are not covered by the Federal Family Educational Rights and Privacy Act regulations and procedures
3) Questions of professional conduct by or toward students
4) Actions perceived by students as unfair, discriminatory, or intimidating

Consult the CWRU bulletin (https://case.edu/bulletin/) for clarification of issues that are processed through University committees.

GRIEVANCE PROCEDURE

Many concerns can be resolved by informal discussion between the parties involved. Careful consideration of the following is important:

1. *What is the specific nature of the problem?*
2. *Who is involved in the problem situation?*
3. *What previous attempts have been made to resolve the problem?*
4. *What actions can be proposed to resolve the situation?*

The student is encouraged to discuss concerns with his/her academic faculty advisor. The role of the advisor is to provide information, clarify procedures, and bridge gaps in communication. The academic advisor has the option of deciding whether or not to serve in an advocacy role for the student.

NATURE OF THE GRIEVANCE

A. Course Evaluations or Grades

Students who object to a given evaluation in a nursing course should consult with the faculty involved to determine whether an error was made in computing, recording, or if other circumstances warrant a change. Consultation with the faculty should take place within four weeks.

If, after consultation with the faculty, the student remains dissatisfied, the student should consult the appropriate Program Director who will arrange for a meeting with the student and faculty involved in an attempt to resolve the student's concerns. The student's consultation with the Program Director should take place within a reasonable time period (no more than 14 days) after the student's initial contact with the course faculty. The Program Director will provide a written summary of the meeting including resolution or concerns within 3 business days following the meeting. The written summary will be sent to the student and the Associate Dean for Academic Affairs.

If the student still wishes to appeal the grade or course evaluation, they may request a grievance hearing as noted below.

Status, Progression, and Separation

Students who object to a decision concerning status, progression, or separation from a nursing program should consult with the appropriate Program Director within two weeks of the decision to determine whether an error was made or if other circumstances warrant reconsideration of the decision. The Program Director will provide a written summary of the consultation including resolution of concerns. The BSN program has a progression committee that makes the initial decision regarding progression issues. A BSN student who remains convinced of the injustice after the BSN progression committee decision may present a formal statement in writing to the Executive Committee of the Faculty who make decisions regarding status, progression and separation.

For all other programs, a student who remains convinced of the injustice after meeting with the Program Director may present a formal statement in writing to the Executive Committee of the Faculty who make decisions regarding status, progression and separation.

B.   Other types of grievances

Students who have other types of grievances, including but not limited to actions perceived by students as unfair, discriminatory, or intimidating should consult the Program Director for the program in which they are enrolled. The Program Director will arrange for a meeting with the student, faculty and others (if applicable) involved in an attempt to resolve the student's concerns. The student's consultation with the Program Director should take place within a reasonable time period (no more than 14 days) after the student's initial contact with the Program Director. The Program Director will provide a written summary of the meeting to the student and the Associate Dean for Academic Affairs including resolution or concerns.

If the student is not satisfied with the outcome of this meeting and depending on the nature of the grievance, the student may be referred to other University bodies for further information and follow up.

II. FORMAL GRIEVANCE PROCEDURE

A.   Initiation of Grievance

1. The student(s) filing the grievance prepares a formal written statement on the "Grievance" form which can be found on the FPB website at: https://case.edu/nursing/sites/case.edu.nursing/files/2018-06/Grievance-Form.pdf The statement will include:
   a. The specific nature of the grievance;
   b. The names of the student(s) in the grievance situation;
   c. The nature of the previous attempts to revolve the grievance; and;
   d. The actions, which the student(s) believe, are necessary to resolve the grievance.
2. Counsel with the academic advisor is encouraged if it has not been sought before his step. If the academic adviser is the faculty member, counsel should be sought with the program director.
3. The student(s) sends the written statement and Grievance Request Form (copy, complete and submit to Jennifer Sizemore at jls385@case.edu).

   (To be completed by student and submitted to Interim Associate Dean of Academic Affairs, Nursing)

   Form:
   a. **DATE Submitted**
   b. **Student Name:**
   c. **Type (Nature) of Grievance**
   d. **Course Evaluation**
   e. **Course Grade**
   f. **Student Status----------list continues next page**

     g. **Student Progression**
     h. **Student Separation**
     i. **Other, please describe briefly type of grievance:**
     j. **Student Signature**
     k. **Date**:

B. *Hearing before Grievance Board*

1. The Associate Dean for Academic Affairs will notify the Grievance Board of the receipt of the "Grievance" form within one week after its receipt.
2. The Associate Dean for Academic Affairs will distribute a copy of the "Grievance" document to the Chair of the Grievance Board and to the involved parties.
3. The Board shall schedule a hearing within a reasonable amount of time (45 days maximum) after receipt of notification from the Associate Dean for Academic Affairs. A minimum of two regular faculty members and two students from the Board are required for a hearing. The hearing will be held on university property and closed to the public.

4. The Grievance Board shall make a recommendation in writing to the Dean and Associate Dean for Academic Affairs following the hearing within 3 business days.

III. THE GRIEVANCE BOARD

A. *Composition and Selection*

1. The Grievance Board is composed of an equal representation of students and faculty.
2. Faculty members are elected each spring by the regular mechanism for election of the faculty. All shall be regular faculty members. One faculty member shall be designated by the Dean as Chairperson.
3. Student members are appointed by the Undergraduate Student Nurses Associate and the Graduate Student Nurses Association.

B. *Exemption and Disqualification*

1. Potential Board members for each situation will be asked if there is any conflict of interest with the involved parties.
2. Following receipt of the "Grievance" document by all Grievance Board members, any member who feels a need to disqualify him/herself from serving on the Board must notify the Chairperson of the Grievance Board within three business days.

a. Faculty members should not serve if they are currently teaching the student who filed the grievance.

b. Faculty should not serve if they are closely associated with the faculty member against whom the grievance is filed or if circumstances or their beliefs prevent objectivity in the grievance procedure.

c. If the grievance involves a clinical practice course, the faculty members should have had at least 2 years of clinical experience.

d. Students should not serve if they are currently in a class with or closely associated with the student filing the grievance or if circumstances prevent objectivity in the grievance procedure.

e. A student should not serve if the faculty member against whom the grievance is brought is that student's academic advisor or the student's clinical faculty (preceptor).

3. If for any reason there are not two faculty and two student members of the Grievance Board available to hear the appeal, the Executive Committee of the faculty designates faculty member(s) as replacements and the Executive Committee of the Student Associations designate student member(s) as replacements. The replacements should meet the criteria for serving on the Grievance Board.

IV. HEARING PROCEDURES

A. Guidelines

1. At the first convening of a hearing, the Chairperson reviews the procedures and clarifies the functions of the Grievance Board.

2. The appeal hearing is closed to all but the parties concerned.

3. The parties concerned, in addition to the Board, are (1) the student(s) (or group representatives) with grievance, (2) person(s) against whom grievance placed, (3) witnesses, as necessary and (4) Associate Dean for Academic Affairs or his/her delegate.

   a. Either party (the student or person against whom the grievance is placed) may request that an additional person be present at the hearing for the purpose of providing advice and support. Support persons must be members of the university community (faculty, staff or students).

   b. The support person for either party must agree to respect the private nature of the Appeal hearing.

   c. It is understood by all parties that this Hearing is an internal review procedure. Therefore, legal counsel is not permitted.

4. All materials and supporting documents must be submitted to the Dean of Academic Affairs for review by the committee at least 24 hours prior to the start of the hearing.

5. All materials and deliberations shall be held in strictest confidence.

Conduct of the Hearing

6. The grievant shall present his/her case. The grievant may be interrupted for clarification and direction by the Chairperson. Presentation of the case includes the presentation of factual evidence related only to the original written statement of the grievance.
7. The party against whom the grievance is placed shall present his/her case. The respondent may be interrupted for clarification and direction by the Chairperson. Presentation of the case includes the presentation of factual evidence related only to the original written statement of the grievance.
8. Supporting witnesses shall only be present during their own period of testimony unless both parties request their presence at another time.
9. After both parties have presented their case, the grievant has the right to question the respondent and/or his/her witnesses. Following this, the respondent shall have the right to question the grievant and/or his/her witnesses. If the questioning becomes adversarial the parties may be directed to pose their questions to the Chair.
10. Following this questioning period, members of the Grievance Board shall have the right to direct questions to either party or their witnesses or request additional information.
11. Either party may refuse to answer a question.
12. The Grievance Board has full discretion over the manner in which the hearing is conducted, including what testimony or factual evidence will be allowed to be submitted.

B. Deliberation

1. When there is no further testimony, the Grievance Board enters into deliberations which shall be conducted in private and shall remain private.
2. The Grievance Board shall consider only evidence presented during the hearing when making its decision.
3. The Grievance Board shall then reach a decision on recommendations which are shared with the involved parties and forwarded to the Dean and Associate Dean for Academic Affairs in writing. A motion regarding the recommendations will be taken and shall require a simple majority to pass.
4. All parties concerned and the Dean and Associate Dean will receive a written statement which includes recommendations within three business days following conclusion of the hearing and deliberations.

Last updated 8/4/2022

All copies of documents received by each member are returned to the Chairperson at the end of the deliberations. One copy of each document is placed in the Grievance file in the Administration Office of the School of Nursing. Any original documents submitted for evidence are returned to the complainant and defendant. All other documents are destroyed. Documents in the Grievance file will be retained for 15 years and then destroyed.

APPEALS

The student will have right to appeal the decision of the Grievance Board based on the following grounds:

- Evidence existed at the time of the hearing that established procedures were not followed in a manner that may have affected the decision.
- The sanction was inappropriate for the violation.

- The student should submit an Appeal in the form of a memo to the Dean within five (5) working days of receipt of the written decision and must specify the grounds for the appeal.
- Within 14 working days of receipt of the Appeal request, the dean or his/her designee may uphold or deny the appeal or may ask the Grievance Board to reconsider its decision.
- The Dean will communicate the final decision in writing to the Grievance Board and to the faculty member and student.

ACADEMIC INTEGRITY POLICIES

Universities seek to preserve, disseminate and advance knowledge. At CWRU, as elsewhere, we recognize that to fulfill these purposes requires a norm of expected conduct shared by all in the University community, governed by truthfulness, openness to new ideas, and consideration for the individual rights of others, including the right to hold and express opinions different from our own.

The University's mission rests on the premise of intellectual honesty: in the classroom, the laboratory, the office, and the solitary examination desk. Without a prevailing ethic of honor and integrity not only in scientific pursuits but also in all scholarly activity, the very search for knowledge is impaired. In these respects, each of us—especially but not exclusively faculty—must regard oneself as a mentor for others.

These principles we strive to uphold make it possible for the larger society to place trust in the degrees we confer, the research we produce, the scholarship we represent and disseminate, and the critical assessments we make of the performance of students and faculty, as well as judgments of

staff and administrators.

To safeguard the standards on which we all depend, each of us must therefore accept individual responsibility for our behavior and our work, and refrain from taking credit for the work of others.

The culture of a university also requires that the rights of all be protected, particularly by those entrusted with authority for judgment of the work of others.

The University being a human community is subject to human failings, ambiguities and errors. It is therefore the responsibility of the bodies regulating the affairs of faculty, students, and staff to maintain processes for judging and resolving instances where these principles may have been violated. However, all such systems depend for their effectiveness, in turn, on the acceptance of common norms of contact—the ties of trust which bind the university community together. https://students.case.edu/community/conduct/aiboard/policy.html

BSN STUDENTS
See Office of Undergraduate Studies Academic Integrity--
www.case.edu/ugstudies/academic- policies/academic-integrity

GRADUATE NURSING STUDENTS (MN, MSN, AND DNP)

The University-wide Academic Integrity Policies apply to all students in the Master in Nursing (MN), Master of Science in Nursing (MSN) and Doctor of Nursing Practice (DNP). See http://bulletin.case.edu/schoolofgraduatestudies/academicpolicies/

Meeting criteria for scholarly achievement is necessary, but not sufficient to ensure continued enrollment in the graduate programs at Frances Payne Bolton School of Nursing. Professional conduct, academic integrity, and scholastic performance in all settings are linked to successful degree completion.

Students, faculty, and administrators at the Frances Payne Bolton School of Nursing share responsibility for the determination and preservation of standards of Academic Integrity. All must be prepared to educate others about the importance of academic integrity, to take reasonable precaution to discourage violations of academic integrity and to adjudicate violations. The vitality of academic integrity is dependent upon the willingness of community members to confront instances of suspected wrongdoing

Students should begin to learn about the Academic Integrity [AI] expectations in the admissions process and during new student orientation. Specific mention of academic integrity and course-specific guidelines are presented in all classes. Faculty members have specific responsibility to address suspected or reported violations as indicated below. All other members of the academic community are expected to report directly and confidentially their suspicion of violation to a faculty member or a dean or to approach suspected violators and to remind them of their obligation to

uphold standards of academic integrity. To the extent possible, the identity of individuals reporting academic misconduct will be kept confidential.

PhD in NURSING STUDENTS

Refer to the Academic Integrity Standards of the School of Graduate Studies posted at:
https://case.edu/gradstudies/about-the-school/policies-procedures

ACADEMIC INTEGRITY POLICY

Prohibited Conduct

Academic misconduct is any activity that compromises the academic integrity of the University, or subverts the educational process. Examples of academic misconduct include, but are not limited to:

1. Violation of course rules as contained in the course syllabus or other information provided to the student; violation of program regulations as established by departmental committees and made available to students;
2. Providing or using assistance in the laboratory, in clinical work, or on a course assignment, unless such assistance has been authorized specifically by the course faculty;
3. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged, word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
4. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without permission of the faculty of the course for which the work is being submitted;
5. Falsification, fabrication, or dishonesty in reporting laboratory and/or research data, either verbally or in writing;
6. Falsification, fabrication, or dishonesty in reporting information in the clinical setting [e.g. data related to patient condition, documentation of clinical practicum hours] either verbally or in writing;
7. Serving as, or enlisting the assistance of a substitute for a student in the taking of examinations;
8. Alteration of grades or marks by a student in an effort to change the earned grade or credit;
9. Alteration of academically-related University forms or records, or unauthorized use of those forms;
10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system.
11. Scientific misconduct as described/defined by federal standards or existing university policies is considered a violation of this academic integrity policy. In addition to the process under this and other University policies, appropriate response and handling of scientific misconduct also will be handled in accordance with the prescribed federal guidelines.

LEVELS OF ACADEMIC INTEGRITY VIOLATIONS

Level One
- May occur due to student's inexperience or lack of knowledge about Academic Integrity (AI) principles.
- Involve a small fraction of total coursework, not extensive, and/or occurs on a minor assignment
- Examples:
    - Working on an assignment with another student when such cooperation is prohibited
    - Failure to footnote, reference and acknowledge in an extremely limited section of work
- Possible sanctions (one or more may be issued):
    - Attendance at ethics seminar
    - Assigned paper/project on relevant topic
    - Completion of a more difficult make-up assignment
    - Withhold credit for assignment

Level Two
- Dishonesty of a more serious nature
- Affects a more significant portion of coursework
- Examples:
    - Moderate quoting or paraphrasing without acknowledgement
    - Submitting same work or major portions thereof for credit in more than one course without permission from faculty
    - Using data or interpretive material for a lab report without acknowledging sources or collaborators
    - Leaving the clinical site early without permission of the faculty and/or preceptor
- Possible sanctions (one or more may be issued):
    - Any preceding level sanction(s)
    - Disciplinary probation
    - Failure of assignment
    - Failure of course
    -

Level Three
- Exceed Levels 1 & 2
- Affect a major/essential portion of required work.
- Any violation preceded by one or more violations at Levels 1 & 2
- Examples:
    - Copying or acting to facilitate copying on exams.
    - Plagiarizing major portions of a written assignment.
    - Using prohibited materials during exams (i.e. cell phones, laptops/tablets, books, notes, calculators)
    - Collaborating before an exam to exchange information and implementation thereof

- o Altering exams
- o Unauthorized acquisition or distribution of an exam before the fact
- o Presenting another's work as one's own
- o Using purchased term paper or other materials
- o Removing posted/reserved material or blocking other students' access to such
- o Fabricating material or data by inventing or altering, including citing nonexistent sources
- o Fabricating patient findings in the clinical setting, whether verbally or in writing
- o Unethically or improperly acquiring data

- • Possible sanctions (one or more may be issued):
  - o Any preceding level sanction(s)
  - o Failure of course with a notation on student's transcript stating that the grade resulted from academic misconduct
  - o One semester suspension from university.

Level Four
- • Examples:
  - o Academic infractions committed after return from AI suspension.
  - o Forging a grade form or falsifying a transcript.
  - o Having a substitute take an exam; taking an exam for someone else.
  - o Falsification of evidence or data, quoting directly or paraphrasing without acknowledgement, presenting another's ideas as one's own within a master's or doctoral thesis, or in submitted scholarly articles.
  - o Sabotaging another's work through actions designed to prevent student's successful work completion
- • Possible sanctions (one or more may be issued):
  - o Any preceding level sanction(s)
  - o Permanent expulsion from university.
  - o Other action deemed appropriate by Associate Dean for Academic Affairs.

DETERMINING AND REPORTING SUSPECTED VIOLATIONS

If a faculty member suspects or has been advised that a nursing student in the MN, MSN, or DNP program has violated academic integrity standards, the faculty member shall notify the program director and/or consult with the Associate Dean for Academic Affairs about the appropriate course of action. If the faculty member, in consultation with the program director or dean, determines that the evidence is not adequate to charge the student with a violation, the matter will not move forward.

Allegations/violations of research misconduct should be brought to the attention of the Associate Dean for Academic Affairs and will be reported to the Office of Research Administration (ORA). The ORA will take ownership of the investigation from that point forward.

<u>If the evidence is determined sufficient to move the matter forward, the following procedures will apply</u>:

Faculty member completes the Frances Payne Bolton School of Nursing ACADEMIC INTEGRITY VIOLATION REPORT and submits it to the Associate Dean for Academic Affairs with a copy to the appropriate Program Director.

https://students.case.edu/community/conduct/aiboard/violations.html

1. Faculty member advises student of suspected AI violation.
2. The Associate Dean for Academic Programs/Administrator from Student Services will meet with the student (personally or by phone) to inform them of the process IF A HEARING IS PLANNED
3. Actions taken:
   a. FIRST VIOLATION – If the faculty member and/or program director and/or academic dean determine this is a first violation, student may be sanctioned with failure in the work or failure in the course.

   b. FPB GRADUATE ACADEMIC INTEGRITY [AI] BOARD ACTION – A hearing is held if:
      i. Student claims not to have violated AI standards or disagrees with sanction
      ii. Faculty member and Program Director/ Associate Dean for Academic Affairs want an AI Hearing Panel convened due to the seriousness of the offense
      iii. Faculty member/Program Director/ Associate Dean for Academic Affairs want the AI Board to investigate, adjudicate, and/or determine sanction.
4. A record of the AI Violation Report Form and documentation of the resolution of the issue, whether or not an AI Hearing Panel was convened, will be filed permanently in the student's record with copies in a separate file maintained in the office of the Associate Dean for Academic Affairs.

FPB Graduate Academic Integrity [AI] Board

1. Membership
The FPB Graduate AI Board members shall be elected by the faculty. All faculty members shall have a responsibility to serve on the committee. Faculty members shall be appointed for a maximum of a two-year term. Provision shall be made for staggering the terms of office, with no more than two rotating off in any one year. Vacancies shall be filled by the School of Nursing Executive Committee.

One student and an alternate from each of the FPB graduate degree programs (MN, MSN, and DNP) shall be elected by the officially recognized student government organization (GSNA) in January. An additional student from each of the FPB graduate degree programs (MN, MSN, and DNP) shall be elected in May. The Associate Dean for Academic Affairs and/or an administrator from Student Services may participate as ex-officio members. All members, except ex-officio, are voting members.

Each AI Hearing Panel will be comprised of equal numbers of faculty and students (MN, MSN, or DNP), with the desired number being 3 of each, 2 each minimum. Alternates for faculty and student members will serve when regular members are unable to attend or have a conflict of interest with a particular case. In the event that sufficient numbers of Hearing Panel members cannot be convened, the Executive Committee can appoint ad hoc faculty members and the GSNA can appoint ad hoc students to serve on a particular hearing panel. A quorum is defined as four voting members.

2. Duties

The AI Hearing Panel shall determine whether or not violations of academic integrity have occurred. Following deliberations, the AI Hearing Panel shall recommend a plan of action to the Associate Dean for Academic Affairs, including recommending administrative action (e.g. course failure, suspension, separation) or no further action.

3. Procedures

If a need is identified for a hearing following the meeting of the Associate Dean for Academic Affairs and the involved student:

Assembling the AI Hearing
- The Associate Dean for Academic Affairs will convene an AI Hearing Panel within 60 days of receiving the ACADEMIC INTEGRITY VIOLATION REPORT form.
- The Associate Dean for Academic Affairs will appoint one faculty member as the hearing Chair.
- The hearing will take place on university property and be closed to the public.
- Reasonable accommodations will be made to schedule a hearing at a date/time acceptable to all parties involved.
- If the student chooses to not participate, the hearing will proceed.
- Notice of the scheduled date and time of the hearing should be communicated to all parties involved (faculty member, student, AI Hearing Panel, witnesses) a minimum of 72 hours prior to the hearing.

Preparation of Documents/Evidence
- The faculty member will prepare a written statement of the situation to be distributed in advance to the AI Hearing Panel as well as to the student. This statement should be received by the Associate Dean for Academic Affairs at least seven (7) working days prior to the scheduled date of the hearing.
- The student will be encouraged to submit a written statement of the situation to be distributed in advance to the AI Hearing Panel as well as to the involved faculty member. This statement should be received by the Associate Dean for Academic Affairs at least seven (7) working days prior to the scheduled date of the hearing.
- No new materials may be submitted less than seven (7) working days prior to the scheduled hearing.

- Other relevant members of the academic team or other relevant persons (e.g. clinical preceptors) may be asked to attend the hearing to provide information. Such persons may be asked to provide information by the Associate Dean for Academic Affairs, by the involved faculty member, or by the student. If such person(s) plan to provide written information, they shall submit such documentation to the Associate Dean for Academic Affairs at least seven (7) working days prior to the scheduled date of the hearing.
- Copies of all material relevant to the case must be made available to the student and to the relevant faculty member(s) for review at least five (5) working days prior to the scheduled administrative review.
- All written materials shall be reviewed by the AI Hearing Panel prior to the scheduled hearing.

Proceedings
- The student shall appear at designed time/place to explain his/her conduct. Electronic attendance (e.g. telephone, teleconference) is permissible if the student is unable to travel to campus for the scheduled hearing.
- The faculty member initiating the AI Violation report shall attend the meeting to present the situation and to discuss the issue
- The relevant Program Director (or their designee) and/or the Associate Dean for Academic Affairs and/or an administrator from Student Services may attend the hearing in an ex- officio status.

The appointed Chair will preside over hearing. The Chair will identify the violation for which the student is charged. The faculty member will present an account of the events related to the charge of academic misconduct. The student will be asked to present a statement relevant to the AI violation charges. Following presentation of both sides, only voting AI Hearing Panel members may question the student and/or faculty member.

- Relevant evidence, including hearsay evidence, may be presented by student and/or faculty member.
- The Chair will have sole discretion as to appearance/testimony of witnesses. Witnesses should be present in the hearing only to present their information and to respond to questions from the AI Hearing Panel; thereafter, they will be dismissed from the room.
- The student and faculty member may each be accompanied by an advisor who is a member of the university community. The AI Hearing is an orderly discussion, not a legal proceeding. Legal representation is not permitted. Advisors may not address Hearing Panel members, question witnesses or otherwise intervene unless specifically requested to do so by the Chair.
- The faculty member and the student will each be allowed to make a closing statement if desired.
- Following presentation of evidence, questioning by the AI Hearing Panel, and closing statements, the Chair will give a summary of the initiating action as well as what has been discussed during the hearing prior to the start of deliberations.
- The faculty member, the student, and others who are not part of the AI Hearing Panel will be asked to withdraw during the deliberations.

Deliberations

- The AI Hearing Panel will deliberate in private and decide by majority vote.
- The AI Hearing Panel will decide (1) if an AI violation has occurred and (2) on an appropriate sanction as applicable. The AI Hearing Panel's decision will be communicated as a recommendation to the Associate Dean for Academic Affairs.
- The AI Hearing Panel's recommendation will be verbally relayed to the faculty member and to the student at the conclusion of deliberations.
- The AI Hearing Panel Chair will prepare a written summary of the decision within 48 hours that should be forwarded to the Associate Dean for Academic Affairs.
- The Associate Dean for Academic Affairs is responsible to inform the student, the faculty member and the Dean in writing within seven (7) working days of the conclusion of the hearing.
- If applicable, the Associate Dean for Academic Affairs will ask the faculty member to re-grade the original assignment as if no violation occurred.
- A complete, confidential file of the case will be maintained by Associate Dean for Academic Affairs. Included will be all documents prepared as a part of the hearing file, evidentiary documents and the written decision of the AI Hearing Panel.

Appeals

Student will have right to appeal the decision of the AI Hearing Panel based on the following grounds:

- Evidence exists that established procedures were not followed in a manner that may have affected the decision
  The Sanction was inappropriate for the violation
- The student should submit an Appeal in the form of a memo to the Dean within five (5) working days of receipt of the written decision and must specify the grounds for the appeal.
- Within 14 days working days of receipt of the Appeal Form, the Dean or his/her designee may uphold or deny the appeal or may ask the AI Hearing Panel to reconsider its decision.
- The Dean will communicate the decision in writing to the AI Hearing Panel and to the faculty member and student.

PhD in Nursing Students. PhD in nursing students should refer to the School of Graduate Studies handbook for policy on academic integrity. See http://case.edu/gradstudies/about-the- school/policies-procedures/ .

STUDENT MEMBERSHIP ON FACULTY COMMITTEES

Students are selected by their respective Student Associations to serve with vote on the following committees: Committee on Curricula, Committee on Evaluation and Grievance Board and Academic Integrity Board. See the School of Nursing Bylaws for more detail regarding these positions: https://case.edu/facultysenate/sites/case.edu.facultysenate/files/2018-03/FPB-Bylaws-Approved-FS-09-21-2016.pdf

Students may also be asked to serve on task forces and ad hoc committees.

Last updated 8/4/2022

FINAL NOTE

The faculty and staff of FPB hope you find this handbook helpful. We look forward to helping you begin your successful and rewarding career in nursing. If you have any questions or comments about this book, please contact the Office of the Dean of Academic Affairs. jls385@case.edu

Good luck! Let's make this a great year!

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