

ELIZABETH T. MACNEIL SCHOOL OF NURSING
2025–2026
STUDENT HANDBOOK



Elizabeth T. MacNeil School of Nursing

7900 West Division Street

Parmer Hall 400

River Forest, IL 60305

<https://www.dom.edu/academics/majors-programs/bachelor-science-nursing>

The Bachelor of Science in Nursing (BSN) degree at the Elizabeth T. MacNeil School of Nursing (ETMSON) at Dominican University Borra College of Health Sciences Dominican University is accredited by the Commission on Collegiate Nursing Education (CCNE) (<https://www.aacnnursing.org/ccne-accreditation>) and approved by the Illinois Department of Financial and Professional Regulation (<https://idfpr.illinois.gov/>).

Illinois Department of Financial and Professional Regulation (IDFPR) Program Approval the Illinois Department of Financial and Professional Regulation (IDFPR), 320 W. Washington St., 3rd Floor, Springfield, IL 62786 Telephone (217)785-0800, has approved the Bachelor of Science in Nursing (BSN) Program at Dominican University Borra College of Health Science.

The Commission on Collegiate Nursing Education (CCNE) Program Approval

The baccalaureate degree programs in nursing at Dominican University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, Ph (202) 887-6791.

IMPORTANT CALENDAR DATES			
07-01-25	Last day to submit health records	01-12-26	First day of classes for Spring
08-11-25	Drug screening due	01-19-26	Martin Luther King Jr. Day no classes/no clinical
08-22-25	Junior Orientation	01-20-26	Add/Drop deadline for Spring
08-25-25	First day of classes for Fall	03-09-26 – 03-15-26	Mid-semester vacation no classes/no clinical
09-01-25	Labor Day no classes/no clinical	04-02-26- 04-05-26	Easter Break – no class/no clinical
09-08-25	Add/Drop deadline for Fall	04-08-26	Scholarship & Ideas Expo no classes/no clinical
10/15/25	Flu Shot due	TBD	BCHS Health Fair
10-17-25- 10-19-25	Long Weekend no classes/no clinical	05-04-26- 05-07-26	Finals Week
11-05-25	Caritas Veritas-no classes	TBD	Pinning Ceremony
11-26-25 – 11-30-25	Thanksgiving vacation no classes/no clinical	TBD	Candle and Rose Ceremony
12-08-25 - 12-11-25	Finals week	05-09-26- 05-10-26	Commencement



Dear BSN Student,

Welcome to the Bachelor of Science in Nursing (BSN) program! I am excited to welcome you on your journey to and through the nursing profession. Choosing to pursue nursing is a life-changing decision, and we are honored to be part of your path toward becoming a compassionate, skilled, and empowered nurse.

This handbook—developed by nursing faculty and informed by our valued stakeholders—provides critical academic policies and procedures designed to support you throughout your time in the program. It outlines your rights and responsibilities, and we encourage you to review it carefully and refer to it often.

The Elizabeth T. MacNeil School of Nursing is deeply committed to cultivating a diverse community of students who are prepared to deliver safe, equitable, and effective healthcare. We take pride in providing an academic environment where you can learn, grow, and advance in your nursing career. Our team recognizes your unique value and potential in the nursing profession, and we are committed to your success every step of the way.

At the heart of our mission is the desire to transform students' lives through high-impact education and to graduate nurses who are well-positioned to improve healthcare within their communities. Every student's destiny is driven by this purpose, and we are thrilled that you are part of this important work.

We appreciate that you are the future of nursing, and we look forward to celebrating your growth, achievements, and ultimate success.

Warm regards,

Myra L. Carew, PhD, FNP-C, RN
Associate Dean, Borra College of Health Sciences
Elizabeth T. MacNeil School of Nursing
Dominican University

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Section I: Elizabeth T. MacNeil School of Nursing

Welcome to the Elizabeth T. MacNeil School of Nursing

The Elizabeth T. MacNeil School of Nursing (ETMSON) at Dominican University Borra College of Health Sciences is dedicated to supporting your academic and professional growth as a nurse. Through evidence-based practice, ETMSON equips you with the knowledge and skills needed to graduate and successfully pass the NCLEX-RN (<https://www.nclex.com/>).

The Elizabeth T. MacNeil School of Nursing prepares you to practice in diverse settings with cultural sensitivity toward health and wellness. As a graduate, you will be a well-rounded nurse equipped to make meaningful contributions to the field. Your education will provide a strong foundation in humanistic nursing practice, supporting both professional excellence and advanced study in nursing.

Dominican University's commitment to caring for the mind, body, and spirit aligns naturally with its mission to pursue truth, serve compassionately, and promote a just and humane world. As a nursing graduate, this mission provides a foundation for professional practice that upholds human dignity, advances the common good, and prioritizes care for the most vulnerable.

Statement of Intent and Purpose

The Elizabeth T. MacNeil School of Nursing (ETMSON) at Dominican University Borra College of Health Sciences upholds the standards of the American Association of Colleges of Nursing (AACN). As the AACN (2022) states, nursing education must go beyond traditional sciences to include health promotion, disease prevention, screening, genetic counseling, and immunization. Nurses must also understand the social determinants of health, including poverty and environmental factors, along with human psychology, behavior, and cultural values. ETMSON's undergraduate program builds on Dominican's strong foundation in biology, chemistry, neuroscience, nutritional science, and medical science.

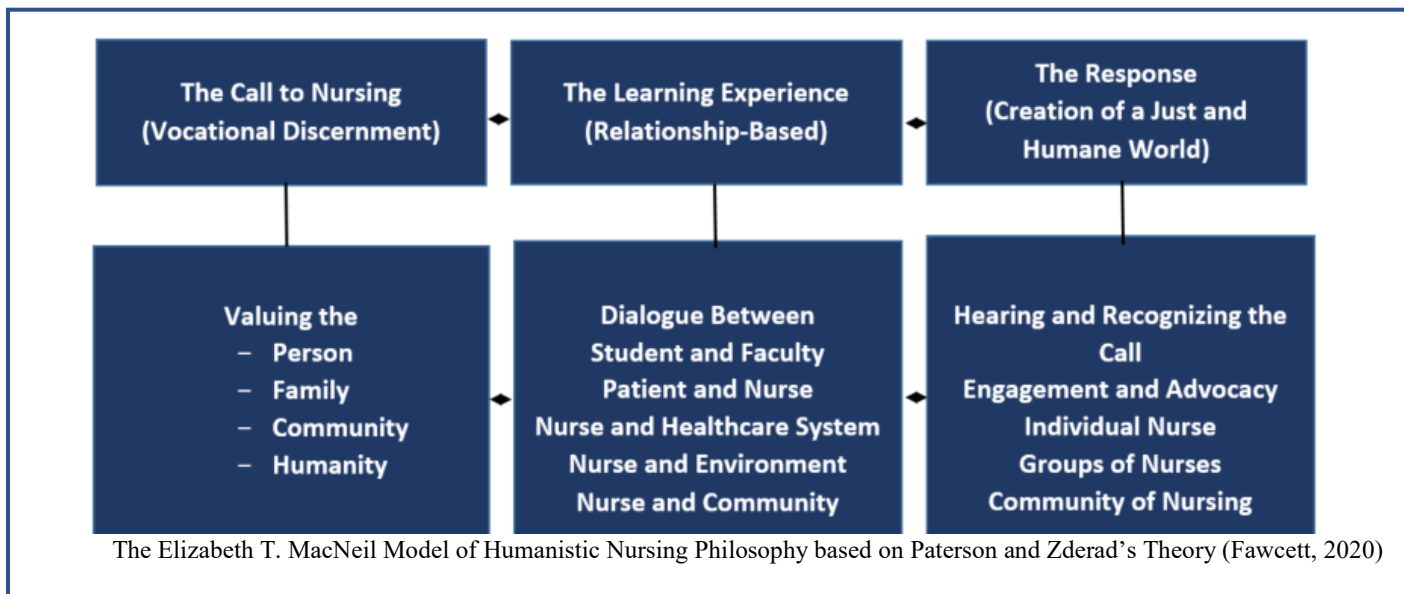
The BSN program at ETMSON prepares liberally educated nurses to make meaningful contributions to the world. Graduates gain the knowledge and skills for humanistic nursing practice across diverse settings. Rooted in a commitment to cultural competence and patient-centered care, ETMSON provides a rigorous education in nursing knowledge, scholarship, and research, equipping students to improve lives locally and globally as nurse generalists.

Mission

As a Sinsinawa Dominican-sponsored institution, the Bachelor of Science in Nursing (BSN) program prepares students to seek truth, provide compassionate care, and contribute to a more just and humane world. The ETMSON upholds the Sinsinawa Dominican Sisters' mission and core values, which continue to guide the University: academic rigor, diversity of thought, social justice, and close student mentorship. Rooted in these principles, our mission equips nursing students with a professional foundation that honors human dignity, promotes the common good, and prioritizes care for the most vulnerable.

Philosophy of the Nursing Curriculum

The Elizabeth T. MacNeil School of Nursing philosophy aligns with the Mission and Identity Statements of Dominican University and the Borra College of Health Sciences. We believe nursing requires seeking truth, serving with compassion and intellect, and providing holistic, ethical care in a diverse world. Holistic care encompasses emotional, mental, physical, psychological, and spiritual well-being. As both a science and an art, nursing is dedicated to promoting health and wellness while embracing humanistic practice, which integrates theory and practice with a focus on valuing, humanity, environment, and health.



Philosophy Model of the Humanistic Nursing Framework at the Elizabeth T. MacNeil School of Nursing

The faculty and students at ETMSON work together to foster nursing leadership in humanistic practice, scholarship, excellence, and global engagement. The framework encourages both students and faculty to pursue evidence-based knowledge while supporting intellectual inquiry, critical thinking, and clinical decision-making. It cultivates competent nursing professionals who prioritize humanistic global health and well-being for all individuals.

We are confident that ETMSON graduates will advance humanistic nursing practice and engage in lifelong learning to promote global health and healing. We recognize our shared responsibility to contribute to a more humane, multicultural world.

Elizabeth T. MacNeil School of Nursing Program Learning Goals

At the conclusion of the BSN program, the student will be able to demonstrate competency in the ten (10) domains that are essential to nursing practice: (AACN, 2021)

1. **Knowledge for nursing practice:** Synthesize knowledge from the humanities, as well as the natural, social, and nursing sciences as the foundation for critical thinking and clinical decision making.
2. **Person-centered care:** Build upon and apply professional nursing practice knowledge to provide person-centered care that holds the inherent worth and dignity of individuals, families, and communities.
3. **Population health:** Implement professional nursing practice that addresses the health promotion and disease prevention of populations. Consider the complex economic, legal, political, and ethical issues affecting the delivery of care in the global and dynamic healthcare environment to produce equitable outcomes.
4. **Scholarship for the nursing discipline:** Evaluate and integrate research that supports evidence-based nursing practice and enhances clinical practice.
5. **Quality and safety:** Assume responsibility and accountability for professional nursing practice with a focus on consistency, quality, and safety to improve patient outcomes.
6. **Interprofessional partnerships:** Collaborates effectively as a member of the interprofessional team fostering a climate of mutual learning, respect and shared values.
7. **Systems-based practice:** Recognize internal and external system processes that impact care throughout professional practice. Effectively communicate in various healthcare delivery environments to promote care that is sensitive to diverse spiritual and cultural needs.
8. **Information and healthcare technologies:** Apply health information literacy skills to organize and gather data and support clinical decision making. Utilize effective technology to promote quality patient outcomes and align with best practices and regulatory standards.
9. **Professionalism:** Embrace the development of a professional nursing identity and incorporate ethics and values of integrity, compassion, and advocacy.
10. **Personal, professional and leadership development:** Develop the capacity for leadership using self-reflection, commitment to intellectually inquiry and expanding knowledge, and integration of principal theories in leadership for personal and professional growth.

“The Essentials”

The program goals are aligned with the American Association of Colleges of Nursing (AACN) endorsement of *The Essentials: Competencies for Professional Nursing Education* (aacnnursing.org), providing the framework for preparing professional nurses. The Elizabeth T. MacNeil School of Nursing embraces the outcomes expected of graduates from our baccalaureate program.

Known as "The Essentials," the domains and concepts will evolve as new evidence-based knowledge emerges in the nursing profession. The Elizabeth T. MacNeil School of Nursing at Dominican University Borra College of Health Sciences is committed to upholding The Essentials, including updates from AACN, current evidence-based literature, and standards of nursing excellence and higher education practice.

Professional nursing encompasses knowledge, skills, values, and meaning. Faculty encourage students to actively engage in learning the art and science of nursing. Students are expected to take an active role in their learning. By synthesizing the AACN Essentials, students achieve key learning outcomes and contribute to the nursing experience at Dominican University. The ETMSON mission, goals, and undergraduate program outcomes reflect integration with *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021).

Academic Integrity

Students are expected to uphold the values of Dominican University and maintain the highest standards of academic honesty and integrity, as outlined in the [DU Student Handbook](#). Cheating, plagiarism, and other forms of academic dishonesty are prohibited. This includes submitting work that is not your own, whether obtained from another person or generated by a computer program or AI service. It also includes altering academic or business records, forging signatures or authorizations, withholding information to misrepresent facts, or falsifying any documents, including records, files, and invoices.

National Student Nurses' Association (NSNA) Code of Ethics

Students are expected to uphold to the NSNA [Code of Ethics](#).

Section II: Bachelor of Science Nursing Programs

Bachelor of Science Nursing Programs

The Elizabeth T. MacNeil School of Nursing (EMTSON) at Dominican University Borra College of Health Sciences offers two Bachelor of Science in Nursing (BSN) degree program tracts: the traditional undergraduate BSN and an RN-to-BSN tract. There are 124 credits required for graduation in the traditional undergraduate program, 53+ credits are in the nursing major. The RN-BSN program is 41 credits. Both program tracts are accredited by the [Commission on Collegiate Nursing Education \(CCNE\)](#) and approved by the [State of Illinois Board of Nursing](#).

Admission to the ETMSON Pre-licensure, Undergraduate Program

Students must first apply and be admitted to Dominican University. Once admitted to Dominican University they must meet the below admission requirements to be admitted to ETMSON:

1. Completion of all eight (8) pre-requisite courses for the nursing major with a cumulative pre-requisite course grade average of 2.75 or greater. The overall cumulative GPA of 2.75 or greater is on a 4-point scale. Successful completion of all prerequisite nursing courses does not guarantee admittance.
2. Pre-requisite courses requiring a final grade of “B-” or better:

BIOL 152	Human Anatomy & Physiology I
BIOL 252	Human Anatomy & Physiology II
CHS 260	Introduction to Human Pathophysiology
3. Pre-requisite courses requiring a final grade of “C” or better:

BIOL 160	Elementary Microbiology
PSYC 212	Life Span Development Psychology
CHEM 101 or 120	General Chemistry I/Basic Chemistry
NUTR 250	Nutrition
MATH 175 or 211	Mathematical Concepts for Clinical Science or Principles of Statistics
4. Pass the [Assessment Technologies Institute \(ATI\) Test of Essential Academic Skills \(TEAS\)](#) with an academic preparedness level demonstrating proficiency as decided by the faculty with a minimum score of 68% or higher.
 - The *Nursing Admission and Progression Committee* reviews the entire candidate application
 - Acceptance for admission for an open seat in the program is given to candidates with the strongest academic profile and ranks.
 - Although a candidate may meet all the admission requirements, there may be a candidate with a more qualified academic profile resulting in a prospective nursing student being “wait-listed”.
 - If a student is wait-listed, they are responsible for contacting their assigned DU counselor advisor for any questions or concerns

Pre-requisite Course Requirements

Chemistry and Biology courses must be completed within five (5) years of the application deadline. If a course is outdated the course must be repeated unless a CLEP Exam is available. If a CLEP Exam is available for the outdated course, the student must earn a numerical value equivalent to the required pre-requisite grade. Applicants cannot CLEP any Nursing courses.

Assessment Technologies Institute (ATI) Test for Essential Academic Skills (TEAS) Exam

The [ATI TEAS exam](#) is an evidence-based admissions tool to predict academic success in health experiences. The TEAS exam is based on 11th grade science, reading, math and English language usage standards that are important for students entering a health science program, especially nursing.

The ATI TEAS test must be taken before admission to the Elizabeth T. MacNeil School of Nursing:

1. Prospective students are responsible to [create an ATI account](#). Current DU students should use their DU email address to create their ATI account.
2. ATI TEAS exams are proctored exams and must be taken at a designated facility offered by ATI. Dates/seats are available at the time of scheduling through the ATI website.
3. Prospective students are financially responsible for all testing fees.
4. An ATI TEAS exam can be repeated once, for a total of two (2) times during an admissions cycle. ATI only allows 3 attempts in a calendar year. The highest score will be used for the application to the nursing program.
5. ATI TEAS exam must be taken within the designated posted time for the application deadline of desired entry into the program.
6. The TEAS score achieved by the applicant must meet or exceed the 68% overall score required for entry into the program.

Application and Admission Process for RN-BSN Students (ONLY)

Students are admitted to the RN–BSN program using a rolling admissions format. Admission to the RN–BSN program requires an earned associate degree in nursing from an accredited institution as well as a cumulative GPA of at least 2.75 from all accredited colleges and universities attended. A grade of “C” or better is necessary in each required nursing course.

In addition to holding an RN license, applicants must have either completed, be enrolled in, or have transfer equivalency for the following courses:

- 9 credit hours - Communication (Composition and Speech)
- 9 credit hours - Social and Behavioral Sciences

- 9 credit hours - Humanities and Fine Arts (at least one of each)
- 6 credit hours - Natural Sciences
- Human Anatomy and Physiology I (or equivalent)
- Human Anatomy and Physiology II (or equivalent)
- Elementary Statistics (or equivalent)

The ETMSON *Admissions & Progression Committee* will review all qualified applications. Students will be notified in writing of their acceptance to the nursing program. An offer of admission will be rescinded if a student fails to maintain academic eligibility prior to starting the nursing program.

Admission to the RN–BSN program is competitive; even students who meet the minimum requirements may not be admitted to the program due to enrollment limits in the major. The Elizabeth T. MacNeil School of Nursing may deny admission to qualified students due to enrollment limits.

Requirement Prior to Starting RN-BSN Nursing Classes

All students admitted to the RN-BSN program must hold an unencumbered license, CPR/AED certification, complete a criminal background check, and meet health requirements before beginning courses.

Section III: General Academic Information

Nursing Student Responsibilities and Expectations

Nursing professionalism requires respect, integrity, honesty, advocacy, and accountability. Students must uphold the highest standards in all learning settings, maintaining professional boundaries with instructors and patients. If unsure about appropriate behavior or responses to patients, students should seek guidance from their instructor. Students are expected to follow the guidelines below and adhere to the DU Student Code of Conduct: (<https://www.dom.edu/student-life/sse/student-handbook>)

Commitments:

- Clinical courses may require evening and/or weekend time commitments.
- Be aware that it may impact your academic success. Plan for 2–3 hours of study per week per credit hour outside of class.
- Student-athletes can balance nursing school and sports with strong time management skills. Both require significant time commitments, and it is the athlete's responsibility to manage their schedule. Student-athletes must provide a schedule of intercollegiate games to the clinical placement office before each semester. Per the DU Student Athlete Excused Absence Policy, students may not miss class for practice.

Professional Expectations

- Students needing support should contact the Dominican University Wellness Center at Ext. 6629 (on-campus), 708-524-6629 (off-campus), or wellness@dom.edu.

Use of Technology

Nursing students will maintain professional behavior and [proper technology etiquette](#) at all times when using electronic devices:

- Electronic devices may be used only when authorized by faculty for class activities.
- Cell phones and mobile devices are not allowed to be out during clinical experiences.
- Removal of all “smartwatches” or like devices is required prior to all testing situations.
- Students are not allowed to take photos or audio/visual recordings at the clinical site.

Title IX

Dominican University is committed to fostering a safe, productive learning environment. Title IX and the school policy prohibits discrimination on the basis of sex. Sexual misconduct, including harassment, domestic and dating violence, sexual assault, and stalking is prohibited.

Dominican University encourages anyone experiencing sexual misconduct to talk to someone about what happened, so they can get the support they need, and Dominican University can respond appropriately. If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact the DU Title IX Coordinator. More information can be found at: [Title IX Policy](#)

Dominican University is legally obligated to investigate reports of sexual misconduct, and therefore cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect to the extent possible. Teachers are also required by the University to report incidents of sexual misconduct and thus cannot guarantee confidentiality. We must provide the University Title IX coordinator with relevant details such as the names of those involved in the incident.

Professional Development Opportunities for Nursing Students

Nursing students may be invited to represent their peers on ETMSON committees. They are invited to participate in university and nursing organizations on campus and in the community. Students can engage in governance through the following avenues:

- Participate in course surveys, end of program survey, and Alumni survey.
- Participate in student forum activities such as Town Hall meetings when available, course evaluations, and office appointments.
- Membership in the [National Student Nurses Association \(NSNA\)](#) and the Dominican University Student Nurses Association (DUSNA) is strongly encouraged.

Attendance

Attendance is ***mandatory*** for the following activities:

1. Class Lectures
2. Clinical Experiences
3. Simulation Experiences
4. Clinical Skills and IPE
5. Exams and Quizzes

A student unable to attend any of the above learning activities must contact the instructor prior to the missed activity. Failure to do so may result in a failure for the missed activity. Prior notification does not necessarily assure an excused absence. Students may be asked to submit a note from a healthcare provider allowing them to return to normal activities.

Two missed clinicals within a course will require a meeting with the course faculty member and Associate Dean of Nursing and may result in withdrawal from the clinical and associated didactic course. An academic alert may be issued for any missed clinical experience.

Cancellation of Classes

Classes may be cancelled due to faculty illness or inclement weather ([Dominican University School Closure Policy](#)). If a didactic class is cancelled, an official posting will be posted on the Canvas announcement. If a portion or the entire clinical experience is cancelled, students will be contacted before the start of the clinical day by their clinical instructor or the Associate Dean of Nursing. If Dominican University cancels classes due to inclement weather, clinical will be canceled and on-campus classes and labs may be held via Zoom at instructor's discretion.

Course Syllabus

You will be provided with a course syllabus for each nursing course. The syllabus will outline the basic course information, course description, required textbooks and materials, course objectives, requirements (readings, course activities, assignments, quizzes, and exams), and the tentative calendar of topics. The course syllabus is like a roadmap; it provides you with directions to navigate the course and finish with success.

The course syllabus functions as a contract between faculty and students. The course expectations and standards are written in the syllabus so that both students and professors can abide by the requirements to meet the course objectives and determine the course grade(s).

You are expected to:

- Read the entire course syllabus prior to the first scheduled class of each course.
- Ask questions and clarify anything in the course syllabus that you do not understand.
- Use the course syllabus to keep track of course activities, assignments, and exams dates.
- Professors are not responsible for reminding you of upcoming due dates. It is recommended that you use a calendar or planner to note due dates for all courses based on syllabi to ensure meeting all responsibilities. Personal time management is crucial to your success as a nursing student.
- Review the course syllabus at the beginning of each week to guide your preparation for class, including meeting assignment deadlines.
- Accept responsibility and accountability of course syllabi requirements.

Please note: Syllabi are subject to modification. In the event of syllabi changes, the course faculty will notify the students of any changes.

Guidelines for Assignments

All assigned work is to be submitted to the Canvas course shell on the announced due date and time. No assignment will be accepted by email. A 10% reduction per day will apply to late submissions.

APA style/format is required for all written work. For detailed information and help on APA Style see <https://apastyle.apa.org/>

Assessment Technology Institute (ATI)

The ETMSON utilizes the ATI assessment program. ATI compares Dominican University nursing students' achievements with other nursing students across the country. An additional fee for the ATI products and assessments is added to the tuition charge for each nursing theory course. The computerized examinations, completed at regular intervals throughout the curriculum, provide benchmarks of your individual performance in the major content areas. These exams aid in preparing

you to take the national licensing examination (NCLEX) after graduation. Individual course syllabi in the nursing program outline pertinent information related to ATI products and Assessments used in individual courses.

ATI Testing Policy

Assessment Technologies Institute (ATI) provides resources to support academic success and NCLEX preparation. The comprehensive ATI program includes assessments, critical thinking indicators, learning style evaluations, online tutorials, practice tests, and proctored exams covering key nursing content areas. The Elizabeth T. MacNeil School of Nursing at Dominican University integrates ATI tools within the nursing curriculum to help students prepare for safe, generalist nursing practice.

Students are responsible for learning to navigate the ATI platform and completing assigned ATI activities as outlined in course syllabi.

ATI RN Content Mastery Assessments

1. Students are required to complete the following RN Content Mastery Assessments:
 - a. RN Fundamentals
 - b. RN Pharmacology
 - c. RN Mental Health
 - d. RN Adult Medical Surgical
 - e. RN Nursing Care of Children
 - f. RN Maternal Newborn
 - g. RN Community Health
 - h. RN Leadership
2. These exams are administered only once and will count for 10% of the course final grade based on the level proficiency:
 - a. Level 3 = 10/10
 - b. Level 2 = 9/10
 - c. Level 1 = 7.6 /10
 - d. Below Level 1 = 7/10
3. All students regardless of the mastery level earned are expected to complete the CMS Focused Review, and Focus Review quiz if applicable, as a part of the remediation process.
4. Student individual ATI Pulse score may be used to determine placement for clinical role transition (NURS 245).

Additional ATI Assessments

Students are also required to complete the following assessments:

1. ATI Critical Thinking Assessment: Entrance
2. ATI Critical Thinking Assessment: Exit

RN Comprehensive Predictor (CP) Proctored Examinations

1. Students are required to complete an ATI RN Comprehensive Predictor (CP) proctored exam while enrolled in your NURS 445 course.
2. Students will have one (1) attempt to earn the expected 90% “Predictability” score for the CP.

Virtual Assessment Technologies Institute (VATI)

VATI is a 12-week online modular program in which you will engage in a personalized remediation plan requiring a “green light” before systematically progressing through assessment modules. Details on VATI will be provided to all students.

Academic Advisement

Nursing students will be assigned a nursing faculty member as their advisor. All students are required to meet with their advisor each semester for course planning prior to registration.

Academic Alerts

Faculty and staff use academic alerts to communicate concerns about your progress in a course. An [Academic Alert](#) is meant to start a conversation with your professor about how to be more successful in a course or the program. Alert messages are also sent to [Student Support & Engagement \(SSE\)](#) staff and your advisor. You may receive an email, phone call or text from a staff member of SSE to offer support. The SSE staff can help get you connected to tutoring, resources on campus or off campus, or just be a listening ear to talk through challenges.

What should you do if you get an alert?

- Read the concern and advice from the faculty member.
- Communicate with your faculty and SSE staff who contact you. Be honest about what is happening in your life – if you have complicated circumstances or stress, share that. We have a lot of resources to help and it’s always better to know the whole story.
- Follow through on the plan you set up with faculty and/or SSE staff

Self-Referrals

If you need support for anything, from academic issues to things going on at home, you can submit a *self-referral*, and a member of the Student Success and Engagement (SSE) support staff will reach out to you. Go to the Stars Assistance Link and click [ask for help](#).

Accommodations and Disability Access (ADA)

If you have a disability that qualifies you for academic accommodations, please contact the [Accommodations and Disability Access \(ADA\)](#) office to make your request. Students requesting accommodations for the first time should complete the Confidential Request for Accommodations form, which can be found [here](#). Students must then submit appropriate documentation and attend an intake meeting to engage in an interactive process and determine your eligibility for accommodations. Accommodation requests can be made at any point in the semester.

Once your eligibility has been determined, the ADA office will email you a Letter of Approved Accommodations. Students must share their Letter of Approved Accommodations with their professors by the end of the first week of each academic term and arrange a conversation with each professor to discuss how their accommodations can work in each class. If accommodation may involve a clinical setting or practical skill, the ADA Coordinator should be invited to consult with faculty and student about the reasonableness of the accommodation in each setting. If a student is approved for accommodations during the middle of a term, the student must immediately share their Letter of Approved Accommodations with their faculty members and arrange a conversation. Faculty can only provide accommodations after receiving the Letter of Approved Accommodations and discussing your accommodations with you, and accommodations are not retroactive. Students who notified faculty of their accommodations during a previous semester are still required to submit their Letter of Approved Accommodations and arrange a conversation with the professor at the beginning of each subsequent term. Obtaining clarity on how your accommodation will work at the beginning of the semester supports your success.

ADA Exam Procedure

- A student with accommodations is responsible for making arrangements with the ADA Office to schedule their exams in the Academic Success Center (ASC). If exam accommodation is provided in the Academic Success Center, students must complete the online Exam Accommodation Request form, at least one week in advance of each exam. The form will not allow a student to submit a request with less than one week's notice. During the semester, accommodated exams can be proctored in the ASC between 8:30-5:00pm M-F, and between 8:00-5:00pm, during finals week.
- BSN faculty recommend that students submit Exam Accommodations Request Forms for all of their scheduled exams, at the start of the semester. This ensures faculty and students have clarity and students will not have to worry about the deadlines for submitting requests.
- Students with approved exam accommodation must take their exams at the same time as the rest

of the class, unless an extended time accommodation would make the student late for another class, or the ASC is not open at the time of the class. If an exam needs to be taken at another time, the faculty and student should agree on an alternate time, which must be within 24 hours of the original exam time.

- Students should address all questions and concerns regarding approved accommodations with the ADA officer.

Exam Requirements

1. You must bring a fully charged laptop to the testing center.
2. You must provide proper identification (school issued ID or Driver's License) to the Proctor before the exam.
3. If ATI is required for testing, you are responsible for ensuring the software is up-to-date and in working order at the time of testing.

Exam Expectations

1. All personal belongings must be stored out of reach. This includes jackets, hats, sunglasses, with (discretionary allowances for religious apparel).
2. Food and/or drinks are not allowed during the exam.
3. Please use the restroom prior to the start of the exam.
4. Do not leave the testing room without proctor approval.
5. No communication is permitted among students during the exam. Proctors are not permitted to answer questions about exam content.
6. Students must always work independently.
7. You may leave the room after you complete your exam with proctor approval.

Communication & Email Etiquette

Email is the most effective way to communicate with faculty and staff. Students must check their DU-issued email regularly and maintain professionalism in all communications. Faculty will respond within 48 hours during business hours when classes are in session. Email responses may be delayed to weekends, holidays and university closures.

Office Hours

Faculty office hours are listed in the course syllabus. To schedule an appointment during office hours, follow the instructions in the syllabus and Canvas. Students are encouraged to schedule meetings regularly for questions, concerns, and learning support.

Graduation Requirements and NCLEX Eligibility

Dominican University Borra College of Health Science awards the Bachelor of Science in Nursing (BSN) degree, conferred at the end of the semester with satisfactory completion of all requirements.

Upon request to sit for the NCLEX-RN exam, the ETMSON Associate Dean of Nursing will complete and provide the ED-NUR (Certificate of Education) form (IL 486-1031) https://www.continentaltesting.net/downloads/ED_NUR.pdf to the student upon completion of the University and ETMSON requirements and who is in good standing as a graduate student:

1. Has attained a minimum of 76% or “C” in all nursing courses.
2. Has completed the required (124) credit hours designated in the curriculum and per university graduation requirements.
3. All students enrolled in VATI must achieve the required “green light” for each module prior to receipt of the ED-NUR form.
4. Does not have a hold or outstanding balance with the Office of Student accounts. Files intent to graduate form with the Office of the Registrar by the announced deadline and official transcripts from previous colleges attended must be on file with the registrar’s office.

See additional graduation requirements at <http://bulletin.dom.edu/>

NCLEX Testing Accommodations

For information on testing accommodations refer to [The Illinois Department of Financial & Professional Regulation \(IDFPR\)](#). Students requesting accommodations must submit the following:

1. A Reasonable Accommodation Request form: [F1766ts \(illinois.gov\)](#).
2. Current documentation from a physician, psychologist, psychiatrist, or other appropriate healthcare professional certifying the disability.
3. Documentation of special services and testing accommodations received in previous educational institutions because of the disability.
4. A letter describing the specific disability, when/ how it was first identified, and accommodations being requested because of the disability.

Section IV: Clinical Information

Requirements for Entry into Clinical Courses

All nursing students must present evidence of meeting health and safety requirements prior to clinical experiences. Students who do not provide the required documentation will not be allowed to continue in nursing courses with a clinical component. All required documentation must be submitted to Viewpoint Screening by the deadline. An orientation may be required for clinical rotations.

Falsification of any healthcare document is grounds for dismissal from the program.

Student Practice Guidelines and Regulations

Nursing students practice within the boundaries of the [Illinois State Board of Nurse Practice Act](#), [the ANA Code of Ethics for Nurses](#), and the policies and regulations of the clinical site.

Clinical Expectations

- All students are expected to conduct themselves in a professional manner. Inappropriate behavior or actions will not be tolerated and may jeopardize your enrollment in the program.
- Follow the administrative policies, standards, and practices of the clinical site.
 - Student ID should be worn at all times above the waist.
 - Introduce and identify yourself with your name and as a “Dominican University Nursing Student” to all patients and clinical staff.
 - Provide your own transportation to and from the clinical site.
 - Report to the clinical site on time.
- Maintain patient privacy and confidentiality at all times in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations. For detailed information regarding HIPAA refer to <https://www.hhs.gov/hipaa/>
- Alcoholic beverages, controlled substances, and use of tobacco and vape products are prohibited during class and clinical. A student violating this policy may be immediately dismissed from the nursing program.
- Chewing gum is prohibited in clinical settings.
- Students must not leave the clinical unit without the instructor’s approval. Leaving the unit without approval may result in dismissal from the program.
- Professional communication is an expectation with patients and hospital personnel.

Standard Precautions

The Elizabeth T. MacNeil School of Nursing complies with the standards of practice and regulations in accordance with federal, state, and local agencies, the CDC, and each clinical site. For infection control basics and standard precautions for all patients, refer to the CDC website:

<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

Clinical Requirements:

- An annual history and physical examination.
- Titers showing immunity for measles, mumps, rubella, varicella, and hepatitis B.
- If vaccination boosters are necessary, documentation must be included on the health record (labs).
- Annual background check.
- Valid Driver's license and automotive insurance
- Active medical insurance
- A negative QuantiFERON TB Gold test is required annually.
- Tetanus/diphtheria vaccination/booster within the past 10 years.
- Annual flu vaccination (between September 1st and October 14th of each year).
- COVID-19 vaccine may be required by clinical sites.
- Annual 10-panel drug screen.
- Drug screen results must be submitted by the due date.
- Current AHA CPR Certification.

Please note: Some clinical sites may require additional testing.

Students must meet essential mental and physical qualifications to participate in clinical, including, but not limited to:

1. Be able to work in a standing position and perform frequent walking.
2. Physically perform up to twelve (12) hours in the clinical setting.
3. Possess fine motor skills and manual dexterity and adequate strength in order to:
 - a. Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to three feet.
 - b. Lift and transfer a patient from a stooped position to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
4. Physically apply up to 10 pounds of pressure to bleeding sites and/or for performing CPR.
5. Possess adequate hearing in order to respond and react immediately to auditory stimuli.
6. Possess adequate vision in order to discriminate depth, color perception, and perform both close and distance visual activities and health assessments.
7. Discriminate opposing tactile sensations such as sharp/dull and hot/cold.
8. Possess the ability to detect odors.
9. Perform mathematical calculations for medication preparation and administration.
10. Communicate effectively both orally and written using proper grammar and vocabulary.
11. Make appropriate and timely decisions under stressful situations.
12. Possess the ability to engage in critical thinking consistently and dependably in order to make safe and ethical clinical decisions.

13. A change in a student's health status requires communication with faculty and may warrant medical clearance to ensure safety.

Immunization Requirements

In accordance with the [Illinois Department of Public Health](#), [OSHA](#), and the [CDC](#), the Elizabeth T. MacNeil School of Nursing complies with recommendations for vaccinations, including those specifically for healthcare personnel. Proof of compliance is required. Please see the National Vaccine Center for details <http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/illinois.aspx>

If after multiple attempts, a student does not seroconvert to demonstrate immunity with the required immunizations, a Seroconversion form must be completed through the clinical placement office. This form requires the signature of a provider. The Seroconversion form will need to be uploaded to [Viewpoint Screening](#).

Ten-Panel Drug Screen

1. Dominican University, in conjunction with area health care agencies, is a drug-free environment. As part of the clinical agreement for clinical experiences, clinical partners require that all students utilizing the facility must submit to a drug screen prior to beginning a clinical rotation.
2. A ten-panel drug screen is required at admission to ETMSON annually while enrolled in the program. Students must follow the processes through [Viewpoint Screening](#).
3. Medical and/or recreational marijuana is prohibited under Federal law and is not allowed in nursing practice.
4. The 10-panel drug screen must show "negative" result. If you receive an inconclusive or diluted result, you must schedule a meeting with the Director of Nursing within two (2) business days.
5. Clinical partners or the Elizabeth T. MacNeil school of Nursing reserve the right to request a random drug screen at any time during the program if there is reasonable suspicion.

Clinical Injury

If any injury should occur at clinical, the following steps are to be taken:

- Notify the instructor immediately. An instructor will accompany you to the emergency room for appropriate treatment at your expense.
- In cases of needle-sticks and blood borne pathogen exposure, the faculty and student will comply with the clinical site policies and procedures, including but not limited to reporting, documentation, and follow-up with the site's occupational health/wellness department if required by the clinical site.
- An incident report for both the facility and the University must be completed and submitted within one (1) business

Health Insurance and Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance and Portability and Accountability Act of 1996 is commonly called “HIPAA”. It is legislation that was enacted in 1996 to provide data privacy and security provisions to safeguard patients’ medical information.

All students are required to sign a HIPAA (Health Insurance Portability and Accountability Act of 1996) form during clinical orientations. This document outlines the appropriate handling of confidential medical information. All students are required to strictly adhere to HIPAA regulations per clinical sites’ guidelines.

Patients have a legal right to confidentiality related to all aspects of their care. Professional nurses have a legal obligation to safeguard the patient’s confidentiality. You may not provide information about your patient(s) to any individual not directly involved with the patient’s care, including other staff, classmates, family, and/or friends. Conversation related to patients is only allowed in the clinical area, clinical conference area, and the classroom for the purposes of furthering nursing education. Discussion related to patients, or any clinical occurrences are prohibited in public places such as the cafeteria, lounge, or at home. Any materials or documents with identifying patient information contained on them may not be removed from the clinical setting and must be discarded in a confidential manner.

Patients’ privacy and confidentiality is to be maintained at all times in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations. For detailed information regarding HIPAA refer to <https://www.hhs.gov/hipaa/>

Client/Patient Confidentiality

Nursing students are expected to always protect the confidentiality of patient information in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPAA) federal law:

- Students are not allowed to discuss Protected Health Information (PHI) outside the appropriate clinical practice areas or in any public space.
- Students are not allowed to take any photographs, audio or video recordings of clients or client records nor make copies of client records.
- Students violating patient privacy with a mobile device will be subject to HIPAA policies of the clinical site.
- Students who are suspected of breaching any HIPAA policy will be referred to the Associate Dean of Nursing for thorough investigation. Depending on the severity of the violation, students may be subject to disciplinary actions, including potential dismissal from the program. It is important to remember that everyone can see and read what is placed on social networking sites. Do not post information or photos with patient sensitive content. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you; many recruiters routinely search the social networking venues when considering people for new hire.

Please note: Social network postings can be subject to disciplinary action up to and including dismissal from the nursing program.

Criminal Background Checks for Nursing Students

1. All students **MUST** get a background check before entering/returning to the nursing program. Print the two (2) background check forms, located in Viewpoint, and take them to an Accurate Biometrics location where you will get fingerprinted.
2. Students will need to bring (in-person) their **SEALED** background check envelope to the Nursing Office. The background check envelope can only be hand delivered by the student. If the envelope is opened, the student will need to repeat the background check at their own expense.
3. Background checks will not be accepted if more than one year from the submitted application for the subsequent application cycle.
4. Applicants with a conviction of any kind can contact the Illinois Department of Financial and Professional Regulation (IDFPR) by calling 1-800-560-6420 for any questions or concerns regarding licensure status or the renewal process.
5. Illinois statute prohibits health care employers from knowingly hiring, employing, or retaining any individual in a position with duties involving, or that may involve, direct patient care or the care of residents of long-term care facilities, including access to the medical, personal, financial, or living quarters of a patient or long-term care resident, who have been convicted of certain criminal offenses (225 ILCS 46.25).

In addition to felony offenses, some affiliate agreements with clinical partners may also exclude students from clinical experiences who may have a record of a misdemeanor offense.

6. Background checks must be renewed every academic year at students' expense while enrolled in ETMSON.
7. The results of the background check and drug screening may determine your acceptance and/or continued eligibility to remain in the program and/or to participate at clinical sites.
8. Information gathered from a criminal background check may be the basis to dismiss applicant's candidacy for the program and/or may be the basis for dismissal from the program at any time.
9. Students are required to sign an *Authorization for the Release of Student Information Acknowledgement* form to approve sharing personal information with clinical sites upon the clinical site(s) request.
10. Some clinical sites may require an expanded background check, which may conflict with your original results (See Illinois State Law 225 ILCS 46/25 and Ill. Adm. Code 955 Section 955.160 for disqualifying conditions). This will be done at your expense.
11. Students might not be able to participate in clinical experiences based on negative information gathered as the result of a background investigation. If a clinical placement cannot be arranged, it may require an extended time in the program (due to lack of clinical site availability) or it can also lead to program dismissal.
12. The ETMSON does not provide copies of the background check to applicants and/or students.

Appearance and Grooming

1. Long hair is to be pulled back and secured.
2. Jewelry is limited to a watch, wedding band, and one set of post earrings.
3. Requirements related to body piercings, tattoos and fingernails will follow the clinical site policy.
4. Professional appearance will follow the clinical site policy.
5. Use of perfumes and/or heavily scented soaps/toiletries will follow the clinical site policy.

Uniforms

1. Uniforms must be purchased by the ETMSON approved vendor. The brand of scrubs is the Cherokee Scrubs in Navy Blue.
2. Additional patches can be purchased for \$3.50 each at <https://secure.acceptiva.com/?cst=vXYxXP> . To pick up your patches, bring your receipt to the Nursing Office.
3. Uniforms are to be clean and wrinkle-free
4. Socks to cover the ankle and heel
5. Close-toe and close-heel shoes. No clogs, crocs-type or open heel shoes allowed.
6. Wristwatch with a second hand
7. Stethoscope (will be included in the skills bag)
8. Penlight (will be included in the skills bag)

Clinical Cancellation/School Closure

In the event of inclement weather, the Elizabeth T. McNeil School of Nursing follows the DU policy for campus closure which can be found here [Dominican University School Closure Policy](#). Nursing students who are scheduled for a clinical rotation during an inclement weather campus closing, are still required to complete their scheduled clinical hours despite the closing. Therefore, students will be provided with an alternative virtual simulation assignment by their clinical adjunct faculty member in coordination with the lead course didactic faculty member to replace the in-person clinical for the missed day.

Simulation Education Center (SEC) Guidelines

1. All users participating in learning activities in Simulation Education Center (SEC) must complete an orientation prior to using the SEC.
2. Students are not permitted in the SEC without an SEC staff member or nursing faculty member present.
3. Students must act professionally that does not disturb lab activities.
4. All users of the SEC are required to wear gloves at all times when directly interacting with the manikins and task trainers.
5. Food and/or beverages are not permitted in the SEC.
6. Personal belongings are not permitted in the SEC or lab areas.
7. All electronics devices, including cell phones, PDAs, camera phones, and video recorders are prohibited in the simulation center during simulations. All Wi-Fi devices must be on airplane mode when in the simulation center to prevent delays.
8. All simulation equipment should be used for healthcare education.
9. Persons who use the equipment for purposes other than specified will be asked to leave the SEC.
10. Manikins are strictly prohibited from being moved from their beds without the assistance of the SEC Staff.
11. Equipment malfunction or misuse must be reported to the SEC staff immediately.
12. Students are strictly prohibited from admittance to the computer control room and/or storage closets.
13. The SEC should be left in the way it was found.
14. Students are expected to clean up after themselves. All beds should be placed in the lowest position with the head of the bed positioned flat to protect the manikin's neck after each use. Linens should be folded neatly and placed back on the linen cart. All practice equipment should be returned to the simulation staff member.
15. Pencils are the only approved writing devices permitted in the SEC. Ballpoint pens, highlighters, permanent markers, crayons, water washable markers, and any non-lead-based writing devices are strictly prohibited from the SEC

Section V: Academic Progression Requirements

ETMSON Academic Progression

Nursing students are expected to achieve satisfactory evaluations in didactic, laboratory, and clinical competencies in order to progress through the program and be deemed competent to apply for the National Council Licensure Examination (NCLEX).

You must maintain the University's [Satisfactory Academic Progression](#) as well as the Department of Nursing standards of scholarship and conduct for each semester.

ETMSON standards include:

- Maintenance of a 2.00 cumulative GPA.
- Satisfactory completion of all courses with a minimal grade of 76% “C” (courses with a theory and clinical component require a minimum grade of “C” in theory/didactic and a “Satisfactory” in clinical).
- Adherence to the University Student Code of Conduct and the American Nurse Association (ANA) Code of Conduct.

ETMSON students repeating courses:

- Restructuring of the plan of study does not guarantee the student placement within the next didactic and/or clinical cohort.
- Must meet with the course faculty member to create an academic success plan.

Academic Alerts

Academic alerts are sent to students electronically through the Stars Connect system in the MyDU platform. The purpose is to alert students that their academic progress has fallen below expectations of the course and/or program. These warnings are sent to you by the didactic and/or clinical instructor, advisor, or by the Associate Dean of the Nursing Program.

Grading

The nature of nursing requires a rigorous evaluation of course and program outcomes. The grading scale of the Elizabeth T. MacNeil School of Nursing is more stringent than that of some other departments within Dominican University. The Elizabeth T. MacNeil School of Nursing grade scale is:

Grade Scale

Letter Grade	New Scale
A	93-100
A-	90-92
B+	88-89
B	86-87
B-	83-85
C+	81-82
C	79-80
C-	76-78
D	69-75
WW	N/A
F	--

Students must meet a minimum grade of 76% (C-) in nursing courses to remain in the program.

The “76%” Rule - for exams/tests and quizzes designated assignments and calculations

1. Nursing students **must** achieve a minimum average of 76% on the combination of course exams/tests and quizzes in order to remain eligible to progress in the program.
2. All Components of course grades are not rounded.
3. All grades are applied to the final grade **after** the cumulative exam/test, quiz grade and designated assignments are determined to be at the minimum 76% or better.
4. Exams/tests and quizzes are conducted electronically on a student- supplied computer.

The “76%” Rule - for final grade calculations

- The final grade will be calculated at the end of the semester. To receive a passing grade in any nursing course, students should have met the minimum of 76% on the combination of exams/tests and quizzes for each course first before determining the final grade.
- The final course grade must also meet a minimum of 76% (C-) or greater to remain in the program and be eligible for progression.
- A student who earns below 76% in their didactic portion of the course will receive an “unsatisfactory” for the clinical portion of the course.

- A final grade in any nursing course of less than 76% (C-) is considered a failure in the course. If you earn less than a 76% in any nursing course you must:
- Students who are failing, are responsible for initiating communication with your ETMSON assigned faculty advisor.

Medication Math and Dosage Calculation Assessment Policy

Purpose – Safe medication administration relies on ongoing evaluation and accurate dosing. Nursing education should emphasize communication, reconciliation, and evidence-based pharmacologic practices to promote patient safety

Policy – To ensure safe patient care, ETMSON nursing students are required to achieve a minimum competency rate of 90% on the dosage calculation exam. Only two attempts are allowed. Failure to achieve the required score on the second attempt results in ineligibility to progress and complete the nursing program.

Policy Guidelines

ATI Dosage Calculation RN Fundamentals Assessment – Junior-Level

1. Students are encouraged to meet with their nursing advisor and nursing instructor for extra tips and guidance on how to prepare and pass the assessment.
2. Students enrolled in NURS 322 Pharmacology in Nursing, must complete the ATI Dosage Calculation RN Fundamentals Assessment, a proctored exam on drug dosage calculations and conversions. Note: This exam may be scheduled outside regular class hours – details will be available in the course syllabus.
3. The test uses fill-in-the-blank questions to answer med math and dosage calculation problems.
4. A score of at least 90% is required to pass.
5. If the student scores less than 90%, the instructor will issue an Academic Alert in the Stars Connect system and request to meet with the student to create an individualized study remediation plan.
6. After meeting with the instructor and before retesting, the student must complete the ATI Focused Review together with a Reflect and Relearn Worksheet and the ATI Focused Review Quiz.

7. The instructor will schedule the retest after a minimum of one (1) week of remediation.
8. A minimum of 90% is required to pass.
9. If the student does not pass the retake, an Academic Alert will be issued by the instructor directing the student to meet with their nursing advisor and the Associate Dean of Nursing to discuss dismissal from the program.

Continuing Med Math and Dosage Calculation Competencies

All clinical courses must include a minimum of four (4) medication math and dosage calculation questions per exam that are aligned with course content and student level.

Clinical Evaluation Grades

1. Clinical evaluation includes a formal evaluation tool regarding clinical competency.
2. The clinical evaluation tool evaluates students' abilities to meet the minimum standards of clinical competency and ability to provide safe patient care.
3. Any course resulting in an unsuccessful attempt for clinical will require that the student repeat both didactic and clinical.

Academic Success Plan

Students who withdraw from a course, have an exam average below a 76% or "C-", and/or receive an *Academic Alert Notice* in two or more nursing courses should meet with their instructor and the nursing retention specialist to develop an Academic Success Plan before enrolling in the next courses to progress.

Purpose: To outline the processes for success in cases of unsatisfactory performance (clinical, didactic, and lab), withdrawal from a course, and/or failing grades within the Elizabeth T. MacNeil School of Nursing. Policy: Students who withdraw from a course, have an exam average below a 76% or "C-", and/or receive an *Academic Alert Notice* in two or more nursing courses will need to complete an Academic Success Plan before enrolling in the next courses to progress.

Procedure:

1. You will be informed by either your nursing advisor, a faculty member coordinating or leading the course.
2. If you withdraw or are earning a failing grade you are responsible for contacting your nursing advisor within 48 business hours of receiving an academic warning notice to arrange for an initial remediation advising meeting with the course instructor, clinical/lab instructor, and advisor.
3. At the initial meeting with your instructor, you will:
 - a. Complete a self-evaluation of the reason(s) you were unsuccessful in the course.
 - b. Consult with the office of Student Success & Engagement (SSE) for academic support.
 - c. Submit a written plan for success. Written success plans should be copied to the course lead, student's advisor, and the Associate Dean of Nursing.

Due Process

The ETMSON faculty and staff upholds and protects the rights of the students to fair treatment without arbitrary, capricious, and/or discriminatory behaviors, including but not limited to reinstatement to the school of nursing if dismissed or withdrawn from the program for academic and non-academic reasons. Students are entitled to due process should they disagree with dismissal or withdrawal from the school of nursing.

Definitions:

- **Arbitrary:** based on random choice or a personal whim rather than reason or system.
- **Capricious:** sudden impulsive, unpredictable, or unaccountable changes in mood, behavior, or conduct.
- **Discriminatory:** making a distinction or showing unfair or prejudicial treatment based on a personal characteristic or trait.
- **Academic Dismissal:** the inability of the student to progress with their scheduled cohort in the program due to not meeting the required exam pass rate of 76%.
- **Non-academic Dismissal or Withdrawal:** the inability of the student to progress with their scheduled cohort in the program due to gross and/or unprofessional misconduct or extenuating personal circumstances such as an illness, death of a family member, loss of finances, etc.

Request for Reinstatement

1. If you request to be reinstated to the program, you must complete a written request for reinstatement to the Elizabeth T. MacNeil School of Nursing within two (2) business days of receiving notice that you are not currently meeting the progression requirements

- to course lead.
2. Upon receipt and review of the written request for reinstatement the course lead will forward your request to the Associate Dean of the Elizabeth T. MacNeil School of Nursing with your personal narrative about the situation.
 3. The Associate Dean of Nursing will meet with you to discuss future reinstatement by reviewing your academic progress, including discussions with nursing faculty and staff.
 4. If reinstatement is possible, a remediation and academic plan will be developed in collaboration with you.
 5. Upon reinstatement, you are expected to maintain the academic requirements for progression to complete the program without further breaks.
 6. Reinstatement is possible only once during the nursing major. You are not eligible for reinstatement or progression if you failed the same course for a second time or two different courses over the entire admission in the nursing program.
 7. Reinstatement is dependent on available space in didactic & clinical sessions for the appropriate level of return.
 8. Students who voluntarily or involuntarily withdraw from the nursing program for an academic year or greater will be required to successfully pass a series of competency exams prior to approval of reinstatement in the program.
 9. Students who have been dismissed from the program are ineligible to reapply for admission.

Appeal of Dismissal

1. If you have been dismissed from the program, you should request a meeting with the Associate Dean of Nursing to discuss the reason for dismissal and your decision to file an appeal
2. If an appeal is desired, a typewritten letter of appeal is required within five (5) business days of written notification of dismissal from the Elizabeth T. MacNeil School of Nursing.
3. The letter of appeal should be addressed to the Associate Dean of the Elizabeth T. MacNeil School of Nursing and include:
 - a. A statement requesting consideration for reinstatement.
 - b. An explanation of the reason(s) the student believes contributed to poor academic success or dismissal.
 - c. Submit any appropriate documents as needed with the letter.
4. The Associate Dean of Nursing will review all submissions and consider your request.
5. You will receive written notification of the decision from the Associate Dean of Nursing. While every attempt will be made to decide in a timely manner, there is no guarantee that a decision will be finalized before the start of the next semester due to the University calendar and/or University closings.
6. If you are granted reinstatement, then you must meet with your academic advisor to develop a written plan for completing required remediation, repeating the failed course(s), and the sequence of courses for the remainder of the ETMSON trajectory.
7. You must agree in writing to follow the prescribed plan for reinstatement in its entirety.

- If you do not agree to any part of the plan, the offer for reinstatement will be rescinded.
8. If you are denied the appeal, you can request a meeting with the Dean of Borra College of Health Sciences to discuss the situation.

If the appeal is denied by the program and the Dean of BCHS, the student must inform the Dean of BCHS if he/she will appeal to the College Appeals Committee.

To pursue an appeal with the *College Appeals Committee*:

1. You must submit a typewritten letter of appeal within five (5) business days of receiving written notification of denial of appeal from the Dean.
2. The letter of appeal should be addressed to the Appeals Committee of the Borra College of Health Sciences, and include:
 - a. A statement requesting consideration for reinstatement.
 - b. An explanation of the reason(s) you believe contributed to your poor academic success or dismissal.
 - c. Submit any additional appropriate documents that support the appeal with the letter.
3. In the event the appeals committee is convened, the course faculty and/or those named, either by person or by title, in the student appeal will submit written documentation to the committee presenting information related to the appeal.
4. Once the committee has reached a decision, you will receive written notification of the decision. While every attempt will be made to decide in a timely manner, there is no guarantee that a decision will be finalized before the start of the next semester due to the university calendar and closings.
5. If granted reinstatement, you must meet with your academic advisor to develop a written plan for completing required remediation, repeating the failed course(s), and the sequence of courses for the remainder of the Elizabeth T. MacNeil School of Nursing trajectory.
6. You must agree in writing to follow the prescribed plan for reinstatement in its entirety. If you do not agree to any part of the plan, the offer for reinstatement will be rescinded.

References: Billings, D. & Halstead, J. (2012). *Teaching in nursing: A guide for faculty*. St. Louis, MO: Elsevier Saunders

Section VI: Acknowledgements

Student Handbook Acknowledgement

A separate link will be posted in the Adult Health I Canvas Course page for your electronic signature for the below five (5) acknowledgement forms.

The Nursing Student Handbook can be found online at the Elizabeth T. MacNeil School of Nursing webpage at <https://www.dom.edu/bsn-student-handbook>

The Nursing Student Handbook is designed as a supplement to the information in the Dominican University *Online Undergraduate Bulletin*, which can be found at <http://bulletin.dom.edu/>.

In addition, nursing course syllabi contains important information regarding students' requirements and expectations. You are expected to read the entire course syllabus prior to the start of each course. You are expected to come prepared to the first class of each course with any questions or concerns regarding the syllabus. Failure to clarify syllabus content with the course faculty will indicate your understanding of the content, requirements, and expectations.

Should you have any questions or concerns regarding the content in the Nursing Student Handbook, see your academic nursing advisor or a representative of leadership in the Elizabeth T. MacNeil School of Nursing.

I have received my copy of the Nursing Student Handbook. I have been informed about the content, requirements, and the expectation to read the entire content on my own as a condition of my continued admission in the Elizabeth T. MacNeil School of Nursing at Dominican University Borra College of Health Science. I have received a copy of the handbook and agree to abide by the guidelines and policies as a condition of my continued admission into the Elizabeth T. MacNeil School of Nursing. I understand that if I have questions, at any time, regarding the contents of the handbook, I will consult with my immediate faculty or the leadership team within the Elizabeth T. MacNeil School of Nursing.

Authorization for the Release of Student Information Acknowledgement

Clinical agencies require the names of students participating in clinical experiences at their facility. Additionally, clinical agencies may request personal health information (PHI) including, but not limited to, the results of the pre-nursing physical examination, background check, 10-panel drug screen, QuantiFERON test, immunizations/titers, vaccinations and a copy of a current CPR card.

Clinical agencies may review this information and determine whether a student will be permitted to participate in a clinical placement at their facility. If a student is not permitted to participate, Dominican University College of Health Science Elizabeth T. MacNeil School of Nursing does not guarantee an alternative clinical placement. If an alternative clinical placement is not available, the

student is not able to complete the clinical requirements of the program and, is therefore, not eligible to progress and may be dismissed from the Elizabeth T. MacNeil School of Nursing.

Clinical Responsibilities Acknowledgement

Clinical Experience:

1. I understand that I must complete all clinical hours at my assigned clinical sites throughout the nursing program.
2. I understand that I must attend orientation at clinical sites (if required) and time will count towards clinical hours.
3. I understand that I must arrive on time at my assigned clinical site.
4. I understand that I will wear approved school scrubs or clinical dress along with DU student ID visible (must be above waist).
5. I understand that scheduled clinicals may include day, evening, night shifts or weekends.
6. I understand that clinical shifts are strictly forbidden on days when the University is officially closed for holidays and breaks.
7. I understand I cannot frontload my clinical hours to have reduced hours during the last week(s) of the course.
8. I understand that I must take a 30-minute meal break during clinical shift. This meal break is NOT included as part of my clinical hours.
9. I understand that I have been assigned a clinical instructor. It is my responsibility to notify the clinical instructor within 90-minutes of clinical start time of any schedule changes within 24 hours by text/email including if I will be absent or tardy from a scheduled clinical shift.
10. I agree to maintain a professional demeanor during my clinical experience. Maintaining professional interpersonal communication with all stakeholders encountered during my clinical rotation.

Student Simulation Lab Confidentiality and Consent Form

Students in the Borra College of Health Sciences at Dominican university will read and sign the Simulation Lab Confidentiality and Consent Form for audio-visual recordings prior to utilizing the Simulation Lab and equipment.

I agree to keep all information regarding and surrounding the clinical simulation(s) in which I participate confidential until such a time that all students in my current class(s) have completed the simulation experiences.

I agree not to discuss the simulation in any way, with any other student enrolled at Dominican until they have completed simulation.

I hereby authorize Dominican university Borra College of Health Science to record my participation and appearance in clinical simulation videos. I understand that audio visual recordings will be used within the University for educational and instructional purposes only.

I understand that the use of cell phones and other mobile devices to record audio, video or photos is strictly prohibited in the Simulation Lab.

Student Simulation Lab Waiver and Release Form

I acknowledge that as part of my participation in any program at Dominican University College of Health Science, I am required to obtain an authorized waiver/release for every individual (student/volunteer) who appears or participates in any recording (audiovisual, audio, visual, photographs, etc.) that I make for use in any College of Health Science program at Dominican University.

I also acknowledge my understanding that the waiver/release form will allow the individuals appearing in recordings to choose to permit me to share the recordings with faculty, staff and students within BCHS.

I acknowledge that I am solely responsible for submitting and using recordings consistent in the manner authorized by everyone appearing in my recordings with a written authorization and waiver/release Form.

I acknowledge I am permitted to use any recordings I make as part of my participation in, and submission materials to, the College of Health Sciences, is as part of my fulfillment of my enrolled program coursework, as articulated and communicated to me by BCHS.

As such, I further agree that I will not use any of the recordings for any reason or in any manner, without limitation, other than as part of my coursework fulfillment.