Department of Nursing

Student Policy Manual

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The Department of Nursing Student Policy Manual contains policies that are specific to the Department of Nursing. This manual is designed to supplement the Mercyhurst University Student Handbook, Academic Catalog, and Student Conduct Code located on the University Hub. Provisions in the University policies take precedence in the event of discrepancy.

Due to program requirements from the PA State Board of Nursing, there are no advanced placement options for the practical nursing program.
Advanced placement for students who have completed nursing courses at other institutions is determined by the Department Chair. Each course is reviewed on a case-by-case basis to determine the appropriateness of the transfer credit and is based on existing Mercyhurst University Policies.

Students may transfer in non-nursing course work according to the existing Mercyhurst University policies. All course transfer policies are outlined in the Catalog.
Advanced placement for students who have completed nursing courses at other institutions is determined by the Department Chair. Each course is reviewed on a case-by-case basis to determine the appropriateness of the transfer credit and is based on existing Mercyhurst University Policies.

After completing NURS 190, graduates of state approved and accredited PN programs will be granted equivalencies for NURS 120, NURS 160 and NURS 161 based on the following criteria:

9 credits will be awarded as transfer credits if courses taken in the practical nursing program.
Students may need to take additional credits to meet university minimum graduation requirements.
Applicants to the Associate of Science in Nursing (ASN) Degree program at Mercyhurst must meet the requirements of the university as well as the ASN program for admission.
Practical Nursing License is in good standing before entering any clinical nursing courses.
Licensed Practical Nurse graduates may enter the ASN program in the fall or spring semester.

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9 credits will be awarded as transfer credits if courses taken in the practical nursing program.

Students may need to take additional credits to meet

A minimum of 3.2 cumulative GPA

High school prerequisite courses needed:

Required Courses	Units
English	4
Social Studies	3
Math (including one Algebra)	2
Science with a lab	2

A minimum of a 3.2 GPA (3.5 preferred) or GED
Practical Nursing License in good standing in all states in which the student is licensed prior to beginning clinical courses.
High school prerequisite courses needed:

Required Courses	Units
English	4
Social Studies	3
Math (including one Algebra)	2
Science with a lab	2

An unencumbered RN license (any state)
All official transcripts from accredited higher education institutions
Associate of Science in Nursing (ASN) degree OR diploma program graduate

A Bachelor of Science in Nursing (BSN) degree (must be conferred)
An unencumbered RN license (any state)
One professional letter of recommendation
Personal statement that discusses professional goals in reference to nursing leadership

(includes HYBRID and ONLINE courses)

All programs within the Department of Nursing have rigorous curricula, therefore classroom attendance and participation are mandatory. Each program expects that students will be on time and plan their schedules in accordance with the course schedules. In the event of an emergency or illness, students are expected to notify the faculty as soon as possible using their university email.

Requests for a planned excused absence from a didactic course are required to be submitted in writing to the course faculty and the Program Director at least two weeks in advance for consideration.

Examinations that are missed due to an excused absence must be made up in two weeks' time and the course faculty has a right to require an alternate testing format for any missed examination. Course work including examinations that are missed due to an unexcused absence will result in a grade of zero. Due to the credit load and time frame of delivery of courses, consequences for unexcused absences will be addressed in each individual course syllabus.

Students are expected to be on time and plan their schedules in accordance with rotations. In the event of an emergency or illness that results in a missed rotation day, students are required to notify their clinical faculty via email as soon as possible. The student should also separately contact their assigned clinical preceptor if they are in a precepted rotation.

Extended absences due to illness or injury must be excused by a health care provider. Extended absences are defined as two or more consecutive days. Missed clinical time must be remediated and extended absence may require repeating the rotation. Students experiencing personal emergencies or

All nursing students must follow and will be held accountable to the University's Conduct Code which can be found at: https://www.mercyhurst.edu/handbook. In the case that a student in the Nursing department is found to be in violation of the University Conduct Code, the Nursing department will fully uphold any sanctions issued as part of that process.

In addition to the University Conduct Code, all nursing students must adhere to the standards in the American Nurses Association Code of Ethics. A student may be placed on probationary status when program requirements of the American Nurses Association Code of Ethics have been violated. An individualized written plan will be developed to assist the student in meeting

Students must be respectful of patient's privacy and must always maintain confidentiality. Students will be held to the same standards as practicing nurses and are accountable to the ethical standards set forth by the profession in alignment with the HIPAA Privacy Rule. The American Nurses Association (ANA) believes that protection of privacy and confidentiality is essential to maintaining the trusting relationship between health care providers and patients and integral to professional practice (ANA, 2015). ANA supports legislation, policies and

Uniforms or professional attire are required during clinical experiences. In each clinical course, faculty will provide students with specific requirements for the dress code that corresponds with the clinical environment and/or clinical agency dress code.

Students are required to maintain good personal hygiene, this includes cleanliness, lack of offensive body/mouth odor, and cigarette/cigar smoke odor. Students are to avoid excessive use of fragrances and must be sensitive to scented chemicals that may be offensive or cause

Students interact with patients as part of their clinical education and will potentially have

Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one's own. The sanctity of the patient-provider relationship requires the nurse's dedication to being accountable and reliable to ones 0 Td 4.52 nes 0 Td 4.52 ne nn7(e)-1 (liv5.005 Tw 7.001 Tw 1.74 0 Tde0.001 Tc -i73 (es 0 /2t ɬe)]TJ sie1.32

Students who have withdrawn from a nursing program may seek readmission, provided that they left the program in good-standing. Factors that influence whether a student will be considered for readmission into any nursing program include, but are not limited to:

- Apply for admission to the University or meet with program director about transfer into a nursing major from another program
- Specific reason for the withdrawal
- Student conduct, academic, and clinical performance during the previous enrollment
- Attendance patterns
- Current program requirements
- Space availability in the program or course

Students who were dismissed from the program as a result of the academic progression and

Students ha

10. Students must recognize that actions online and content posted may negatively affect their reputations, may have consequences for their medical careers and undermine public trust in the University, Department and profession.
11. Per University policy, students will be held responsible for any actions that compromise the integrity of the University. For example, photos or statements placed on these social networks that depict harassment (including sexual harassment); vandalism; underage drinking or consumption of alcohol in violation of Mercyhurst University's alcohol policy; hazing; and selling, possessing or using controlled substances can be used in student conduct proceedings and disciplinarial1assmesn

they will be required to submit all documentation as required by the university and the clinical sites. The student also acknowledges that the Department of

All students must provide proof of health insurance prior to matriculation. Each student's personal health insurance policy must remain active throughout their participation in the program.

Students are financially responsible for the cost of all health care services they may require while enrolled in the program, including any health care services required as a result of their participation in scheduled program activities (e.g., TB testing, immunizations, treatment of injuries, pathogen exposure evaluation and treatment).

7. Influenza: Documentation of influenza vaccination. While enrolled in the program students will be required to obtain annual influenza vaccination.
8. Covid: Documentation of the following:
    a. 2 doses of Moderna or Pfizer
    b. 1 dose of Johnson and Johnson

If the Department of Nursing programs were to close or lose accreditation, the following policy will be followed.

Recruitment of students will cease.

who have been admitted and not yet matriculated will be informed of the program planned closure and given a full refund of their deposit.

will be informed of the program closure and will be given the opportunity to complete the program on a full-time basis.

The program of study will be provided the necessary resources and support to provide student educational experiences as published. Teach out will occur with sufficient faculty and content will

Written examinations are one method used to determine student progression towards achievement of class, course, and program learning outcomes. Undergraduate nursing program examinations are developed and mapped to the NCLEX test plan and the program curriculum. Faculty will follow the fair testing guidelines established by the National League for Nursing during development, implementation, and evaluation of examinations.

For testing accommodations and services, please refer to the Mercyhurst Disability Support Services section of the Mercyhurst University Student Handbook.

The following testing procedures have been developed based on best practices and closely mimic the testing procedures for the NCLEX-RN and NCLEX-PN examinations.

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