



NURSING

**UNDERGRADUATE
NURSING
STUDENT HANDBOOK
2017-2018**

**Robert Morris University
School of Nursing and Health Sciences
Department of Nursing
Undergraduate Nursing Student Handbook**

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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 and Health Sciences (SNHS) website is rich with information to assist you in achieving success as a nursing student: [Robert Morris University-SNHS-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

II. About Robert Morris University

Robert Morris University, a private nonprofit institution, was founded in 1921 as the Pittsburgh School of Accountancy. In 1935 the School was named The Robert Morris School in honor of a famous Pennsylvanian financier of the American Revolution. In 1962, the Pennsylvania Department of Education approved status as Robert Morris Junior College. With authorization to grant the Bachelor of Science in business administration degree in 1969, the State approved status as Robert Morris College. The State approved the granting of the MBA degree in 1988.

Over the years, most notably since 1990, the College expanded and diversified its curriculum beyond the original specialty of business with its addition of graduate programs in communication, information systems, and education. In recognition of these changes, the Carnegie Foundation reclassified Robert Morris as a Master's (Comprehensive) I institution in 2000. Following a comprehensive self-study and site visit, the State granted University status in May 2001. The institution formally changed its name to Robert Morris University in January 2002.

Robert Morris University is organized into five academic units. Degrees are offered in the School of Business; School of Communications and Information Systems; School of Engineering, Mathematics, and Science; School of Education and Social Sciences; and the School of Nursing and Health Sciences. Deans of the five schools report to the Provost and Senior Vice President for Academic and Student Affairs. Robert Morris University offers baccalaureate, masters, and doctoral degrees.

The Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN) programs at RMU received initial approval from the Pennsylvania State Board of Nursing (PASBON) and the Pennsylvania Department of Education (PDE) in spring 2003 and began admitting students in fall 2003. At that time, the programs were part of the School of Engineering, Mathematics, and Science (SEMS). In June 2004, the programs were moved into the School of Nursing and Allied Health. In April 2005, the baccalaureate and masters in nursing programs received initial Commission on Collegiate Nursing Education (CCNE) accreditation and full CCNE accreditation in 2010. In 2007, the school name was changed to School of Nursing and Health Sciences (SNHS).

Initial approval of the Doctor of Nursing Practice (DNP) degree was granted in 2007 by the PASBON and was the first BSN to DNP program approved by the state. The SNHS offers both post BSN and post MSN DNP options and received initial accreditation by CCNE in 2010.

In 2007, the nuclear medicine technology degree program was added to the school followed by the health services administration degree program in 2009. In 2010-2011 the RN to BSN curriculum was revised and combined with the existing MSN program to form an accelerated RN to MSN program track. The combined program is offered in a totally online format. In the fall 2014, a health services administration graduate degree program was launched. Currently there are 800 students in the 6 degree programs offered in the SNHS.

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

MISSION:

The Robert Morris University School of Nursing and Health Sciences (SNHS) is learner-focused and transforms lives by preparing exemplary healthcare professionals. This is accomplished through the delivery of evidence-based academic programs in a highly engaging environment that aligns with accreditation standards and incorporates knowledge of health care trends, team-based concepts, application of research to practice, inter-professional communication skills, global citizenship and leadership characteristics, all of which focus on the ultimate goal of leading with integrity and compassion throughout their lives in a diverse and rapidly changing healthcare environment.

VISION:

To become a nationally recognized “best value” leader and school of excellence by providing a highly proactive, innovative and engaging learning environment that is focused on preparing future healthcare clinicians, scholars, educators and leaders to function within teams and excel in the rapidly changing healthcare environment.

VALUES:

1. High-quality innovative programs with attention to individual/student achievement. (Academic Excellence, Individuals Matter)
2. Faculty and student commitment and accountability to the profession. (Professional Focus)
3. Student engagement through active, lifelong learning in a rapidly changing healthcare environment. (Student Engagement)
4. Collaboration and inter-professional education to enhance patient safety and outcomes. (Changing Lives)

5. Appreciation of cultural differences when caring for patients from a holistic and global perspective. (Global Perspective)
6. Faculty as models of excellence in the roles of teaching, scholarship, service, and clinical practice. (Academic Excellence, Individuals Matter)

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.

III. 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 policies and procedures.

[RMU – SNHS 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 uniform and equipment, required Skyscape® software, lab fees, standardized exams and for clinical compliance requirements.

Here are examples of the potential requirements for clinical compliance: **Initial and Annual** health evaluation, titers and/or immunizations, TB testing, annual

background clearances, proof of health insurance, an initial drug screen, 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 should read their RMU student email daily.

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 who 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 Academic Progression Committee. (If the Program Director is the faculty of the course then the student should address concerns to the 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 a review will be requested of the Academic Progression Committee. Refer to the policy section on the SNHS website.

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" 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 within 7 days of the 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.

IV. 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. 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.

This link provides more information about the Department of Nursing Undergraduate and Second Degree programs: [Nursing Degree 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 the BSN Program Director Nursing 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 can be noted on the check sheet in the Sentry System. Students are expected to communicate with the academic advisor for any questions regarding registration for courses and course planning.

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.

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 not withdraw from a course without first consulting with their Academic Advisor.

Please refer to the Pre-requisite/Co-Requisite/Simultaneous Requisite table as Attachment A in the appendix. Please consult with your academic adviser or BSN Program Director for any questions related to this table.

E. Standardized Testing

The School of Nursing and Health Sciences utilizes standardized testing to assess student achievement. The following links provide additional information about this process:

[Standardized Exam Policy](#)

[Remediation Policy](#)

F. Testing Platform

RMU SNHS 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. RMU SNHS students are required to take exams via ExamSoft platform. Students should utilize their own personal computer and will be responsible for downloading and maintaining the ExamSoft software. In

the event a student is unable to afford a personal computer then the school will provide a computer for examination purposes only.

V. Clinical/Skills Lab/Simulation Information

A. Confidentiality and HIPAA

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 contracted with [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, the following items must be completed prior to any and all clinical experiences:

- An initial and annual health evaluation
- Two-step PPD test and annual TB test (or Quantiferon Gold Blood test)*
- Tdap within last ten years
- Initial urine drug screen**
- 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

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 **signed** CPR card should be uploaded to the Castle Branch website. 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 comply may result in the student not being cleared to attend clinical. 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 is noted, RMU SNHS is obligated by clinical affiliation agreements to share the results of criminal record clearances with the clinical agencies. The student will be asked to complete a personal statement about the offense which will be filed in the student’s record and reported to the clinical facility.

The clinical agency has the right to determine if a student with a positive criminal background 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 may result in the student's inability 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 Director of the BSN Program of any change in background or clinical clearances. Any unreported change in status may result in dismissal from the nursing program.

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

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. 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 or cognitive status. 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, 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 setting 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.

Medical release may be required prior to returning to the clinical/ simulation setting and will be placed in the student's file.

E. RISE Center Simulation Lab

The School of Nursing and Health Sciences 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.

G. Student Liability Insurance

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

H. Handheld Computing Device (HCD)

Each pre-licensure nursing student must purchase or have access to a handheld computing device, such as a smartphone, and will be required to purchase and download program-specific software applications. 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.

J. Inclement weather

In the event that classes are canceled by the university due to weather, all class and clinical activities are to be canceled as well. 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 setting

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

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 are afforded the opportunity to engage in education abroad programs offered through the [Center for Global Engagement](#). In addition, Dr. Carl Ross serves as the Coordinator of the Nicaragua Experience. Students participating in the trip to Nicaragua are eligible to receive credit toward their clinical experience in designated courses, provided they meet the pre-requisite requirements. Course faculty can address course-specific requirements and allotment of clinical hours.

Dr. Ross can provide additional details about the trip to Nicaragua: [SNHS International Studies](#)

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 Dr. Carl Ross, Coordinator for the Test for Success Program ross@rmu.edu for additional information.

D. Center for Student Success

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

Students who may be eligible to receive learning support or physical accommodations must contact the Center for Student Success at 412-397-6862 to schedule an appointment with a counselor. The counselor will provide the student with the RMU Disability Student Services information and discuss procedures for requesting accommodations. To receive accommodations in a course, arrangements must be made through the Center for Student Success at the **beginning** of the semester.

Students must follow the process of the CSS 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 CSS 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.

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.

SMART Program Coordinators:

- Dr. Betsy Guimond, guimond@rmu.edu
- Dr. Donna McDermott, mcdermott@rmu.edu

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 can be noted on the check sheet in the Sentry System. Students are expected to communicate with the academic advisor for any questions regarding 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. RMU has a Nursing and Health Services library expert. He may be reached at johnston@rmu.edu.

VII. Graduation Information

A. Pinning Ceremony

The Department of Nursing hosts a pinning ceremony during the fall and spring semesters. The purpose of this ceremony, which is steeped in nursing tradition, is to celebrate your accomplishments during your 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 [Pearson Vue](#). 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](#). In turn, the State Board will issue the “Authorization to Test” to the student via email.

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. State Board of Pennsylvania Rules and Regulations. Section 6. Fees; Qualifications for Licensure.**

No application for licensure as a Registered Nurse shall be considered unless accompanied by a fee determined by the Board by regulation. Every applicant, to be eligible for examination for licensure as a registered nurse, shall furnish evidence satisfactory to the Board that he or she is of good moral character, has completed work equal to a standard high school course as evaluated by the Board, and has satisfactorily completed an approved program of professional nursing.

The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Act of April 14, 1972

(P.L.233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act,” or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country – unless: (1) at least ten (10) years have elapsed from the date of the conviction; (2) the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and (3) the applicant otherwise satisfies the qualifications contained in or authorized by this act.

As used in this subsection, the term “convicted” shall include judgment, an admission of guilt, or a plea of nolo contendere. An applicant’s statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.

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

VIII. Extracurricular Activities

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.

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.

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.

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 Pre-Licensure Students.

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

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: _____ Date: _____

RMU Student ID: _____

Attachment A

PRE REQ/CO REQ/SIMULTANEOUS REQ TABLE FOR THE CURRICULUM (Jan 2015)

(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.

Course	Primary Course Name	*Simultaneous Requirement (have this at least with or before)	#Co-Requisite Requirement (must take concurrently)	^Pre-Requisite Requirement (must have completed before)
NURS 2010	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	NURS 2015 Pathophysiology <i>(If NURS 2015 course is taken concurrently with NURS 2020/2021 and the student decides to withdraw from NURS 2015, then the student must also withdraw from NURS 2020/2021).</i> NURS 2010 Intro to Professional Nursing <i>(If NURS 2010 course is taken concurrently with NURS 2020/2021 and the student decides to withdraw from NURS 2010, then the student must also withdraw from NURS 2020/2021).</i>	NURS 2021 Lab component	PSYC 3550 Human Growth & Development BIOL 1050 Nutrition
NURS 2060	Nursing Care of the Aging Adult			NURS 4020 Advanced Management of Adult II
NURS 3015	Foundations of Nursing Practice	NURS 2010 Intro to Professional Nursing <i>(If NURS 2010 course is taken concurrently with NURS 3015/3016 and the student decides to withdraw from</i>	NURS 3016 Lab component	NURS 2015 Pathophysiology

		<p><i>NURS 2010, then the student must also withdraw from NURS 3015/3016. The student is not able to progress to NURS 3020/3021).</i></p> <p>NURS 2020 Nursing Assessment & Health Promotion <i>(If NURS 2020/2021 course is taken concurrently with NURS 3015/3016 and the student decides to withdraw from NURS 2020/2021, then the student must also withdraw from NURS 3015/3016.)</i></p> <p>NURS 3030 Pharmacology for the Healthcare Professional <i>(If NURS 3030 course is taken concurrently with NURS 3015/3016 and the student decides to withdraw from NURS 3030, then the student must also withdraw from NURS 3015/3016.</i></p>		
NURS 3020	Management of Adult I		NURS 3021 Clinical component	<p>NURS 3015 Foundations of Nursing Practice <i>(If NURS 3015 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 3040	Nursing Research			

NURS 3050	Nursing Care-Mothers/Newborns/Family		NURS 3051 Clinical component	
NURS 3055	Nursing Care-Children/Families		NURS 3056 Clinical component	
NURS 3060	Nursing Ethics			
NURS 4015	Community Health/Health Promotion			
NURS 4020	Advanced Management of Adult II		NURS 4021 Clinical component	
NURS 4025	Nursing Care-Psychiatric Client		NURS 4026 Clinical component	
NURS 4031 or NURS 4032	Transition to Professional Nursing		NURS 4041 Preparation for Professional Practice	
NURS 4035	NCLEX Licensure Preparation Success	<p>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></p> <p>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></p>		
NURS 4041	Preparation for Professional Practice		NURS 4031 or NURS 4032 Transition to Professional Nursing	