



NURSING

**UNDERGRADUATE
(Pre-licensure)
NURSING
STUDENT HANDBOOK
2019-2020**

**Robert Morris University
School of Nursing, Education, and
Human Studies**

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I. Welcome!

Congratulations on your acceptance into the nursing program at Robert Morris University (RMU). Your studies will prepare you for the profession of nursing. This handbook will serve as a guide to assist you throughout your years in the nursing program and increase your awareness of the policies and guidelines of the program. Awareness of and adherence to these policies and guidelines is imperative to your success in the program and will help to prepare you for the licensure exam and the profession of nursing.

A successful undergraduate nursing student is responsible, accountable, and informed. Your success depends on many factors, including a dedication and commitment to academics, effective communication skills, utilization of the resources available to you at RMU, and an awareness of guidelines and policies of the nursing program as well as clinical facilities.

It is imperative that you are aware of the guidelines and policies of the nursing program. It is an expectation that you will review this handbook and refer to it throughout your time in the nursing program. The document will be updated on a yearly basis and you are responsible for being current with policies and guidelines.

Please refer to the links provided within this document. The School of Nursing, Education and Human Studies (SNEHS) website is rich with information to assist you in achieving success as a nursing student. : [Robert Morris University-SNEHS-website](#)

On behalf of the administration, faculty and staff, I want to welcome you to the RMU Nursing Program and wish you every success as you prepare for your role as a baccalaureate-prepared, registered nurse.

Thank You,



Katrina A. Pyo, PhD, RN, CCRN
BSN Program Director

A. Accreditation and Approval

Robert Morris University Department of Nursing Undergraduate Program received full accreditation for ten years by CCNE (Commission on Collegiate Nursing Education) for the period 2010-2020. The BSN Program is also approved by the Pennsylvania State Board of Nursing.

B. Mission, Vision and Values Statements of the RMU SNHS

With the merger of schools on June 1, 2019, it is anticipated that the school's mission and vision will be updated.

2018 Department of Nursing Mission: The Department of Nursing develops engaged, productive and successful healthcare professionals through experiential learning, inspiring faculty, and worldwide opportunities.

2018 Department of Nursing Vision: As a student-centered school of excellence, we aspire to lead, co-create, and transform healthcare education through innovative programs that build relationships, knowledge, and skills.

The Department of Nursing Values:

- Innovation: High-quality cutting edge programs with attention to individual student achievement
- Professional Focus: Accountability and commitment to the healthcare professions
- Transformation: Changing lives through engagement that promotes lifelong learning
- Responsiveness: Prepared for a volatile, uncertain, complex and ambiguous healthcare environment
- Global Perspective: Respect and appreciate differing cultural values and perspectives
- Excellence: A learning organization committed to exemplary teaching, scholarship, service and/or clinical practice

- Inclusion: We welcome and embrace the unique differences and varying perspectives of individuals

C. BSN Program Objectives

The BSN program prepares students to:

- Demonstrate critical thinking, clinical decision-making and psychomotor skills necessary for safe and competent practice
- Integrate methods of research and scholarship to make and prioritize diagnoses, plan, implement and evaluate the care of individuals, groups and communities
- Assess health and incorporate principles and methods of health promotion and health education in nursing care of individuals, groups and communities
- Integrate traditional and developing methods of discovering, retrieving and using information in nursing practice
- Demonstrate professional behaviors when providing nursing care to individuals and families
- Describe how health care delivery systems are organized and financed and the effect on patient care
- Communicate clearly and succinctly in speech and writing.

D. Department of Nursing Faculty

The Department of Nursing is committed to hiring highly-qualified faculty members who have expertise in nursing and education. Students are encouraged to form scholarly relationships with faculty and to seek individual assistance when needed. Our [Faculty](#) members are committed to assisting students in achieving success while maintaining the high standards required by the nursing profession.

II. Policies / Procedures / Important Guidelines

A. Academic Calendar

The [Academic Calendar](#) has important dates, including start and end dates for the semester, dates for registration and tuition payment, course withdrawal among other important dates. Be sure to enter the correct range of dates for which you are searching.

B. University Policies

Students are expected to review and adhere to all [University Policies](#) as well as those specific to the nursing program.

C. Academic Integrity

The fundamentals of Academic Integrity are valued within the Robert Morris University community of scholars. All students are expected to understand and adhere to the standards of Academic Integrity as stated in the [RMU Academic Integrity Policy](#).

Any student who violates the Academic Integrity Policy is subject to possible judicial proceedings according to the recommendations of the Academic Integrity Committee. Sanctions are outlined in the policy and depending upon the severity of the violation could range from no disciplinary action to being dismissed from the university.

D. Department of Nursing Policies

The Department of Nursing has specific policies which guides our academic practices. Students are expected to review and adhere to all Department of Nursing undergraduate, prelicensure policies and procedures. [RMU – SNEHS Undergraduate Policies and Procedures](#)

While all policies and procedures are imperative, **special attention is directed to the following:**

- [Grading](#)
- [Course Failure](#)
- [Standardized Comprehensive Exit Exam](#)
- [Completion of Program, Pre-Licensure](#)
- [Clinical Requirements](#)

E. Attendance

Attendance at all classes, lab, and clinical is extremely important and is an expectation of nursing students. Please refer to the Undergraduate Nursing Attendance Policy and course syllabi for additional information.

F. Fees

For students enrolled in the undergraduate nursing programs there are additional costs/fees. These include, but are not limited to, costs related to textbooks or resources, uniform and equipment, required Skyscape® software, lab fees, standardized exams, clinical clearance requirements. Here are examples of the potential requirements for clinical clearances:

- **Initial and annual** health evaluations,
- **Titers** and/or immunizations,
- **TB testing**, annual

-
- **Background clearances**,
 - **Proof of health insurance**,

- In initial drug screen and potential for random drug screening,
- AHA CPR certification.

The inclusive list and cost of items are subject to change. Some items may be covered by the individual’s health insurance. The costs associated with these clinical compliance requirements are the responsibility of the student.

Below is a link to CastleBranch, the online background screening and compliance tracking company. Please refer to the link for a list of fees for compliance requirements necessary to begin clinical rotations. **Students will be directed as to when to begin this process.**

<http://rmu.castlebranch.com/>

The following link provides information about tuition and university fees.

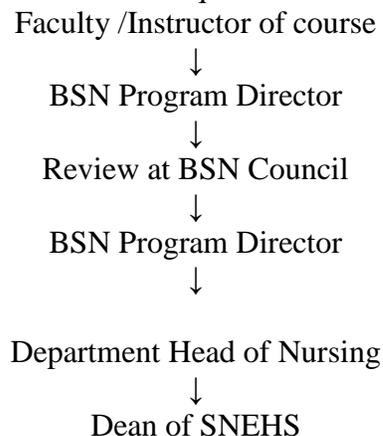
[Tuition and University Fees](#)

G. RMU Student Email

Email is used by the faculty, staff and administration to contact nursing students with important information. Students are expected to monitor their RMU student email account on a daily basis.

H. Chain of command for issues / concerns related to a course

If a question or concern is unresolved at the faculty/instructor level then the next step is to discuss the question/concern with the BSN Program Director. The program director will help the student determine if the issue is to follow specific policies such as the “Student-Faculty Dispute” policy or if the issue should be reviewed by the BSN Council. (If the Program Director is the faculty of the course then the student should address concerns to the program director as well as another designated person or administrator of the program). Department Head for Nursing.) If a student is requesting a variance in course sequencing or practice that deviates from the departmental policies, procedures, or course syllabi then the program director will request a review by the BSN Council.



I. Appeals Process

If a student wishes to dispute a grade of a course, he/she is afforded the right to a review according to the “Student –Faculty Dispute” university process.

If a student is appealing a decision according to departmental policy then the student must notify the Director of the BSN Program of the decision to appeal.

Requests must be made in writing to the BSN Program Director within 7 days of the official posting of the grade.

The Director of the BSN Program will determine the appropriate process for a case based on the reason for the appeal. The program director will advise the student accordingly.

III. Curriculum

A. Curricular track

The RMU Department of Nursing offers two ways for pre-licensure students to earn their baccalaureate degree and earn eligibility to take the State RN Licensure Exam. The **Traditional** track is for those students who do not have a previous bachelor’s degree. The **Second Degree** track is for those students who have earned a previous baccalaureate degree in another field.

An Accelerated option is available for students in the Traditional track who meet certain criteria. Information about this option is available from the BSN Program Director and requires an application and approval. Application for the accelerated option occurs during the fall semester of the junior year.

The application at the end of this handbook, Appendix A. The BSN program director will make announcements in the NURS 3020 course during the fall semester and will collaborate with the lead faculty member to distribute the applications. Junior-level midterm grades will be considered in the application. Deadline for the application will be after the mid-term period. Applications will be reviewed by the program director and BSN Council for final approval.

Minimum criteria for approval to accelerate in the BSN program:

- A minimum of 3.5 cumulative GPA
- A minimum grade of “B” in all completed NURS courses.
- A minimum grade of “B” at midterm in current nursing courses.

If students meet the aforementioned criteria and wish to be considered for acceleration, please complete the following:

- Complete the application to accelerate. BSN program director will distribute the application.
- Attach a copy of the check-sheet to confirm grades in completed nursing courses
- Obtain midterm grades in current nursing courses.
- Obtain a letter of recommendation from the clinical faculty member in NURS 3020
- Meet with a financial advisor and obtain signature
- Meet with nursing faculty advisor to discuss the rigors of the program and obtain signature

Students who are considering this track will be required to complete the application including steps of obtaining a recommendation from a faculty member and meeting with the financial aid officer. Any interested student should contact the BSN program director for more information.

B. Registration

All nursing students must have approval of their assigned academic advisor for course selection and course registration. Students are required to schedule an appointment with the assigned academic advisor and then register through the website at the individually assigned time. Without receiving approval or the “electronic signature” of the advisor, the nursing student will be unable to register for the upcoming term.

Students who are in the first two years of the program are advised by Mr. Dave Bodnar , the Enrollment Coordinator/Academic Adviser. If Mr. Bodnar is not available for academic advisement then the student should contact the BSN Program Director Nursing.

Nursing students in the last two years of the traditional undergraduate program, and students in the second-degree program, will be assigned to a faculty member for academic advisement. The academic advisor assigned to the student can be noted on the check sheet in the Sentry System. **Students are expected to communicate with the academic advisor for any academic issues or questions regarding registration for courses and course planning, among other items.** Additional support resources for life-skills and organizational skill are available through the Center for Student Success and are designated as the Collegiate Support Coordinator.

Students who have withdrawn from a course due to a failing grade OR have failed to meet the objectives of a course on the first attempt and need to repeat the course are not guaranteed a seat in the course when repeating until all students who are taking the course for the first time have enrolled and an opening exists. An individual review will be conducted if a question arises.

C. Course Catalog

The RMU [Course Catalog](#) contains information regarding courses, dates, and times which are helpful when scheduling.

D. Course pre- / co-requisites or simultaneous requirement

Please note that courses may have a pre-requisite, co-requisite, or simultaneous requirement of a course. These specific requirements affect progression in the curriculum and guide progression and advisement decisions. You can find these requirements with each course listing in the RMU Course Catalog.

If a desired course has a pre-requisite listed, then this prerequisite course must be satisfactorily completed before the desired course can be taken.

If a desired course has a co-requisite listed, then both courses must be taken concurrently and both courses must be successfully completed in the same semester. If one of the co-requisite courses is failed then both courses must be repeated. Failure of one component of a co-requisite course = a one-course failure.

If a desired course has a simultaneous (concurrent) requirement listed, then this requirement can be satisfactorily completed either before or taken concurrently with the desired course.

With the any of the above requirements, there are specific educational objectives that may affect progression. **A student should consult with the Academic Advisor before withdrawing or dropping a course.**

Please refer to the Pre-requisite/Co-Requisite/Simultaneous requisite table at the end of this handbook. Please consult with your academic adviser or BSN Program Director for any questions related to this table.

E. Standardized Testing

The prelicensure BSN program utilizes standardized testing to assess student achievement. The following links provide additional information about this process:

[Standardized Exam Policy](#)
[Remediation Policy](#)

F. Testing Platform

The prelicensure BSN program utilizes Exam Soft, an assessment management platform. This platform enables completion of assessments and analysis of exam results and other data in an online format. Prelicensure BSN students are required to take exams via ExamSoft platform. Students are expected to utilize their own personal computer and will be responsible for downloading and maintaining the ExamSoft software.

ResTech is available for assistance with technical support on personal computers for students who live on campus. All others should contact Exam

V. Clinical/Skills Lab/Simulation Information

A. Confidentiality and HIPAA

Soft support.

The [Health Insurance Portability and Accountability](#) (HIPAA) Act of 1996 is an extensive piece of legislation that requires the standardization of electronic patient health, administrative, and financial data.

Strict patient confidentiality is expected at all times in accordance with HIPAA, RMU policy, and clinical facility policy and procedures. A violation of patient confidentiality may result in dismissal from the nursing program.

B. Prevention of Blood borne Illnesses

Department of Nursing has a policy for the prevention of bloodborne illness. It is the responsibility of all students to protect themselves and others and follow the policy. [Blood Borne Pathogens Policy](#)

C. Clinical Requirements to Attend Clinical Practice Activities

The Department of Nursing has agreed to utilize [CastleBranch \(CB\)](#) to facilitate the completion and monitoring of all clinical requirements. Students will receive detailed information regarding how and when to access CB.

Students are responsible for reading all materials carefully and for adhering to the policy and procedures guiding clinical clearances and requirements. Failure to complete the requirements by the established due dates will result in the inability for the student to attend scheduled clinical activities and may result in a delay in completing the program of study or dismissal from the program.

Per compliance with clinical affiliation agreements, as of September 4, 2018, the following items must be completed prior to any and all clinical experiences. Items are subject to change per the updating of an affiliation agreement:

- An initial and annual health evaluation
- Two-step PPD test and annual TB test (or Quantiferon Gold Blood test)*
- Tdap within last ten years or a Td booster (per CDC guidelines)
- Initial 10-panel urine drug screen (some facilities may require additional panel)**
 - Per policy, ALL RMU nursing students are subject to random drug testing.
- Verification of immunity to Varicella, Measles, Mumps, Rubella, Hepatitis B surface antibody (Anti HBs titer)
- Pennsylvania Child Abuse History Clearance
- Pennsylvania Criminal Record Check Clearances
- FBI Criminal History Background Check

- Current CPR certification***
- Proof of Health Insurance
- Hepatitis C antibody level

Per the [Clinical Requirements Policy](#), all of the above requirements are to be completed by all students by the designated due date. The annual health evaluation, TB test, and background clinical clearance updates are required on an annual basis throughout the program. **The costs associated with all clinical requirements are the responsibility of the student.**

*If skin test is positive, a chest x-ray is required along with statement of appropriate follow up care from physician. If a student has a history of a positive TB and a negative chest x-ray then follow-up surveillance will be required by the healthcare provider.

**In addition to the initial urine drug screening, all RMU nursing students are subject to random drug testing at any time. Refer to policy for detailed information.

***Current CPR certification is required prior to beginning clinical courses. American Heart Association (AHA) “BLS” for Healthcare Providers is **the only accepted level of certification for nursing students**. Students are responsible for the cost of certification. A copy of the CPR certification should be uploaded to the CastleBranch site. The student should keep the original certification card. Students are responsible for maintaining current certification throughout enrollment in the program.

PLEASE NOTE: It is the student’s responsibility to maintain accurate records and to update all clearances per the policy. Please refer to the “Clinical Requirements” policy for deadlines related to clinical requirements and enrollment in courses with a clinical component.

Failure to complete requirements by the deadline will result in the student being dis-enrolled (removed from the course roster). Students are advised to keep the original documents but may be asked to supply additional copies of documentation surrounding clinical clearances.

In the event that a positive background report or positive drug test report (not due to a medical reason) is noted, the BSN program director is obligated by clinical affiliation agreements to share the results of criminal record clearances with the appropriate personnel of the clinical agency(ies). . The student will be asked to complete a personal statement about the offense. This statement will be filed in the student’s record and reported to the clinical facility. The lead faculty of the course and clinical instructor will be notified on a “need to know” basis.

The clinical agency has the right to determine if a student is permitted to complete clinical experiences within a given facility. The clinical facility has the right to refuse the student access to the clinical facility. This refusal may result in the student's ability to meet the course objectives. Inability to fulfill clinical requirements will result in the failure of the course per the "Clinical Requirements" policy.

NOTE: A charge or a conviction of a felonious act may prevent students from attending clinical experiences. Inability to fulfill clinical objectives could result in failure of the course and/or dismissal from the program. A charge or a conviction may also affect the ability to obtain a nursing license and the individual State Board of Nursing has final authority with this decision.

It is the responsibility of the student to notify the BSN Program Director IMMEDIATELY of any change in criminal background or clinical clearances. Any unreported change in status may result in dismissal from the nursing program.

D. Health Forms

An initial health evaluation is required prior to the start of the first course with clinical agency activities. An annual health evaluation is required for as long as the student is enrolled in nursing clinical courses.

This health evaluation requirement and form is different than the health evaluation required by Student Life prior to the freshmen year on entry to the university.

Documents for this evaluation are available on the CastleBranch (CB) site.

Students are responsible for downloading the form from CB and having it completed by the healthcare provider. Completed forms need to be uploaded to the CastleBranch (CB) website by the designated due date. Students are encouraged to keep original copies of any forms that are uploaded to CB.

Students who fail to meet the health requirements will not be permitted to begin clinical courses. This may result in an inability of the student to progress in the nursing program. This includes any change in physical, mental or cognitive status. Clearance from a medical provider will be required for any change in condition or status. Medical clearance may be required prior to returning to the clinical/ simulation/lab settings and will be placed in the student's file. Individual review will be conducted as the need arises.

All information regarding student health is confidential. In the event of a change in health status (due to sickness, pregnancy, surgery, injury, mental health, etc.) or any change in functionality of the student in the clinical or simulation setting, the student must notify the faculty member or BSN Program Director IMMEDIATELY.

Generally, students are not permitted to be in the clinical/simulation/lab settings if not able to function to full capacity. It may be necessary to obtain permission from the clinical agency for the student to attend clinical in adverse circumstances.

E. RISE Center Simulation Lab

The School of Nursing, Education and Human Studies uses highly realistic simulation experiences for clinical instruction in the [Regional Research and Innovation in Simulation Education \(RISE\) Center](#). Simulation involves the use of mannequins and/or standardized patients (trained actors) to re-create the clinical setting in a safe environment. The RISE Center features four high-fidelity simulation rooms, two outpatient office examination rooms, a home health suite, three debriefing areas, one 8-bed clinical performance suite for nursing skills practice and multiple office meeting areas. State-of-the-art audio-visual equipment allows for debriefing using recordings and live audiovisual (AV) feeds remotely. The RISE Center features a family of high-fidelity mannequins and the information management system also assists with scheduling, monitoring of usage, and provides a database to assist with measuring outcomes.

F. Guidelines for Professional Appearance

[Guidelines for Professional Appearance](#) can address questions related to required uniforms to be worn during nursing labs, simulation activities and clinical experiences. Information about ordering uniforms is provided before the term of the first lab or clinical experience. Students may wish to purchase more than one uniform for lab/clinical/simulation experiences.

G. Student Liability Insurance

Students are covered by a group liability insurance policy through the RMU SNEHS for issues related to practice in the clinical, lab, and simulation settings. A copy of the policy is maintained within the SNEHS.

H. Handheld Computing Device (HCD)

Each pre-licensure nursing student must purchase or have access to a handheld computing device (HCD), such as a smartphone, and will be required to purchase and download program-specific software applications, i.e. Skyscape software. This device and software are required to be used in both the clinical and classroom settings. Research has supported the use of HCDs for nurses to assist in providing safe care for their patients. The RMU Department of Nursing website has helpful information regarding the HCDs: [Technical Support](#)

I. Transportation

Each student will be responsible for his/her own transportation to assigned sites for student clinical experiences. Parking or additional costs incurred while at clinical are the sole responsibility of the student.

Students should follow the directions for parking and recommendations for security and safety per the clinical facility's instructions/recommendations.

J. Inclement weather

In the event that classes are canceled by the university due to weather, all class, lab, and clinical activities are to be canceled as well if students are not already at the facilities. Faculty may also cancel clinical or class activities during inclement weather even if the university does not close. Communication should be established by each instructor so that students can be notified. Students are always encouraged to use good judgment with regard to driving abilities during inclement weather or hazardous conditions. Any clinical absences must be communicated to the clinical instructor prior to the start of the clinical day per the clinical instructor's guidelines.

Students are encouraged to sign up for RMU ALERT to receive communication in the event of an emergency. <http://publicsafety.rmu.edu/rmu-alert>

K. Accident or Injury in the clinical / lab/classroom setting

Per the [RMU Incident Investigation and Reporting Policy](#), all students are required to IMMEDIATELY report any accident or injury in the clinical/lab or RMU setting to the faculty member of the course.

In the event of an injury or exposure, students are to follow the procedure of the clinical facility and the faculty member is to complete the [RMU Incident Investigation and Report Form](#) and submit a copy to the Director of the BSN Program.

If a student is injured in the clinical agency then the student should follow the policy per the clinical agency. This usually includes reporting to the emergency room for evaluation and completion of agency incident report in addition to the RMU Incident Investigation and Reporting Policy. The clinical instructor, lead faculty for the course and BSN program director should be notified immediately of any incident in the clinical setting.

L. Nursing Student Equipment

Purchase of equipment such as stethoscopes, pen lights, bandage scissors, etc., is completed by the student as needed or required. Please refer to Section III.F. for additional information regarding fees.

VI. Programs and Student Resources

A. Student Health Center

Robert Morris University has partnered with UPMC to provide [MyHealth@School](#) - an onsite health and wellness center that treats a variety of health issues, paying special attention to the unique needs of young adults.

B. International Experiences

Nursing students have the opportunity to engage in education abroad programs offered through the [Center for Global Engagement \(CGE\)](#). There are multiple opportunities for faculty-led international experiences within the SNEHS. Please refer to the CGE for details.

In addition, Dr. Carl Ross serves as the Coordinator of the Nicaragua and Ecuador experiences abroad. Students participating in the trip to Nicaragua or Ecuador are eligible to receive credit toward the clinical experience in designated courses (Community and/or Transition to Professional Practice) provided they meet the pre-requisite requirements. Course faculty can address course-specific requirements and allotment toward clinical hours. CGE and Dr. Ross can provide additional details about the trip to Nicaragua or Ecuador.

C. Test for Success Program

MISSION: The Test for Success Program (TFS) provides students with the best college experience from beginning to end, integrating a comprehensive academic success program.

VISION: The Test for Success Program is nothing less than realizing the full potential of our students through the implementation of a premier sustainable academic resource program. Students will be assisted in acquiring academic skills to be successful in a rigorous academic setting.

TFS will facilitate the student's intrinsic motivation to pursue an academically successful education in an increasingly challenging major.

Overall Goals:

- Early identification of students who fit referral criteria
- Achieve student success through a comprehensive approach
- Provide coaching and resources to students that will empower them to develop academic skills, and knowledge, in order to meet rigorous college expectations.
- Recommend curriculum improvements based on themes identified by tutors, students, and faculty.

Students are encouraged to access the resources of the TFS Program which includes tutoring, test-taking strategies, mentoring, and coaching.

Please contact the Coordinator for the Test for Success program or the BSN program director for additional information.

D. Center for Student Success

The [Center for Student Success \(CFSS\)](#) provides services that include, but are not limited to, counseling, tutoring, providing accommodations for disabilities and special needs.

Students must follow the process of the CFSS for testing accommodations. No accommodations are required by law or the university unless the student initiates the process in each course, every semester, and according to the CFSS procedure and guidelines.

Regardless of any accommodations, and in any case, students are required to meet the objectives and requirements of the course in order to progress in the nursing program.

Robert Morris University welcomes students with disabilities into all of the university's educational programs. If you have (or think you may have) a disability that would impact your educational experience in this class, please contact Services for Students with Disabilities (SSD) to schedule a meeting with the SSD Coordinator. The coordinator will confidentially discuss your needs, review your documentation, and determine your eligibility for reasonable accommodations. To learn more about SSD and available supports, please visit the SSD Website at rmu.edu/ssd, email ssd@rmu.edu, call (412)-397-6884, or visit the SSD office, located in Nicholson Center, Room 280.

E. S.M.A.R.T. Program

S.M.A.R.T. = Students, Mentoring, Assisting, Relating, Transitioning

Program Mission: As a student-driven, peer mentoring program, we provide social, academic, and emotional support and guidance within the school of nursing during the continuum of the nursing program.

Objectives and Goals:

- o Promote student, faculty, and program engagement within the department of nursing, as well as RMU and surrounding communities.
- o Assist freshman nursing students with the transition to higher education.
- o Encourage academic success and social networking opportunities.
- o Develop a strong support system among nursing students.
- o Engage students through group activities for stress relief, relaxation and socializing.

Contact the BSN program director for the current SMART program coordinators.

F. Health Insurance

All students in the nursing program are required to carry health insurance while enrolled in the nursing program. If you need health insurance, this can be obtained through [Student Health Services](#) at RMU. If you have your own coverage, you must enter your health insurance information on the RMU website each academic year; otherwise, you will be automatically invoiced for the health insurance offered through RMU.

G. Student Advising

Students who are in the first two years of the program are advised by the BSN program director or designee.

Nursing students in the last two years of the traditional undergraduate program and students in the second-degree program are assigned to a faculty member for academic advisement. The academic advisor assigned to the student is designated on the check sheet in the Sentry System. Students are expected to communicate with the academic advisor for any questions regarding academic issues and registration for courses and course planning.

Refer to section IV of this handbook for more advisement information.

H. Scholarship and Financial Aid Information

Please contact the [Financial Aid Office](#) for information regarding the financial aid process at RMU

I. RMU Library

The [RMU library](#) is staffed by qualified librarians to assist you in your scholarly projects. There are also many nursing professional journals located in the library in print format. In addition, the RMU Electronic Library is a helpful service to search databases while off campus..

VII. Graduation Information

The Department of Nursing hosts a pinning ceremony during the fall and spring

A. Pinning Ceremony

semesters. The purpose of this ceremony, which is steeped in nursing tradition, is to celebrate student accomplishments during the years at RMU. Family and friends are invited to attend the celebration. Pinning dates are announced near the beginning of the semester. Academic regalia are worn for this ceremony. Cost for regalia is assumed by the student.

B. Commencement

RMU hosts a formal [commencement](#) ceremony each May that includes both the December and May graduates. The dates are included in the academic calendar. This formal academic ceremony is rich with tradition and includes the academic procession of administrators, faculty, and students, a pertinent message delivered by a guest speaker, and the presentation of your diploma. Academic regalia are worn. Cost for regalia is assumed by the student. Family and friends are encouraged to attend.

Note: Students who will complete all courses for their degrees by the end of the summer session following the May commencement **are eligible to attend** the May ceremony. **Students must apply for graduation in the first two weeks of the semester in which they will graduate.**

C. Pennsylvania State Board of Nursing and Pearson Vue

Prior to graduation, the student submits an application to the Pennsylvania State Board of Nursing and Pearson Vue in order to apply for the NCLEX. Once the student fulfills graduation requirements, the RMU School of Nursing will submit a Nursing Education Verification (NEV) form to the Pennsylvania State Board of Nursing, or other board or nursing, as directed by the students. Additional details will be provided in the NURS 4035 Preparation for NCLEX course.

Nursing licensure candidates take the [National Council Licensure Examination \(NCLEX\)](#) on a computer at a designated Pearson Vue testing center. The use of the same examination by all jurisdictions facilitates licensure by endorsement from one board of nursing to another. The [Pennsylvania State Board of Nursing](#) has important information with respect to application for the temporary practice permit and NCLEX exam. In addition, this website provides access to current Pennsylvania RN law and regulations.

PLEASE NOTE: ***A conviction for a violation as noted below may prevent a graduate from being licensed as a registered nurse. Refer to the State Board of Pennsylvania Rules and Regulations.

For licensure in a state other than Pennsylvania, students should contact the Board of Nursing in that state or territory to apply for licensure.

For international students, please check with government and accrediting agencies to determine if the RMU Nursing program and BSN degree meets your country's and governing bodies' specific requirements for candidacy of a nursing license.

A. Student Nurse Association of Pennsylvania (SNAP)

RMU has a [SNAP](#) chapter on campus. The faculty advisor assists the organization. SNAP meets regularly to discuss community service involvement and fundraising to support their activities.

SNAP Advisors:

- Dr. Janene Szpak, szpak@rmu.edu
- Dr. Carl Ross, ross@rmu.edu

B. Dean's Student Advisory Board

Two representatives from each class are elected to serve on this advisory board. The board meets two to three times per term and discusses nursing program-related ideas and concerns with the Dean of the School of Nursing. Students interested in participating can contact the Dean's administrative assistant, Tina Sabol (sabol@rmu.edu).

C. Sigma Theta Tau International (STTI) Upsilon Phi chapter

This group promotes scholarship in the profession of nursing. Students are invited to be inducted into this honor society. Invitation is based upon specific criteria related to current GPA, rank in class, and number of courses completed within the nursing curriculum. There are specific criteria for selection and it is an honor to be selected. *Upsilon Phi* is RMU's chapter of [Sigma Theta Tau](#), the international honor society of nursing. Students who become eligible and are invited to join are strongly encouraged to do so. Please contact the chapter's faculty advisor or chapter president for details.

D. Student Activities

Robert Morris University offers many services and activities for both resident and commuter students, including clubs, fraternities and sororities, Division I Athletics, intramural sports, marching band, and theater. Nursing students are encouraged to participate in university and community activities as able.

APPENDIX A
Application to accelerate in the prelicensure
program

SCHOOL OF NURSING, EDUCATION AND HUMAN STUDIES
APPLICATION FOR TRADITIONAL STUDENT ACCELERATION
AY 20__ - 20__ (please fill in the year of application)

Name _____
Address _____

Phone Number: _____
Email: _____

Students are expected to meet the following criteria to be considered for acceleration in the undergraduate program:

1. A minimum of 3.5 cumulative GPA
2. A minimum grade of "B" in all completed NURS courses.
3. A minimum grade of "B" at midterm in current nursing courses.

If students meet the aforementioned criteria and wish to be considered for acceleration, please complete the following:

1. Complete the application to accelerate
2. Attach a copy of the check-sheet to confirm grades in completed nursing courses
3. Obtain midterm grades in current nursing courses.
4. Obtain a letter of recommendation from the clinical faculty member in NURS 3020
5. Meet with a financial advisor and obtain signature
6. Meet with nursing faculty advisor to discuss the rigors of the program and obtain signature

I have spoken with a Financial Aid Counselor and understand the implications of this program change on any financial aid.

Signature of Financial Aid Officer _____ Date _____

I have spoken with my Academic Adviser and understand the implications of this program change on any registration process.

Signature of Academic Adviser _____ Date _____

COMPLETED APPLICATION AND ALL MATERIALS SHOULD BE SUBMITTED TO THE PROGRAM DIRECTOR, Katrina Pyo (pyo@rmu.edu) by October 31.

Final decisions are made based on student qualifications and available openings in future clinical courses.

For Review Committee

Current GPA _____ Grades in completed courses: NURS 2010 _____ NURS 2015 _____ NURS2020 _____

Midterm Grades: NURS 3015 _____ NURS 3020 _____ NURS 3030 _____ NURS 3040 _____

Clinical Faculty recommendation: Name _____ Yes _____ NO _____

Additional Information to consider:

Task Force Decision _____ Yes _____ No _____ Date _____

Task Force Members: _____

APPENDIX B
Pre/Co/Simultaneous Requisite Table for Revised Curriculum

PRE REQ/CO REQ/SIMULTANEOUS REQ TABLE FOR THE REVISED CURRICULUM				
<p>(Note: *If a student withdraws from a “simultaneous requirement” course and is also enrolled in the “primary course” that requires that “simultaneous course” then the student must also withdraw from the “primary course”. #If a student withdraws from a “primary course” and that said course is designated as having a “co-requisite” course requirement then the student must also withdraw from the “co-requisite” course. ^If a student does not successfully complete a “pre-requisite” course then the student cannot progress to or continue with any related “primary” course.</p>				
Course	Primary Course Name	*Simultaneous Requirement <small>(have this at least with or before)</small>	#Co-Requisite Requirement <small>(must take concurrently)</small>	^Pre-Requisite Requirement <small>(must have completed before)</small>
NURS 1010	Introduction to Professional Nursing			
NURS 2015	Pathophysiology	BIOL 2370 Microbiology BIOL 2380 Microbiology Lab		BIOL 1220 Anatomy & Physiology II BIOL 1225 Anatomy and Physiology II lab
NURS 2020	Nursing Assessment and Health Promotion	. ***Proposed and approved department level NURS 1010 Intro to Professional Nursing <i>(If NURS 1010 course is taken concurrently with NURS 2020/2021 and the student decides to withdraw from NURS 1010, then the student must also withdraw from NURS 2020/2021).</i>	NURS 2021 Lab component	PSYC 3550 Human Growth & Development BIOL 1050 Nutrition
NURS 2115	Foundations of Nursing Practice	NURS 1010 Intro to Professional Nursing <i>(Second degree students):</i> <i>If NURS 1010 course is taken concurrently with NURS 2115/2116 and the student decides to withdraw from NURS 1010, then the student must also withdraw from NURS 2115/2116. The student is not able to progress to NURS 3020/3021.</i>	NURS 2116 Lab component	NURS 2015 Pathophysiology NURS2020 Nursing Assessment and Health Promotion*** ***Proposed and approved department level

		<p>NURS 2020 Nursing Assessment & Health Promotion <i>(Second degree students: If NURS 2020/2021 course is taken concurrently with NURS 2115/2116 and the student decides to withdraw from NURS 2020/2021, then the student must also withdraw from NURS 2115/2116.)</i></p> <p>NURS 3030 Pharmacology for the Healthcare Professional <i>(If NURS 3030 course is taken concurrently with NURS 2115/2116 and the student decides to withdraw from NURS 3030, then the student must also withdraw from NURS 2115/2116.)</i></p>		
NURS 3020	Management of Adult I		NURS 3021 Clinical component	<p>NURS 2115 Foundations of Nursing Practice <i>(If NURS 2115 is taken during the 1st 8 weeks and this course is not successfully completed, then the student must withdraw from NURS 3020/3021).</i></p> <p>NURS 3030 Pharmacology for Healthcare Professional <i>(If NURS 3030 is taken during the 1st 8 weeks and this course is not successfully completed, then the student must withdraw from NURS 3020/3021).</i></p>
NURS 3030	Pharmacology for the Healthcare Professional			NURS 2015 Pathophysiology
NURS 3050	Nursing Care-Mothers/Newborns/Family		NURS 3051 Clinical component	NURS 3020 Management of Adult I
NURS 3055	Nursing Care-Children/Families		NURS 3056 Clinical component	NURS 3020 Management of Adult I
NURS 3060	Nursing Ethics			NURS 3020 Management of Adult I

NURS 4014	Community Health/Health Promotion		NURS 4013 Clinical component	NURS 3020 Management of Adult I
NURS 4020	Advanced Management of Adult II		NURS 4021 Clinical component	NURS 3020 Management of Adult I
NURS 4025	Nursing Care-Psychiatric Client		NURS 4026 Clinical component	NURS 3020 Management of Adult I
NURS 4031 or NURS 4032	Transition to Professional Nursing		NURS 4041 Preparation for Professional Practice	NURS 3050 Nursing Care-Mothers/Newborns/Family NURS 3055 Nursing Care-Children/Families NURS 4014 Community Health/Health Prom NURS 4020 Advanced Management of Adult II NURS 4025 Nursing Care of Psychiatric Clients
NURS 4035	NCLEX Licensure Preparation Success	NURS 4031 or NURS 4032 Transition to Professional Nursing <i>(If NURS 4031 or NURS 4032 course is taken concurrently with NURS 4035 and the student decides to withdraw from NURS 4031 or NURS 4032, then the student must also withdraw from NURS 4035.)</i> NURS 4041 Preparation for Professional Practice <i>(If NURS 4041 course is taken concurrently with NURS 4035 and the student decides to withdraw from NURS 4041, then the student must also withdraw from NURS 4035.)</i>		NURS 3050 Nursing Care-Mothers/Newborns/Family NURS 3055 Nursing Care-Children/Families NURS 4014 Community Health/Health Prom NURS 4020 Advanced Management of Adult II NURS 4025 Nursing Care of Psychiatric Clients

NURS 4041	Preparation for Professional Practice		NURS 4031 or NURS 4032 Transition to Professional Nursing	NURS 3050 Nursing Care-Mothers/Newborns/Family NURS 3055 Nursing Care-Children/Families NURS 4014 Community Health/Health Prom NURS 4020 Advanced Management of Adult II NURS 4025 Nursing Care of Psychiatric Clients
NURS 4140	Nursing Research			STAT 2110 Statistics NURS 4020 Advanced Management of Adult II
NURS 4160	Nursing Care of the Aging Adult			NURS 4020 Advanced Management of Adult II

Effective October 2014 Combined tracks

Revised January 2015 for separation of syllabi

Revised July 2018 updated for change in course numbers, sophomore level pre-req change

APPENDIX C

Traditional Curriculum Outline

Robert Morris University Traditional Baccalaureate Program in Nursing (Rev. June 2018)			
Fall Term		Spring Term	
Freshman Year			
* BIOL1210 Anatomy & Physiology I	3 cr	* BIOL1220 Anatomy & Physiology II	3 cr
* BIOL1215 Anatomy & Physiology I Lab	1 cr	* BIOL1225 Anatomy & Physiology II Lab	1 cr
PSYC1010 General Psychology	3 cr	** NURS1010 Introduction to Professional Nursing	2 cr
* BIOL1050 Concepts & Controversies in Nutrition	3 cr	* PSYC 3550 Human Growth and Development	3 cr
CSEN0900 <u>or</u> CSEN1010 <u>or</u> CSEN1020 (Remedial or Communication Skills 1 <u>or</u> 2)	3 cr	* BIOL2370 Microbiology	3 cr
FYSP1000 First Year Studies Seminar	1 cr	* BIOL2380 Microbiology Lab	1 cr
MATH0900 <u>or</u> MATH1010 <u>or</u> MATH1050 <u>or</u> Open Elective	<u>3 cr</u>	CSEN1020 <u>or</u> CSCM1030 (Communication Skills 2 <u>or</u> 3)	<u>3 cr</u>
	17 cr		16 cr
Sophomore Year			
HUMA1010 Humanities: Art and Music	3 cr	** NURS2115 Foundations of Nursing Practice	2 cr
SOCI1010 <u>or</u> SOCI1020 Sociology	3 cr	NURS2116 Foundations of Nursing Practice LAB	1 cr
** NURS2015 Pathophysiology	3 cr	** NURS3030 Pharmacology for Health Professionals	3 cr
** NURS2020 Nursing Assessment & Health Promotion	2.5 cr	ECON1010 Survey of Economics	3 cr
NURS2021 Nursing Assessment & Health Promotion LAB	0.5 cr	CSCM2040 <u>or</u> CSCM2050 (Communication Skills 4 or 5)	3 cr
CSCM1030 <u>or</u> CSCM2040 (Communication Skills 3 <u>or</u> 4)	<u>3 cr</u>	Open Elective	<u>2 cr</u>
	15 cr		14 cr
Junior Year			
** NURS3020 Management of Adult I	3 cr	** NURS3050 Nursing Care of Mothers, Newborns and Families	3 cr
** NURS3021 Management of Adult I Clinical	2 cr	NURS3051 Nursing Care of Mothers, Newborns and Families Clinical	2 cr
STAT2110 Statistics	3 cr	** NURS3055 Nursing Care of Children & Families	3 cr
Literature (core choices)	3 cr	NURS3056 Nursing Care of Children & Families Clinical	2 cr
History/Political Science (core choices)	<u>3 cr</u>	** NURS3060 Nursing Ethics	3 cr
	14 cr	* INFS3440 Health Care Information System	<u>3 cr</u>
			16 cr
Senior Year			
** NURS4014 Community Health/Health Promotion Theory	3 cr	** NURS4032 Transition to Professional Nursing	4 cr
**NURS4013 Community Health/Health Promotion Practice Clinical	2 cr	** NURS4035 NCLEX Licensure Preparation	2 cr
** NURS4020 Advanced Management of Adult II	3 cr	** NURS4041 Preparation for Professional Practice	2 cr
NURS4021 Advanced Management of Adult II Clinical	2 cr	** NURS4140 Nursing Research	3 cr
** NURS4025 Nursing Care of Psychiatric Clients	3 cr	** NURS4160 Nursing Care of the Aging Adult	<u>2 cr</u>
** NURS4026 Nursing Care of Psychiatric Clients Clinical	<u>2 cr</u>		13 cr
	15 cr		
TOTAL CREDITS = 120 RMU Core = 40 Required Non-Nursing = 14 Major = 60 Open Electives = 6			
*A minimum grade of "C" must be earned in each non-nursing required course marked with a single asterisk.			
**See "Grading policy for Nursing Courses" for minimum grade requirements for courses coded as NURS.			
MATH0900 and CSEN0900 may be required but do not fulfill requirements for graduation in this degree program. Refer to CSP (Comm Skills) website for details and sequencing of comm skills courses.			
The First Year Studies Seminar (FYSP1000) is a one credit course that can be applied as an Open Elective.			
Course Name	Old Course Number	New Course Number (Eff. 6/2018)	
Intro to Professional Nursing	NURS2010	NURS1010	
Foundations of Nursing Practice Theory	NURS3015	NURS2115	
Foundations of Nursing Practice Lab	NURS3016	NURS2116	
Nursing Research	NURS3040	NURS4140	
Nursing Care of the Aging Adult	NURS2060	NURS4160	

APPENDIX D
Second Degree Curriculum Outline

Robert Morris University
Second Degree Baccalaureate Program in Nursing
(15 Months—4 terms) Revised: 6/2018

Fall Term (1)		Spring Term (2)	
** NURS1010 Introduction to Professional Nursing, 1 st 8 weeks	2 cr	** NURS4014 Community Health/Health Promotion Theory	3 cr
** NURS2020 Nursing Assessment & Health Promotion, 1 st 8 weeks	2.5 cr	** NURS4013 Community Health/Health Promotion Practice Clinical	2 cr
NURS2021 Nursing Assessment & Health Promotion Lab, 1 st 8 weeks	0.5 cr	** NURS4020 Advanced Management of Adult Health II	3 cr
** NURS2115 Foundations of Nursing Practice, 1 st 8 weeks	2 cr	NURS4021 Advanced Management of Adult Health II Clinical	2 cr
NURS2116 Foundations of Nursing Practice Lab, 1 st 8 weeks	1 cr	** NURS4025 Nursing Care of Psychiatric Clients	3 cr
** NURS3030 Pharmacology for Health Professionals, 1 st 8 weeks	3 cr	NURS4026 Nursing Care of Psychiatric Clients Clinical	2 cr
.....		* INFS3440 Health Care Information System	3 cr
** NURS3020 Management of Adult I, 2 nd 8 weeks	3 cr		_____
NURS3021 Management of Adult I Clinical, 2 nd 8 weeks	2 cr	TOTAL CREDITS	18 cr
TOTAL CREDITS	16 cr		
Summer Term (3)—10 weeks		Fall Term (4)	
** NURS3050 Nursing Care of Mothers, Newborns, and Families	3 cr	** NURS4032 Transition to Professional Practice	4 cr
NURS3051 Nursing Care of Mothers, Newborns, and Families Clinical	2 cr	** NURS4035 NCLEX Licensure Prep for Success	2 cr
** NURS3055 Nursing Care of Children and Families	3 cr	** NURS4041 Preparation for Professional Practice	2 cr
NURS3056 Nursing Care of Children and Families Clinical	2 cr	** NURS4140 Nursing Research	3 cr
** NURS3060 Nursing Ethics	3 cr	** NURS4160 Nursing Care of the Aging Adult	2 cr
TOTAL CREDITS	13 cr	TOTAL CREDITS	13 cr

*A minimum grade of "C" must be earned in each non-nursing required course marked with a single asterisk.

**See "Grading Policy for Nursing Courses" for minimum grade requirements for courses coded as NURS.

Course Name	Old Course Number	New Course Number (Eff. 6/2018)
Intro to Professional Nursing	NURS2010	NURS1010
Foundations of Nursing Practice Theory	NURS3015	NURS2115
Foundations of Nursing Practice Lab	NURS3016	NURS2116
Nursing Research	NURS3040	NURS4140
Nursing Care of the Aging Adult	NURS2060	NURS4160

IX. Acknowledgement Form

This page is to be printed out, signed and submitted to BSN program director. A copy of this acknowledgement form will be kept in the student's academic file.

By signing this form, I acknowledge that I have read and understand the contents within this student handbook. I acknowledge that I have reviewed the links containing undergraduate policies, including the Robert Morris University Academic Policies and Procedures and the Department of Nursing Policies for prelicensure students.

I acknowledge my responsibility to comply with all existing, new, and revised policies of Robert Morris University, the RMU Department of Nursing, and the BSN prelicensure program.

I acknowledge that I am responsible for having access to the current version of the student handbook and will be responsible for reviewing the handbook and submitting an acknowledgement form on an annual basis.

Name **(sign and print)**: _____

Date: _____

RMU Student ID#: _____