



# ILLINOIS STATE UNIVERSITY

*Mennonite College of Nursing*

## **2023 Spring Undergraduate BSN Program Handbook**

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## **Introduction to MCN Undergraduate Program**

Welcome to Mennonite College of Nursing! This handbook provides students in the Traditional Prelicensure Nursing Sequence, Accelerated Sequence, and RN to BSN Sequence with information regarding policies and procedures that impact student enrollment, support, and progression.

Students should note that unless otherwise indicated, material in this handbook applies to all sequences. If a particular section applies only to a particular group of students, it will be indicated in italics print as such, and will only apply to that sequence.

Students are responsible for using the handbook as a resource when questions arise and as a guide to academic and nonacademic policies and procedures. All students are required to sign the Handbook Verification Form and upload it as directed to verify compliance. By signing the Handbook Verification Form, students certify that they are responsible for reading the handbook in its entirety and understanding any changes made to the Handbook during the entire time they are enrolled as a student at Mennonite College of Nursing. Changes made throughout the academic year will be circulated to all students via their ilstu.edu email address and posted on the website as an updated version of the handbook.

The policies and procedures in this handbook are consistent with the [mission, vision, and values](#) of the Mennonite College of Nursing.

## **Academic Policies and Procedures**

### **Functional Abilities**

*For Traditional Prelicensure and Accelerated Students:*

- The functional capabilities required to participate in the nursing program include:
- Perform a full range of body motion including handling and lifting patients, moving, lifting, or pushing heavy equipment
- Bend, reach, pull, push, stoop and walk repeatedly throughout an eight-hour period
- Demonstrate auditory acuity to hear breath sounds by stethoscope (with correction, if needed)
- Demonstrate visual acuity to read small letters and numbers (with correction, if needed)
- Demonstrate bilateral upper extremity fine motor skills, including manual and finger dexterity and eye-hand coordination
- Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels
- Respond quickly and in an emotionally controlled manner in clinical situations
- Adapt to irregular working hours
- Adapt effectively to clinical environments
- Maintain composure when subjected to high stress levels

### **Student Access and Accommodation Services**

Illinois State University provides a welcoming atmosphere for individuals with disabilities and/or medical/mental health conditions by assisting each in functioning independently within the University community and providing equal access and opportunity in accomplishing educational, professional, and personal goals. As a unit of the Student Affairs Division, Student Access and Accommodation Services (SAAS) is the designated office to provide approved accommodation services for students and guests with disabilities and/or medical/mental health conditions. Students who are pregnant, injured and/or need temporary accommodations, or are requesting religious accommodations should contact our office for assistance.

Student Access and Accommodation Services obtains and maintains documentation of disability and/or medical/mental health condition, certifies eligibility for services, determines reasonable accommodations, and develops plans for providing such accommodations. This is accomplished in a confidential manner to ensure equal opportunity for participation in all courses, programs, and activities offered by Illinois State.

### **Code of Conduct**

As stated in the Illinois State University Code of Student Conduct: “Illinois State University recognizes that it must create an environment where each student will be free to pursue her or his academic interests without interference from others. Their violation will result in disciplinary action.”

All violations of student misconduct will be addressed through appropriate college and university channels to include Community Rights and Responsibilities. Please refer to [The Illinois State Code of Student Conduct](#) for information including but not limited to academic dishonesty:

[Health Insurance Portability and Accountability Act of 1996 \(HIPPA\)](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)[American Nurses Association Code of Ethics](#)

### **Attendance at Class and Clinical**

Attendance is expected at class, lab, and clinicals, per the respective course. See course syllabus for specifics. Clinical and lab absences must be made up. Students are expected to participate in class, complete all assignments based on specific course requirements, and take required examinations. Students unable to meet the overall course expectations (due dates, assignment requirements, etc.) are encouraged to contact their Academic Advisor and faculty.

### **Clinical Absences/Make-up Policy:**

*For Traditional Prelicensure and Accelerated Students:*

- a. Attendance at all clinical/lab days as assigned is required. Students must notify both clinical and course faculty of a clinical absence as soon as feasible.
- b. If a student misses one clinical, the student will attend the assigned clinical make-up day as outlined on the clinical schedule.
- c. If the student misses a second clinical day or the makeup day within the same course, the course leader will give the student an assignment that will meet clinical objectives and will be commensurate with the clinical missed. Failure to satisfactorily complete this assignment within the timeframe given by the designated faculty will result in a Performance Improvement Plan form, and possibly an unsatisfactory for the clinical.
- d. If a student misses more than two clinical days within any course, the student will receive an unsatisfactory for the clinical which will result in course failure.

### **Exceptions to More Than Two Clinical Absences**

- a. Excused absences: Some absences are excused by university policy. Excused absences include [bereavement](#), [communicable diseases](#), [emergency service work](#), [military service](#), and some [university-sponsored activities](#).
- b. Excused absences are made-up.



- c. Extended excused absences (beyond two) will not automatically result in unsatisfactory in the clinical but will trigger clinical and course faculty consultation with the director of the Undergraduate Programs or designee to determine if clinical objectives can be met without further make-up or clinical failure.

*Consecutive unexcused absences: clinical days for the same course are consecutive (example: students in a Saturday/Sunday clinical).*

- a. Students missing a consecutive Saturday/Sunday in the same clinical course will be required to make up all clinical days.
- b. The absences will be counted as one occurrence towards the clinical absence/make-up policy.
- c. In the event a student misses three clinical days with two of them being the consecutive days as previously noted, a second alternative assignment equivalent to the third missed clinical day will be assigned by the clinical faculty in consultation with the course leaders.
- d. Failure to satisfactorily complete this assignment within the timeframe given by the designated clinical faculty will result in a Performance Improvement Plan and possibly an unsatisfactory for the clinical.

### *3 or More Absences Due to Consecutive Saturday-Sunday Unexcused Absences*

- a. Each subsequent (series of) absences will initiate a meeting between the clinical instructor, course leader, sequence leader and/or Director of Undergraduate Programs to review currently existing Performance Improvement Plan and to create a plan (in consultation with the student) to assist the student and course faculty to make up course content and to assess the student's ability to successfully meet the competencies of the course.
- b. The student is responsible for all the material and make-up work. In a clinical setting, the faculty will do their best to provide make-up opportunities that are equivalent. At some point, this may not be possible and other options may need to be discussed (i.e., incomplete, withdrawal, leave of absence).

**\*\*NUR 327-Leadership:** For the first clinical missed, students will complete an online simulation, consistent with course objectives in a group setting on a day and time specified by Mennonite College of Nursing. This online simulation will be done on-site at Mennonite College Nursing and is expected to last approximately 8 hours. For the second clinical missed, students will be required to attend an additional acute setting clinical outlined by the Mennonite College of Nursing. Orientation to this location will be done on the student's own time. A third missed clinical will follow the standard clinical makeup policy and will result in an unsatisfactory in the clinical and ultimately course failure.

### **Missed Exams**

*For Traditional Prelicensure and Accelerated Students:*

In the event of illness or other circumstances resulting in an absence on the day of an exam, the student has the responsibility to contact the instructor who is giving the exam prior to the exam and make arrangements to take the exam.

- Failure to take the exam as scheduled without prior notification results in the student losing 5% of the total exam points. The make-up exam will be given by ISU Testing Services in Fell Hall Room 346 between 0800-1630 on Monday through Friday. Students are expected to make up the exam within two business days as able and per faculty discretion. A different exam may be administered, at the instructor's discretion, when a student takes a make-up exam.
- Depending on the length and reason for the absence, the exam must be made up within one week after returning.
- It is the faculty's decision whether an alternate exam will be offered. Faculty will make every effort to accommodate; however, patterns of missed exams and assignments will be monitored.

*For RN to BSN Students:*

In the event of illness or other circumstances resulting in failure to complete an exam by the specified due date, it is expected that:

- a. The student must contact the faculty member via telephone or email, or in certain situations by a significant person, prior to the anticipated failure to complete the exam by the due date.
- b. The student must contact the instructor as soon as possible to arrange a time for taking the exam.

### **Faculty Office Hours**

Faculty members will maintain office hours in accordance with [Faculty Responsibilities to Students Policy](#).

### **Testing Guidelines**

*For Traditional Prelicensure and Accelerated Students:*

To ensure a high level of test-taking security, Mennonite College of Nursing (MCN) utilizes the NCLEX Candidate Rules published by the National Council of State Boards of Nursing (NCSBN). Utilizing the NCLEX Candidate Rules also provides the students with an opportunity to practice testing in an environment consistent with their NCLEX test.

The following items may not be accessed at all during your MCN tests and test reviews:

- Any educational, test preparation or study materials
- Electronics not including laptop computer: Including but not limited to cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras, or any other electronic devices
- Bags/purses/wallets/non-smart watches
- Coats/hats/scarves/gloves
- Medical aids/devices
- Food or drink, gum/candy
- Lip balm

On the day of the test, students are required to store any of the items noted above in a bag which may be stored at the front of the classroom until the student leaves the classroom after taking the test.

*For RN to BSN Students:*

Students are expected to follow the guidelines outlined by faculty in the course syllabi.

### **Test Reviews**

*For Traditional Prelicensure and Accelerated Students:*

Faculty will provide test reviews following unit exams in a timely fashion. Students may review final exams the semester following course completion by scheduling a time to meet with the faculty member. Test reviews to prepare for the final exam are optional if designated as such by the course leader. It is always expected that students and faculty remain civil during test reviews. Faculty may terminate the review at any time or ask disruptive students to leave the review. These students may be excluded from future test reviews at the discretion of the faculty per the [Student Code of Conduct](#) (see Jurisdiction and Interim Actions).

### **Dress Code**

*For Traditional Prelicensure and Accelerated Students:*

The Mennonite College of Nursing at Illinois State University student dress code is established to ensure high standards for professional appearance in conjunction with consideration for patient and personal safety.

The complete College uniform is to be worn whenever the student is participating in clinical experiences (including Lab Day); see individual course syllabi for modifications of the College uniform.

The College uniform must be worn only when participating in clinical and lab experiences, or when asked to do so for official college functions. The uniform may not be worn when functioning as an employee or attending social events. All students are subject to clinical/rotation agency dress code policies.

Care should be taken to ensure that laundering results in professional maintenance of the uniform.

*The COMPLETE uniform includes:*

- The college-designated MCN white top
- Black scrub pant
- MCN lab coat
- White or black shoes/tennis shoes with closed heels and toes (shoes should only have a small amount of red, black, or grey embellishment), socks
- Picture I.D. badge (purchased from the Redbird Card Office) The ISU picture I.D. badge must be worn for identification purposes unless the clinical instructor directs students otherwise.
- Watch with a second hand.

Any changes to the uniform are determined by clinical faculty, are specific to a clinical site, and are reflected in the course syllabi.

*Hair must be:*

- Clean, groomed and away from the face.
- If length is below the shoulder, it must be pulled back and secured to prevent hair falling over the shoulder (s).
- Facial hair should be clean and shaven; beards, mustaches, and goatees must be groomed.
- Hair accessories should be secured, covered, or removed for safety. If in doubt, students should consult with the clinical instructor.

Students in some patient care areas may be required to cover their hair, scalp, and ears with a cap/bouffant hat to comply with clinical partner policies.

*Jewelry, which may be worn with the uniform includes:*

- Wedding band
- Post style or flush-style (non-dangling) jewelry for all visible piercings.

*No perfume, cologne or strong fragrances should be used.*

*Fingernails* should be  $\frac{1}{4}$ " or less in length (measured from the tip of the finger). Fingernail polish and/or nail enhancements are not allowed. Prohibited nail enhancements include shellacs, gels, acrylics, bonds, tips, wraps, and tapes.

*Tattoos* may be visible if the images or words do not convey violence, discrimination, profanity, or sexually explicit content. Tattoos containing such messages must be covered with bandages or clothing during clinical or lab.

When picking up patient assignments or traveling to clinical sites where the student will change into scrubs, clothing worn under the lab coat must be professional. Professional attire under lab coat includes blouse/shirt, dress pants, skirt or dress that is longer than the lab coat, and hosiery/socks. No jeans, shorts, t-shirts or sweat suits should be worn with the lab coat. For reasons of asepsis students should consider bringing a change of clothes when they must be involved in other activities before or after clinical.

*Cell phones* are NOT a part of the nursing uniform. They should not be used for personal communication be it conversation or texting while participating in any clinical activity in which students are representing the college, except when the student is on break or at lunch/supper. The phone should be kept in silent mode throughout the clinical experience. In cases of family emergency, the student should consult with the faculty member or preceptor regarding the most effective communication plan. Exception to this policy may be Leadership or Public Health clinicals when notification of clinical faculty not on the same unit may be necessary. All cell phone use must comply with clinical site stipulations. Use of camera or any other application is not permitted without faculty approval.

### **Current Updated License for RN to BSN students:**

Current students in the RN to BSN sequence should maintain an unencumbered licensure in the state in which they are performing clinicals. Mennonite College of Nursing reserves the right to verify licensure status.

Should a change in licensure occur, it is the responsibility of the student to provide this information to the RN to BSN Sequence Leader. Students without current licensure, but who are deemed educationally eligible for it, are prohibited from participating in any coursework. Failure to report licensure changes will result in disciplinary action, including possible dismissal from the academic program.

### **Transportation Requirements**

*For Traditional Prelicensure and Accelerated Students:*

It is the student's responsibility to provide their own transportation to all classes and clinical sites. Clinical assignments are located in a 90-minute radius of the assigned learning location.

### **Criminal Background Checks**

Criminal background checks will be required:

- prior to starting nursing coursework
- Prior to licensure
- Following a dismissal if readmitted

Additionally, fingerprint background checks could be required for certain clinical placements.

See:

[Traditional BSN Health and Safety](#)

[RN to BSN Health and Safety](#)

[Accelerated BSN Health and Safety](#)

Mennonite College of Nursing requires that all nursing students complete criminal background checks. The criminal background checks will be conducted through a company selected by Mennonite College of Nursing. The cost associated with background check process(es) is the responsibility of the student. It should be noted that students receiving a positive criminal background check, whose offense prohibits them from being hired at a health care employer, must obtain a waiver from the Illinois Department of Public Health (IDPH) to continue in the nursing program. Students who are dismissed from the program for this reason, may reapply to the major with no guarantee for admission and will be required to redo the criminal background check.

Procedure:

Upon acceptance to the nursing program, students will be provided detailed information regarding the procedure for completing this requirement.

Students will be required to sign a consent form (Authorization for Criminal Background Investigation and Disclosure/Consent Form) that allows the College to conduct the criminal background check and to release results of criminal background checks to clinical agencies upon their request. Failure to sign the consent form and provide all necessary information shall result in the student being unable to begin or progress in the nursing program.

The criminal background check must be completed by the company designated by the college no sooner than 90 days prior to enrollment in the nursing program. Students may NOT use similar reports on file at other agencies to satisfy this requirement.

Background checks must be completed by the dates specified. Additional checks may be required if: (1) clinical agencies require criminal background checks more frequently or (2) nursing students interrupt their program for one semester or longer. In such cases, the students will be required to obtain another criminal background check at the cost of the student. The College of Nursing reserves the right to require an additional background check during the program at the College's discretion.

Results of Criminal Background checks must be submitted to the College of Nursing. Results will be confidentially maintained by the College of Nursing separate from the academic record. Results will be maintained until the student graduates from the University.

The student is responsible for all fees for background checks. Costs may be subject to change and are beyond the control of the University or the College of Nursing.

#### Management of Result:

The Office Administrator for Compliance and Admissions or designee will access the electronic report from the selected company.

A student whose background check results in a status of “no record” may enroll in nursing courses and continue in the nursing program.

A student whose background check results in a positive history (i.e., a background check that results in a criminal history) will be notified by the Director of Admissions and Compliance or designee as soon as possible. Students may view their own results on the vendor website.

The Director of Admissions and Compliance or designee will meet with the student to verify whether the criminal record is valid or invalid.

If the student believes that a record or conviction is erroneous, the student may request a fingerprint-based background check. The student is responsible for the cost of fees for fingerprint checks. If the fingerprint check reveals no criminal convictions, the student may continue in the nursing program and enroll in nursing courses. Results must be received prior to the beginning of the semester for the student to remain enrolled.

If the conviction is found to be valid and the offense is on the [“crimes that disqualify”](#) list from IDPH, the student will be required to secure a waiver from IDPH.

The student is responsible for contacting IDPH (217-782-4911) for instructions and an application for waiver. The process for a waiver may take several weeks or longer. The student may not enroll in nursing courses prior to attaining the waiver.

The IDPH waiver must be submitted to the Director of Admissions and Compliance upon receipt.

The student may be allowed to continue in the program only after the IDPH waiver has been received by the Director of Admissions and Compliance. Enrollment will be based on program capacity and availability of courses. If a waiver is not granted, the student will be dismissed from the nursing program.

The College is not responsible for any student being ineligible for coursework, continued enrollment in the program, or subsequent licensure as a registered nurse.

The student is responsible for keeping the College updated on all changes in his/her criminal background status. False information or failure to disclose correct information at any time may be basis for dismissal from the program.

### **Criminal Charges Following Admission**

All students are required to disclose legal charges incurred following admission into the program and following the initial criminal background check screening process to assess continued eligibility for the program. Students must contact the Director of Admissions and Compliance for this purpose.

#### **Criminal Background Checks for Licensure**

For Traditional Prelicensure and Accelerated Students:

Students will be required to undergo criminal background screenings, including fingerprinting, during enrollment in the Nursing program including clinical and/or internship process and when applying to take the nursing licensure exam. Any unsatisfactory results could prevent the student from progressing in the program or prevent the student from obtaining a nursing license.

In addition to the fingerprint screening required for all graduates to apply for their nursing license, students will be asked a series of questions regarding personal history. It is possible that the criminal background check and/or response to these questions could prevent the student from being admitted to or continuing in Illinois State University's nursing program and/or from being issued a nursing license from the State of Illinois Department of Financial and Professional Regulation.



Personal History Information
1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.
2. Have you been convicted of a felony?
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? <i>If yes, attach a copy of the certificate.</i>
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? <i>If yes, attach a detailed statement, including an explanation whether you are currently under treatment.</i>
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? <i>If yes, attach a detailed explanation.</i>
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state, or federal position? <i>If yes, attach a detailed explanation.</i>

Although Illinois State University requires students to complete this questionnaire and a criminal history background check, a separate check is done by the State of Illinois Department of Financial and Professional Regulation. That agency has full authority and final determination regarding the issuance of an Illinois nursing license.

### Drug Testing

At the time that students are reviewing this handbook, they will have submitted a drug screen through the College-designated agency. Students who do not provide a drug test or who provide a positive drug test will be contacted by the MCN Director of Admissions and Compliance to discuss next steps if the positive drug test is a result of THC. If a student must be dismissed from the major for a positive drug test, they may reapply with no guarantee of admission. Additionally, for students in the RN to BSN sequence, when a positive drug test is provided, the governing body that oversees the student's RN license (i.e. Illinois Department of Professional Regulations) will be contacted. Students may need an additional criminal background check and drug testing for certain clinical experiences. Faculty will advise students of the process.

### **Change of Address**

All students need to notify the MCN academic advisement office regarding any changes in address or telephone numbers to ensure students receive proper mailings. Students must also update their contact information through their [Illinois State University Profile](#).

### **Computer Requirements**

*For Traditional Prelicensure and Accelerated Students:*

Students are required to have a laptop capable of running current versions of Microsoft Windows or OS-X (desktop computers, smart phones, or tablet devices do not meet this requirement). Laptops may be used for course related activities and course exams. Therefore, laptops must [meet minimum requirements for electronic testing software](#). Laptops must be able to sustain a charge for a minimum of three hours. Students must provide a webcam. This may be integrated with their laptop or it may be a separate camera.

Recommendations for computer hardware/software are available from TechZone. Mennonite College of Nursing faculty and staff do not service student computers. TechZone Service Center repairs computers for the Illinois State University Community, regardless of where the computer was purchased or the brand of the computer.

*For RN to BSN Students:*

RN to BSN Students are not required to purchase a laptop, if the desktop computer meets the same standards. Laptops with wireless capability are not required but are suggested for convenience. We recommend specific Technology.

## **Advisement**

### **Advising Meetings**

*For Traditional Prelicensure and Accelerated Students:*

Prior to registration for each semester, students are required to meet with their assigned advisor either in a group advising meeting or individually in which advising, and registration policies are discussed. Students are responsible for reading all electronic information shared by the advisor related to registration and degree requirements. Following group advising, students are welcome to request an individual advising appointment if questions remain, or a topic too personal for this group setting needs to be discussed.

*For RN to BSN Students:*

Students are responsible for reading all electronic information shared by the academic advisor related to registration and degree requirements. Students should carefully review Academic Requirements in the Student Center of their portal to ensure they are on track to degree completion. The academic advisor will host group advising sessions once each semester through Zoom. Invitations to that virtual meeting are sent by email to the students' ISU email account. Students are welcome to request an individual advising appointment throughout the semester as needed.

### **Prescribed Plans of Study**

Upon admission to the major, students are expected to follow the prescribed plan of study under which the students were admitted. Deviation from the plan requires prior approval from the academic advisor. The college will not be held responsible for issues relating to time to degree or course availability for students who choose to deviate from their prescribed plan independently.

### **CNA Certification**

*For Traditional Prelicensure and Accelerated Students:*

Students are eligible for their Nursing Assistant Certification after successfully completing NUR 229 Adult Nursing I.

- Southern Illinois University in Carbondale is the new repository for all Illinois CNA applications.
- Students must complete the nursing student application found on the [Southern Illinois University Nurse Aide Testing website](#).
- Completed forms must be first taken to the Office of Student Support in Edwards Hall 112.
- After verification of NUR 229 completion, the information provided on the CNA application will be entered on an online roster and submitted to Southern Illinois University.
- Students will receive an email concerning scheduling the exam required for certification.

## **Honors Program**

*For Traditional Prelicensure Students:*

Visit the [Illinois State University honors website](#) for more details.

## **College Support and Organizations**

### **Orientation**

*For Traditional Prelicensure and Accelerated Students:*

New students are required to attend a day-long orientation on the Friday before classes are scheduled to begin. During this orientation students will learn more about academic plans of study, library resources, and other expectations of the nursing program. Transcript and health deficiencies are reviewed at this orientation session.

*For RN to BSN Students:*

New students are required to complete an on-line Orientation Program via the College's learning platform, Reggie Net. Students are provided with unlimited access before the start of the first semester in the program.

### **Peer Support Person (PSP) Program**

*For Traditional Prelicensure and Accelerated Students:*

Each year several outstanding nursing students are selected to serve as PSPs. These PSPs are peer mentors for incoming students and assist them with integration into the college and campus culture. They play an active role in orientation activities and are provided with structured training sessions prior to serving in this role.

Effective communication, leadership skills, and knowledge of college policies make the PSPs an invaluable resource for new students in the nursing major. In addition to the mentoring role, the PSP position includes a paid tutoring role, providing group tutoring to assist students requesting specific help with nursing content. A PSP may serve during the fall, spring, or both semesters. This student leader supports the Mission of the College of Nursing.

Approximately one month before entering the program each PSP will contact his/her assigned group of students via mail inviting new students to respond with questions. This assigned Peer Mentor can and should be utilized throughout the first semester to help new students get acclimated to the college. In the spring semester, juniors can apply to become PSPs for the proceeding fall semester.

*For Accelerated Students:*

Due to the condensed scheduling format in the Accelerated Program and lack of overlap with other admission cohorts, current students are given contact information for past graduates of this program. These graduates also meet new students at an initial group advising session. New students are strongly encouraged to utilize these past graduates as a resource.

Tutoring services provided to Traditional BSN Program students can be provided to Accelerated students upon request.

**Peer Tutoring***For Traditional Prelicensure and Accelerated Students:*

Tutoring for the undergraduate nursing program began in Fall 2012. Tutoring is offered for most of the core courses in the nursing program and is dependent upon the number of tutors available each semester. All tutors assist with Pathophysiology and Pharmacotherapeutics I & II and are assigned a second specialty course. Tutors receive instruction regarding “how to tutor” at the beginning of each semester. This instruction is conducted by a faculty member. Tutors are available 4 hours per week and a schedule of their availability is posted each semester in ReggieNet with the courses they are assigned. Instructions for how to contact the tutors is outlined in the individual courses. No tutoring is available for final semester seniors in Adult Nursing III or Leadership Dimensions. These needs are handled by the faculty teaching those courses.

**Student Nurses Association**

All undergraduate students are invited to be a part of one of Illinois State’s Registered Student Organizations (i.e., SNA is the Student Nurses Association).

All members of the Student Nurses Association must pay a small fee at the beginning of the academic school year. This nominal fee will be collected by SNA officers to cover expenses of the organization. The amount of the fee is determined by the SNA officers and advisors. With a strong commitment to community service and outreach, this group focuses on professional development, good citizenship, unified bonds with faculty, and feedback to the college regarding all aspects of undergraduate programming.

SNA meetings typically fall over the lunch hour every other Tuesday on campus. Minutes and agenda items get circulated via the college listserv, so those unable to attend can still receive information about how to get involved in scheduled events.

## **Sigma**

The Mennonite College of Nursing Honor Society was established in 1988 and became a recognized chapter of Sigma (formally known as Sigma Theta Tau International). Sigma is committed to fostering excellence, scholarship, and leadership in nursing to improve health care worldwide. Membership to the Xi Pi Chapter of Sigma is limited to students who meet the following honor society guidelines:

1. Completed at least one-half of the required upper-division curriculum.
2. Earned a cumulative (MCN) upper-division grade point average of at least 3.5.
3. Rank in the top 35% of the class.

Induction ceremonies will vary by the sequence in the fall and spring semesters.

See the [Sigma website](#) for more information.

## **Milner Library Services**

Milner Library is a student's best resource for research materials and assistance. The library collection consists of a wide variety of print, multimedia, and electronic collections on nursing and general health. Students can access library resources by using the [Milner Library website](#):

## **Evaluations**

### **Faculty/Course Evaluations**

Toward the end of each semester, students will be asked to complete written and/or online faculty, course, and clinical evaluation forms. If two or more instructors are teaching a class, an evaluation form will be completed for each. These evaluations are held until after semester grades are submitted to appropriate University personnel. Once the semester grades have been submitted, faculty are given the evaluation data for review. Constructive feedback is expected and will be used to improve learning in the classroom and clinical experiences.

### **Undergraduate Grading and Clinical Evaluation Policies**

The following grading scale will be used in all undergraduate nursing courses:

Grade	Scale	Grade Point
A	90-100%	4
B	82-89%	3
C	74-81%	2
D	66-73%	1
F	65% & under	0

*For Traditional Prelicensure and Accelerated Students:*

Combined unit and final exam scores must be 74% or higher for students to receive a passing grade in the course. If the student does not accrue 74% on the combined unit and final exam, the student will fail the course with a “D” or “F,” depending on the number of points accrued. The student will fail the course and the exam average will be the final grade. No exams will be rounded.

After 74% is accrued on unit and final exams, grades received on other assignments are added in to determine the final grade for the course. Students should consult individual course syllabi for clarification. If a student fails clinical, the grade is automatically an F in any connected course regardless of points accrued in the course.

In a clinical course, the clinical experience is evaluated as satisfactory or unsatisfactory by the clinical faculty. There is no separate grade for clinical. If the student’s clinical performance is satisfactory, the grade for the course is the theory (lecture-discussion) grade. A student will receive a grade of F in any related course if clinical is unsatisfactory despite passing the theory portion of the course.

For Nursing 327 *Leadership Dimensions*, an alternative grading option is being utilized. Please refer to the Nursing 327 *Leadership Dimensions* syllabus.

*For RN to BSN Students:*

In NUR 330 Public Health Nursing, the clinical experience is evaluated as satisfactory or unsatisfactory by the faculty. There is no separate grade for clinical. An unsatisfactory performance in the clinical setting results in a grade of “F” for the course. A grade of “C” (2.00) must be attained to pass any nursing course.

**Student Performance in the Major****Progress in the Major**

If a student does not pass a course with a grade of C or higher yet has not met any of the criteria for automatic dismissal (see MCN Dismissal Policy), the student’s graduation date will be delayed.

When this occurs, the student still can complete the degree program out of sequence. All students in this scenario must:

- Meet one-on-one with the academic advisor each semester prior to registration.
- Prelicensure students will be prescribed a course schedule each semester.
- Requests to complete nursing clinical courses that are major-blocked for other MCN nursing sequences will not be accommodated.
- Consideration will be given to students requesting to complete a nursing theory course in an alternative nursing sequence—prior approval from the Undergraduate Director is required.

### **Progress Reports for Clinical and Theory**

Course faculty and clinical faculty are available to discuss student progress in nursing courses. Students will receive a Performance Improvement Plan if there is any indication that successful progress in a course or clinical is not being made. The purpose is to help the student become successful and is non-punitive.

- Students who receive notice of performance deficiencies are responsible for arranging a conference with the instructor within one week of receiving the report.
- After the meeting, the faculty member will provide copies for the student, the college, and the appropriate faculty and staff.
- Students who do not arrange a meeting with the faculty member will have the faculty member's original copy placed in the student's college file and shared with appropriate faculty and staff.

### **Dismissal Policy**

Students who receive a grade of less than a C in any two nursing courses or twice for the same course will be dismissed from the major. Dismissal may also be based on serious conduct and or clinical suspension.

- Direct Admit freshmen students must maintain a 2.5 cumulative ISU GPA once they earn 24 credit hours and a 2.0 cumulative ISU GPA once they begin NUR 222, NUR 225, NUR 229, NUR 239.
- External transfer students and Accelerated students must maintain a 2.0 cumulative ISU GPA once they begin NUR 222, NUR 224, NUR 225, NUR 229, NUR 237, NUR 239.
- RN to BSN students must maintain a 2.0 cumulative ISU GPA upon enrollment in any nursing course.

Students dismissed for the reasons indicated above may apply for readmission to the major with no guarantee for readmission (see Readmission section of the handbook). Students dismissed for ethical violations inconsistent with the values of professional nursing or for reasons that may disqualify them from obtaining a nursing license as a registered nurse, will not be readmitted.

#### *For Traditional Prelicensure and Accelerated Students:*

When students are concurrently enrolled in both NUR 317 *Care of Children* and NUR 329 *Public Health Nursing*, they share a clinical experience. If a student receives a grade of less than a C in NUR 317 *Nursing Care of Children* theory or NUR 329 *Public Health Nursing* theory or if the student receives an unsatisfactory in the shared clinical that results in course failure, the student is required to retake NUR 317 theory, NUR 329 theory, and the clinical, but it will only count as one course failure for purposes of the dismissal policy. In this case, students must still repeat both courses and the clinical when first offered and based on space availability.



**Readmission to the Nursing Major:**

Traditional students and RN to BSN students are expected to maintain consecutive fall-spring enrollment in nursing courses upon enrollment in the major. All Accelerated BSN students must maintain full-time enrollment in the sequence upon summer admission. Any student who has not been enrolled in nursing coursework for more than one semester or who has been dismissed from the major/university must reapply to the college with no guarantee of readmission. Application timeframes and processes are available from the nursing academic advisor.

*For Traditional Prelicensure and Accelerated Students:*

Readmission application requirements:

- Two letters of faculty support
- Formal interview
- Completion of readmission essay questions provided by an academic advisor
- Additional screenings may be required

Upon submission of the essays and letters of support, students will be contacted to arrange for an interview. Readmission timeframes vary by semester, and it is the responsibility of the student to contact the college for specifics.

The Readmission Committee will review the application for readmission and determine the student's potential to be successful if readmitted.

Readmission to the major will be granted on a selective basis. If readmitted, the Dismissal Policy is modified as follows: Dismissal from the nursing major results when a student receives a grade of less than a C in any nursing course.

*For RN to BSN Students:*

Upon admission to the RN to BSN sequence, all students are expected to maintain consecutive fall-spring enrollment in nursing courses. Any student who has not been enrolled in nursing coursework for more than one fall or spring semester or who has been academically dismissed from the major must reapply to the college. Readmission timeframes vary by semester. It is the responsibility of the student to contact their academic advisor to outline the steps in the readmission application before submission to the Readmission Committee.

**Clinical Performance Evaluation Tool**

*For Traditional Prelicensure and Accelerated Students:*

Clinical faculty evaluates students on an ongoing basis according to the course objectives. The Clinical Performance Evaluation Tool (CPET) is a progress report that reflects student ability, knowledge, skills, and attitudes (KSA).

Each Clinical Performance Evaluation Tool is course-specific, and students will be oriented to the clinical evaluation process at the beginning of each clinical course. Students who receive ANY unsatisfactory progress on the CPET will receive a Course/Clinical Performance Report). Students must provide the final page of the CPET to future clinical faculty while in the program.

### **Clinical Suspension**

*For Traditional Prelicensure and Accelerated Students:*

Students are expected to be competent, safe, respectful, ethical, and, prepared to meet patient care needs.

The clinical instructor/faculty member will suspend a student from clinical at any time if the student's behavior is dangerous or potentially dangerous to patients and/or others. Faculty will notify the course leader and the Undergraduate Director. If clinical performance is unsatisfactory but not dangerous or unsafe, faculty will follow the Performance Improvement Plan.

During the time of a suspension, the student may not work or be present at the clinical site until the issue has been resolved utilizing the Clinical Suspension Procedure outlined below:

- Clinical Instructor/Faculty Member will make a professional decision based on behavior and observation that Clinical Suspension is necessary.
- Clinical Instructor/Faculty Member will inform the student of the Clinical Suspension.
- Clinical Instructor/Faculty Member will complete a Performance Improvement Plan within three (3) days of the incident. If corrective action cannot be taken, dismissal from the major will be recommended. The clinical suspension that results in a dismissal recommendation may be appealed as outlined below. MCN follows the [Illinois State University appeals process](#):

### **Conflict Resolution- Appeals Process**

#### **Final Course Grade Challenge Policy**

A student may challenge a final course grade if the student has a reasonable belief the grade was assigned arbitrarily or capriciously and is unable to resolve his or her concerns with the the faculty member who assigned the grade.

See [Final Course Grade Appeal](#)

#### **Student Complaint Procedure: Process:**

Students and other parties may file concerns and complaints regarding programs and services at Illinois State University. See [Complaint Resolution](#)

- If a student has a complaint, the student should attempt an informal resolution with the faculty or staff member in question.
- If this proves unsuccessful, the student should seek an informal resolution with the course leader for clinical courses or the Undergraduate Director in non-clinical courses.

Mennonite College of Nursing endorses services provided by [Student Conduct and Community Responsibilities](#), a division of the Dean of Student's Office.

As outlined in this policy, "A grievance is defined as a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the University community which in any way that adversely affects the status, rights, or privileges of any student in a substantive way."

Should a conflict arise that requires intervention, the Office of Student Conduct and Community Responsibilities can be contacted at 309-438-8621. More information about conflict resolution and appeals may be found on the [Illinois State University Complaint Resolution webpage](#).

## **Health & Safety Compliance**

### **Health Insurance Requirements**

All full-time and part-time Mennonite College of Nursing students are required to carry adequate health/ accident insurance during the entire period of participation in the nursing program. For Traditional and Accelerated students, coverage must be either privately procured or obtained through the University's Group Health Insurance Plan. For RN to BSN students, coverage must be privately procured, as students in this online sequence are not eligible for the University's Group Health Insurance Plan.

Proof of student health insurance will be verified at the beginning of each academic year.

Preventative health issues, injuries, illnesses, and/or other conditions associated with being a nursing student are the sole responsibility of the student. Financial obligations relating to the health of the student should be processed through the student's health insurance policy. Any remaining financial obligations are the responsibility of the student. If a student cannot verify proof of insurance, the student will not be allowed to engage in any clinical activities. Changes in health insurance plans should be immediately reported to the student's academic advisor.

### **Blood Borne Pathogens Requirement**

*For Traditional Prelicensure and Accelerated Students:*

All undergraduate students at Mennonite College of Nursing receive annual information on Blood Borne Pathogens. Awareness of the information outlined below is particularly critical before the start of NUR 222 *Psychomotor Skills* and/or NUR 229 *Adult Nursing I*.

- Students are required to sign a Blood Borne Pathogens Form, which is kept on file in the Office of Student and Faculty Services.
- Students and faculty of Mennonite College of Nursing follow the [Illinois State University Blood Borne Pathogens/Infectious Waste Exposure Control Plan](#) prepared by the Environmental Health and Safety Office.
- Students and faculty also follow standard precautions and recommendations set forth by the [Centers for Disease Control and Prevention](#).

*For RN to BSN Students:*

Students in the RN to BSN Sequence provide evidence of having completed Blood Borne pathogens, HIPAA, and OSHA training before clinical placement.

### **Student Exposure to Blood/Body Fluids or Student Injury**

Upon significant exposure to blood/bodily fluids during clinical experience or in the clinical nursing Lab the following actions are implemented:

1. The student immediately reports the exposure or injury to the instructor or lab staff.
2. The clinical agency's protocol for exposure/injury is followed immediately. Should the incident occur in the lab the lab personnel will dispose of the contaminated needle and communicate the event to the Simulation Lab Coordinator or Director.

Follow-up serologies and medical evaluation can be done at ISU Student Health Services according to [The Bloodborne Pathogen/Infectious Exposure Control Plan](#).

The student and faculty complete an Incident Report from the [ISU Environment Health and Safety website](#)

1. After downloading and completing the form, the original should be sent to the Environmental Health and Safety address on the form.
2. A copy of the completed form should be delivered to the Mennonite College of Nursing, Office of Student Services by the student.

The student is solely responsible for all healthcare expenses (i.e., treatment, evaluation, etc.) that may be incurred because of injury exposure to blood/bodily fluids.

### **Health and Safety Compliance Process**

Note that throughout this section, clinical and/or clinical site shall be used to refer to any clinical/residency/ practicum site for use by Mennonite College of Nursing students.

All students entering their respective nursing programs are expected to comply with all health & safety requirements of the University, MCN, and the clinical site at all times. In addition to any University expectations, all students engaged in a clinical for credit are subject to any applicable policies and/or procedures of the clinical site, including immunizations and other requests.

Upon *admission*, students receive a comprehensive list of health & safety compliance requirements that must be adhered to before nursing course registration. These include, but are not limited to the following: immunizations, blood titers, TB skin tests, influenza vaccination, N95 mask fit test, criminal background checks, and drug tests.

Upon *clinical assignment* and throughout the semester as applicable, students are provided with any additional clinical site-specific requirements that are beyond those outlined upon admission. If clinical rotations require more than ISU/MCN, (e.g., require COVID-19 vaccination proof, weekly testing, N95 masks), students must meet the requirements of their clinical site by providing documentation as directed by the clinical site (i.e., directly to the site following their guidelines for compliance and/or through the College with an appropriate release). Students must comply with these requirements to receive an override to register or remain registered for clinical.

Clinical site expectations are communicated to the College on a cyclical and occasionally urgent basis (e.g., COVID vaccination, COVID testing, Fit testing, etc.). These are then forwarded to the student for time-sensitive completion, which could include implementation at any point during the semester.

The university must contractually verify with nursing clinical sites that the results of student immunization/other requirements are completed and do not prohibit their participation at the clinical site. It is the clinical site's right to deny access to any student who does not provide proof of compliance and/or whose immunization/other declination is not compliant with the clinical sites' standards. Although student compliance is tracked by the College, clinical sites may require students to verify completion directly to them. Therefore, students must keep a copy of all immunization and other compliance records on hand in a secure file for easy access when enrolled in clinical courses. On occasion, a clinical site may request that the College release documentation verifying requirement completion directly to the clinical site, and this will only occur with written permission from the student to do so.

### **Clinical Assignment Process**

Traditional prelicensure students are randomly assigned to a clinical site according to their curriculum plan by the Director of Prelicensure Advising. Within each course, additional clinical experiences may be assigned by the Course/Sequence Leaders or clinical faculty. RN to BSN students work with their course instructors to identify the agency at which they will complete their clinically focused projects.

Before enrolling in the first clinical course listed below, the student must sign an Acknowledgment of Risk Form electronically through the University's Hire-A-Redbird site. Information will be provided about how to access the website by the MCN Office Administrator.

Prelicensure	NUR	229	Adult Nursing I
	NUR	231	Adult Nursing II
	NUR	325	Adult Nursing III
	NUR	314	Psychiatric & Mental Health Nursing
	NUR	316	Maternal Infant Nursing
	NUR	317	Nursing Care of Children
	NUR	327	Leadership Dimensions of Nursing
	NUR	329	Public Health Nursing: Prelicensure
BSN-DNP: FNP Track	NUR	471	Family Nurse Practitioner I
	NUR	473	Family Nurse Practitioner II
	NUR	475	Family Nurse Practitioner III
	NUR	477	Family Nurse Practitioner IV
BSN-DNP: NLM Track	NUR	425	Organizational Experience
	NUR	483	Leadership Synthesis Experience
Post- Master's DNP	NUR	550	Clinical Residency I (for FNP, NLM, Post Masters)
	NUR	552	Clinical Residency II (for FNP, NLM, Post Masters)
	NUR	554	Clinical Residency III (for FNP, NLM, Post Masters)
	NUR	560	Advanced Nursing Practice Experience (for NLM)
PhD	NUR	523	Applied Research
	NUR	526	Residency in Research
	NUR	599	Dissertation
	NUR	500	Independent Study (involving research)
SNC	NUR	418	Practicum in School Counseling
PMHNP Cert.	NUR	422	Advanced Psychiatric Mental Health Nursing Practice I
	NUR	423	Advanced Psychiatric Mental Health Nursing Practice II
	NUR	424	Advanced Psychiatric Mental Health Nursing Practice III
RN to BSN	NUR	330	Public Health Nursing
	NUR	341	Leadership in Professional Nursing

### **Student Process for Meeting Clinical Immunization/ Health & Safety Requirements**

After becoming aware of the requirements of a particular clinical site (i.e., either following clinical assignment or other), the student must: comply with the requirement, request an exemption from the clinical site, request a replacement clinical site, or request (when appropriate) a reasonable accommodation in the form of an alternate clinical experience through Student Access and Accommodation Services. These four options are outlined below.

#### **Option 1: Complying with the requirement**

- In this instance the student submits the requested compliance documentation and is cleared to participate in the clinical experience.

#### **Option 2: Requesting an exemption or accommodation from the clinical site**

- If the student is unable to comply with a clinical site's health & safety requirements for medical or religious reasons, the student may request an exemption or accommodation directly from the clinical site.
- The student would fill out the Request for Clinical Site Vaccination (or Other) Exemption/ Accommodation Form and return it to the MCN Office Administrator (OA) associated with the student's program of study. The OA will then email the request to the clinical site contact person for approval or denial. If the request is approved, the student may attend clinical. If the request is denied, the student may request a replacement site.

#### **Option 3: Requesting a replacement site:**

- Upon denial of site exemption/ accommodation, the student would reach out to the designated OA who would guide the student in completing an additional Request for Site Vaccination (or Other) Exemption/ Accommodation Form. In collaboration with the MCN Instructional Experience Coordinator (IEC), Academic Program Directors, or Sequence Leaders, the OA will communicate if an opening in a comparable clinical placement is available for the immediate semester. If an opening is available in the current semester, the student may register for the section. In addition, there may be no alternate experiences available in future semesters or for a particular course, causing a delay or complete interruption in degree completion.
- If a replacement site is not available, the student may consider seeking an alternate experience through SAAS.

#### **Option 4: Seek out an alternate clinical experience through Student Access & Accommodation Services (SAAS):**

- If you are a student with a religious or ADA accommodation request, Student Access and Accommodation Services provides accommodations and services on a case-by-case basis. Students seeking a reasonable accommodation will need to work with a SAAS staff member to determine eligibility for services [Becoming a Client | Student Access and Accommodation Services - Illinois State](#). There is no guarantee that the University will be able to find an alternate clinical experience in the current semester. In addition, there may be no alternate experiences available in future semesters or for a particular course, causing a delay or complete interruption in degree completion.
- Students may contact an Office Administrator at [MCNprelicensurehealth@ilstu.edu](mailto:MCNprelicensurehealth@ilstu.edu) (for prelicensure students) and [MCNpostlicensurehealth@ilstu.edu](mailto:MCNpostlicensurehealth@ilstu.edu) (for RN to BSN & Graduate students) for the specific details outlined in the above steps. Because these options are time-sensitive and may require significant coordination, students are encouraged to be as proactive as possible.

#### **COVID-19 Vaccination and Testing**

All students in nursing clinical experiences are expected to meet ISU and MCN COVID-19 vaccination protocols as well as meet clinical site-specific requirements. Some sites may have requirements beyond what ISU and MCN require.

#### **Absence due to Illness or Injury**

The College expects regular attendance to class, clinical, and other required events from students. If a student needs, be to absent from class due to illness or injury, it is their responsibility to contact the appropriate person as soon as possible to inform them of the absence.

*Notification of absence:*

- Notify the appropriate person (i.e. theory faculty, clinical faculty, NSL staff) of absence due to illness or injury.
- The Undergraduate Program needs to be contacted if the absence is faculty related.
- Students missing class for 3 or more days should contact the Dean of Students Office.

*For Traditional Prelicensure and Accelerated Students:*

- Students should check the syllabus for the notification process for missing a clinical day.

#### **Nursing Simulation Lab**

*For Traditional Prelicensure and Accelerated Students:*



The purpose of the Nursing Simulation Lab is to provide students with an exceptional educational experience in a dynamic and diverse learning environment. We aim to provide high-quality, evidence-based learning opportunities while promoting nursing students' clinical competence.

### **MCN Simulation Lab Goals**

Experience in the Nursing Simulation Lab will prepare students to:

- Adapt care to meet the needs of a variety of patients in a range of settings.
- Utilize available resources and standard practices to provide safe patient care.
- Communicate professionally with patients, family members, and the healthcare team.
- Collaborate with the intra and interprofessional teams.
- Demonstrate clinical competence through repeated and deliberate practice.
- Integrate theory and practice to prioritize and implement evidence-based care.
- Use reflection to self-analyze performance.

### **MCN Nursing Simulation Lab Student Guidelines**

#### *Dress Code*

Students are expected to comply with the dress code provided in the student handbook:

- Simulation days- clinical uniform and name badge
- Skills Lab- clinical uniform and name badge
- Guided Practice- lab coat and name badge

#### *Skills Blitz*

The purpose of the Skills Blitz is to allow students the opportunity to refresh selected skills. At the beginning of every fall semester, all students enrolled in Adult Nursing II (except Accelerated students), Adult Nursing III, and Psychiatric and Mental Health Nursing are required to schedule a skills guided practice session.

At the beginning of every spring semester, all students enrolled in Adult Nursing III are required to schedule a skills-guided practice session. At the end of spring semester or beginning of the summer semester, accelerated students enrolling in Adult Nursing III in the summer semester are required to schedule a skills-guided practice session.

Guided practice sessions are staffed by the Lab Assistants for review of selected skills.

Students may use the online signup address provided on the relevant ReggieNet course sites to schedule a guided practice session. An email will also be sent from the Clinical Lab Coordinator containing the online signup address.

If no students are scheduled for practice sessions, the Lab Assistants will not be available. Practice times need to be scheduled by the morning of the day of the appointment to ensure lab assistants will be available.

### **Equipment Use**

The equipment in the Nursing Simulation Lab has been selected to increase student learning so care of equipment is expected.

- Do not use betadine on the manikins or task trainers.
- Do not use ink pens or markers near the manikins or task trainers.

### **Use of Lab Equipment Outside of the Nursing Simulation Lab**

Students may request the use of nursing lab equipment for presentation or teaching activities outside of the Nursing Simulation Lab.

- To facilitate the check-out of any lab equipment, please call (309) 438-6040 or email the Clinical Lab Coordinator at least one week in advance of the date requested.
- All equipment must be checked out by a lab staff member and the Nursing Simulation Lab Equipment Sign-Out Form must be completed.
- Return of all equipment must be checked by a lab staff member and marked as “returned” on the Nursing Simulation Lab Equipment Sign-Out Form.
- Replacement of equipment found to be missing that has not been signed back in will be the responsibility of the last person to whom the equipment is checked out.

### **Universal Precautions**

All students should follow Universal Precautions against infectious disease while participating in clinical activities in the lab.

- All sharps must be disposed of in an appropriately labeled sharps container.
- Under no circumstances may sharps be removed from the Nursing Simulation Lab.
- All injuries, including “clean” needle sticks, should be reported to the faculty and Nursing Simulation Lab staff. An [Illinois State University Non-Employee Accident Report form](#) should be completed.

### **Simulation Days**

#### *Attendance*

Students will be notified at the beginning of the semester of their scheduled simulation day. The simulation day may not be the same day of the week as the clinical day.

Students are to report to the Nursing Simulation Lab 15 minutes before the scheduled start time.

Makeup for simulation day absence will be arranged by the clinical instructor, course leader, and the Director of Nursing Simulation.

#### *Preparation*

Two weeks before the scheduled simulation day, a required “ticket in” will be posted on the corresponding ReggieNet course site.

- The “ticket in” must be typed and may be used as a resource during the simulation day.
- Completion of the assigned “ticket in” is required for participation in the simulation day

### *Conduct*

Professional conduct and communication are always expected in the Nursing Simulation Lab. Students will be participating in and observing others during simulation experiences. It is expected that all participants maintain a respectful learning environment.

The Nursing Simulation Hospital should always be treated as a real clinical setting. We recognize the manikins are not real. However, all manikins and actors should be treated as if they are actual patients.

Cellular phones are not to be used during your simulation day and should be off or silenced.

Simulations and/or debriefings may be recorded or viewed for quality assurance, quality improvement, instructional purposes, or research purposes.

### *Confidentiality*

All simulation day information is considered confidential and is not to be discussed outside of the Nursing Simulation Lab.

All participants in simulation scenarios are to be treated professionally. No student performance information may be discussed outside of the Nursing Simulation Lab.

### *Student Evaluations*

Students will be sent a link to an online, anonymous survey after each simulation day which all students are expected to complete.

Student feedback is used to identify areas of opportunity and potential improvement in our simulation program.

## **NCLEX Preparation/Success Plan**

### *Prelicensure Students:*

The NCLEX-RN (National Council Licensure Examination-Registered Nurse) is an exam developed by the National Council of State Boards of Nursing, Inc. (NCSBN). Passing the NCLEX-RN is required of a candidate for licensure as a Registered Nurse (RN) by all U.S. jurisdiction (state or territory) boards of nursing. For information on Applying and Registering for this exam see [NCSBN Application and Registration](#).

In the final semester of the nursing program, students will receive information about the process to apply to take the NCLEX-RN exam and then the application for licensure in the state in which a student intends to practice nursing.

For those who plan to practice in the state of Illinois, the Illinois Department of Professional Regulation requires students applying for licensure in the State of Illinois to be fingerprinted by a designated vendor approved by the state. Detailed information about this process will also be provided during the last semester of the nursing program.

Students who plan to practice nursing in a state other than Illinois will need to access information about licensure requirements by going to the intended State Board of Nursing website linked to the [NCSBN Website under contact a member](#) select the state.

### **College Success Plan**

All students enrolled in the prelicensure program will participate in the College Success Plan. In the second clinical semester and beyond, each proctored assessment given will account for 5% of the course grade. The purpose of the College Success Plan is to provide:

- An assessment of each student's ability to understand and apply theoretical and clinical knowledge related to clinical courses as they progress through the curriculum.
- Intervention guidelines and strategies that address any deficiencies a student may demonstrate in understanding and applying theoretical and clinical knowledge related to clinical courses.
- An assessment of each student's preparedness to be successful on the NCLEX-RN.

### **Success Plan**

*Success Plan Tests to be completed:*

Assessment	Items	Course
Community Health	50 items	NUR 329 Public Health Nursing Prelicensure
Fundamentals	60 items	NUR 231 Adult II
Leadership	60 items	NUR 327 Leadership Dimensions of Nursing
Maternal Newborn	60 items	NUR 316 Maternal Infant Nursing
Medical Surgical	90 items	NUR 325 Adult Nursing III
Mental Health	60 items	NUR 314 Psychiatric & Mental Health Nursing
Nursing Care of Children	60 items	NUR 317 Nursing Care of Children
RN Comprehensive Predictor	150 items	NUR 327 Leadership Dimensions of Nursing

### **Student Success Strategies**

The [Julia N. Visor Academic Center](#) is a division of University College that provides services and programs designed to assist students in their pursuit of academic excellence at Illinois State University. You can also find additional tools and resources under the [Academic Coaching section](#).

The MCN Success and Simulation page offers information about tutoring services, advising, scholarships, mentoring, wellness, student organizations, and other academic resources. See learning management system sites to access.

## **Graduation**

### **Application for Graduation**

Students must apply for graduation by submitting the online application for graduation and paying the required fee before specified deadlines. In general, students should apply to graduate no later than four months before their anticipated graduation date. Students should refer to the [Graduation Services website](#) for specific information about graduation. Students intending to participate in the commencement ceremony must indicate so on the application for graduation.

### **University Degrees with Distinction**

A student must have completed at least 50 semester hours at Illinois State University to be eligible for a degree with distinction. Students who have an accumulated GPA of 3.90 through 4.00 graduate summa cum laude; those with a GPA of 3.80 through 3.89 graduate magna cum laude; and those with a GPA of 3.65 through 3.79 graduate cum laude. Transcript notations of graduating cum laude, magna cum laude, and summa cum laude are based on the cumulative GPA after the student's final semester.

To be recognized with honors at the commencement ceremonies, students must have completed at least 30\* hours at ISU and have a qualifying GPA, both based on the semester before commencement. For example, students graduating in May or August must have both hours and GPA completed in the previous fall semester. Students meeting these requirements wear a neck cord as part of their academic regalia at Commencement, and their names will appear in the Commencement program.

*For RN to BSN Students:*

An exception to the 30 completed hour requirement is in place for the RN to BSN students due to the timeframe in which those sequence program hours are earned. Despite not meeting the 30-hour requirement at the time honors are calculated, these students will receive honors recognition at the May commencement ceremony if they have the qualifying GPA as noted above. Additional information can be found at the [Undergraduate Student Honors/Honors Cords link](#)

### **Honors and Awards at Graduation**

Those students who have completed the requirements for the University Honors Program will be recognized at their respective Commencement Ceremonies

Students inducted into the Sigma Theta Tau Honors Society will also be recognized at Commencement Ceremonies by wearing a purple and white neck cord.

College-specific student and faculty awards are presented at an annual Candlelighting Ceremony. Traditional student awards include the Dr. Herman Tiedeman Memorial Award, Senior Excellence Award, and Alumni Award for Clinical Excellence. Accelerated students are eligible for Accelerated Graduate Achievement Award. RN to BSN students are eligible for the RN to BSN Achievement Award.

### **Ceremonies**

All students graduating from Mennonite College of Nursing are invited to attend Commencement Ceremonies at the time designated by the University. Students are invited to purchase commemorative nursing pins from the College which will be handed to them at their Commencement Ceremony. Information about nursing pins will be provided to students several months before Commencement Ceremonies.

Traditional BSN Program Students graduating at the end of the spring semester will participate in the college-specific Commencement Ceremony in May.

Traditional BSN Program Students graduating at the end of the fall semester will participate in a Commencement Ceremony in December that will include multiple colleges across campus.

RN to BSN and Accelerated students graduating in August may participate in the May Commencement ceremonies. Accelerated students may also participate in an additional celebration in August.