"WE ARE WHAT WE REPEATEDLY DO.
EXCELLENCE, THEN, IS NOT AN ACT, BUT A HABIT."

~ Aristotle
The purpose of this handbook is to assist master of science in nursing (MSN) students in understanding more fully the policies, practices, and procedures of the Indiana University (IU) Kokomo School of Nursing.

This handbook and the materials in it are intended to be used throughout the entire nursing program. However, this handbook is not all inclusive and does not replace the IU Kokomo Academic Bulletin 2013-2014 or the Indiana University Code of Student Rights, Responsibilities & Conduct. The material in this guide is subject to change. Updates will be posted to the Oncourse MSN Student Center in a timely manner.
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MISSION AND VISION

Indiana University Kokomo Mission Statement

“The mission of Indiana University Kokomo, a regional campus of Indiana University, is to enhance the educational and professional attainment of the residents of north central Indiana by providing a wide range of bachelor's degrees, and a limited number of master and associate degrees. Indiana University Kokomo is further dedicated to enhancing research, creative work, and other scholarly activity, promoting diversity, and strengthening the economic and cultural vitality of the region and the state through a variety of partnerships and programs.”

Indiana University Kokomo Vision Statement

“Indiana University Kokomo aspires to become a regional institution of first choice recognized for providing critical opportunities for student success; acknowledged as a primary and engaged community resource; and valued as a campus where there are faculty, students, and professional staff active in research, creative work, and other scholarly activity.”

Indiana University Kokomo Statement of Commitments

Indiana University Kokomo contributes to its students and to the region through the affirmation of the following values in all of its endeavors:

- Commitment to Student Learning
- Commitment to Regional Engagement
- Commitment to Diversity
- Commitment to Innovation
- Commitment to Assessment

Available at IUK Statement of Commitments

Indiana University Kokomo Strategic Plan 2012-2015

Building from the IU Kokomo mission and vision, the IU Kokomo Strategic Plan 2012-2015 includes the following goals:

1) Enhance Academic Excellence and Enrich the Learning Environment
2) Promote Research, Scholarship and Creative Work
3) Promote Student Success, Improve Retention and Degree Attainment
4) Increase Enrollment of New Students
5) Enhance Relationships and Increase Visibility
6) Facilitate Regional Transformation
7) Develop Staff and Their Supporting Environment

These goals represent the input of IU Kokomo administrators, faculty, staff, and students and are intended to guide the campus into the year 2012–2015. At that point, the entire campus will engage in continued assessment and evaluation to determine if the goals require revision, amendment or affirmation.
Indiana University Kokomo School of Nursing Mission and Vision Statement

“In Indiana University Kokomo School of Nursing strives to be the institution of choice for baccalaureate and higher education, known for its excellence in preparing nurses who positively impact the nursing profession and health and wellness of the residents of North Central Indiana. We accomplish this through engagement in scholarly activities and delivery of high quality academic programs, continuing education, and relevant community involvement.

In support of Indiana University Kokomo's statements of commitment, the mission of the School of Nursing is to provide educational opportunities that prepare nurses at the baccalaureate and higher degree levels to provide safe, culturally competent, evidence-based health care. Reflective of the faculty commitment to professional nursing, students are presented with opportunities for community involvement, professional engagement, and lifelong learning” Indiana University Kokomo School of Nursing Mission, Vision and Statement of General Beliefs .

Indiana University Kokomo Statement on Diversity

“The administration, faculty, and staff of the campus are dedicated to a mission statement that embraces diversity as a key value of the campus. The IUK community demonstrates its commitment to diversity by providing a safe, warm, welcoming, and inclusive environment that promotes integrity and respect among all members of the campus community and by valuing shared governance and civil disclosure” Indiana University Kokomo Statement on Diversity .

Code of Student Rights, Responsibilities & Conduct

Students are subject to the standards of conduct as defined in the Indiana University Code of Student Rights, Responsibilities & Conduct. This process will be followed for any student found to be in violation of this code. All Indiana University students are responsible for acquainting themselves with and adhering to policies outlined in the Code.

Policy for Students with Disabilities

Disability Services is for students who have a documented disability. The disability must meet the standard required guidelines set by the Americans with Disabilities Act (ADA).

The ADA defines an individual with a disability as a person who (1) has a physical or mental impairment that substantially limits one or more of the major life activities of the person, (2) has a record of such an impairment or (3) is regarded as having such an impairment. Major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This definition can carry a broad range of disabilities.

The division also provides equal access and support services to students with physical challenges or other special needs. Students are required to provide documentation of their disability from a doctor, psychologist, or other health or mental health professionals. Students with disabilities
should call to schedule an appointment with the coordinator of disability services. (765)-455-9301, disserv@iuk.edu)

In order for the instructor to provide additional services or consideration in terms of testing, etc. the student must give the letter from Disability Services to the instructor prior to needing such services and considerations so arrangements may be made. Students must provide this documentation to the instructor in each course each semester. Disability Services

Communications

Each student is responsible for seeking IU Kokomo School of Nursing information (e.g., scheduling for registration, meeting notices, room changes, special events, CPR, etc.). Pertinent program information, notice of activities and events, or other information will be communicated to students via official IU Kokomo e-mail. E-mail and items located in the Oncourse MSN Student Center should be checked on a regular basis, including during the summer/breaks.

Student Identification

All students have been assigned a randomly selected ten-digit "student identification number" through the university's student information system. Each student is issued a student ID card that includes the 10 digit ID number. The student ID card officially identifies a person as an IU Kokomo student. The valid student ID card is needed to:

- Use campus computer labs
- Check out resources from the library
- Purchase software in the bookstore
- Sell books back in the bookstore
- Use the Wellness Center
- Participate in any Practicum activities. More information at: Student ID

Change of Contact Information

The student is responsible to initiate any change of name, address, or contact information with the university and the School of Nursing. IU Kokomo communicates with students primarily through IU Kokomo email, messages from Oncourse and through the U.S. Postal Service. It is very important for students to keep this information current. Updates are made by going to OneStart, clicking on “Emergency Notification” on the left menu and following the directions there. Changes made to student contact information on this page are reflected in official student or personnel records with the university.

Weather Policy

Overriding assumption: if IU Kokomo announces that classes are canceled, then all classes, including both theory and clinical/practicum are canceled for the nursing programs.
Should an emergency occur, IU Kokomo staff, local law enforcement and other officials are prepared. A central emergency operations center would coordinate the management of any incident that occurs on or near the campus. This Web site and other public media outlets would be utilized to keep you informed about the nature of any emergency situation.

IU-Notify will be used to inform the campus of an emergency situation, but it is imperative that students sign-up and keep their information current to receive alerts via IU-Notify.

To do this:

- Log into OneStart at http://onestart.iu.edu/.
- Click the Notifications tab on the top.
- Click IU-Notify on the left. You will see your contact information. Click the appropriate link to change your information.

IU-Notify is capable of reaching IU Kokomo students, faculty and staff via automated phone, e-mail and/or text messages.  Weather

### Student Health Insurance

Personal health insurance coverage is mandatory for all nursing students while enrolled in the nursing program. Students may be asked to demonstrate continued insurance coverage at any time during their enrollment.

### What About Financial Aid

All information related to application for financial aid is available in the financial aid office. Students may also access the Financial Aid web site.

### Library Resources

The Indiana University Kokomo Library has a wealth of resources to assist students. Peer reviewed journal articles, books, and e-books can be accessed immediately online or borrowed through interlibrary loan services.

### Projects/Written Work

Projects, such as individual/group presentations, research papers, and scholarly writing, may be required. Each course will have the required projects outlined within the syllabus. Scholarly writing is an IU Kokomo School of Nursing expectation within the graduate program. The following guidelines have been outlined.
Guidelines for Written Assignments

The IU Kokomo School of Nursing MSN faculty have determined the following expectations for writing assignments:

1. The writing has a focus; there is an introduction, purpose, sense of audience, thesis, and conclusion.
2. The writing shows development, organization, and detail. It reveals the student's ability to develop ideas with balance and specific audience.
3. The writing has clarity.
4. There is coherence within and between paragraphs
5. All the writing reflects critical thinking, linking the specific to the general.
6. All writing has appropriate sentence structure, variety, punctuation, spelling, and is free of boundary errors (commas, comma splices, fragmented sentences, run-on sentences).
7. The writing follows APA style and format unless specified for another purpose. Specific in APA editorial styles, for example, are citing an author's work to identify the source for readers and to enable the readers to locate the source of information in the alphabetical reference list at the end of the paper. Please refer to the most recent version of the Publication Manual of the American Psychological Association for typing requirements (margins, spacing, and other formatting). There are samples of correct editorial style in this APA publication. This manual is available in the library or may be purchased in the Campus Bookstore.
8. The writing demonstrates original work. Where ideas or materials of others are used, appropriate credit is given to original sources.

Student Assistance

Faculty members maintain regular office hours and are available to students for individual assistance. The student must take responsibility in initiating the request for assistance and to schedule an appointment.

Progression through the MSN program plan may be interrupted for various reasons. The faculty remain approachable and desire to assist any student when changes take place that begin to interfere with a the students progress. It is better to discuss issues at the onset rather than when they become a crisis.

Personal Counseling

ADDITIONAL COSTS

Computer that meets requirements in this Handbook
Textbooks
Nursing Pin/Picture (optional)
Sigma Theta Tau membership (optional)
Technology Requirements

IU Kokomo Graduate students will need a late-model Windows or Macintosh computer, a recent version of web browser, an internet connection, and basic computer skills. While a 56k dialup internet connection may suffice for most class functions, a student may wish to have access to a high speed connection to download large class files. The following is the suggested minimum computer system requirements:

Hardware Requirements

- Windows XP or Macintosh OS X or higher (Operating System)
- CPU (Processor) speed of 800 MHz or higher
- 512MB (1 GB preferred) RAM (Memory)
- 500 MB free hard disk space (Storage)
- High speed Internet access (cable, DSL, etc.)
- DVD/CD-ROM required

Software Requirements

- Any Internet Service Provider (ISP)
- Mozilla Firefox 3.0 or higher*, Microsoft Internet Explorer 8.0 or higher
- Microsoft Office 2007 or higher*
- Adobe Flash Player [http://get.adobe.com/flashplayer/ ]

* Available on the IUware web site or by DVD from the IU Kokomo Bookstore for a small fee, or for free (with IU login) at [http://iuware.iu.edu](http://iuware.iu.edu)

Technology assistance is available in multiple formats at Indiana University Kokomo. The Information Technology (IT) help desk phone line is 765-455-9315, available 24/7. More information at: [http://www.iuk.edu/admin-services/it/index.shtml](http://www.iuk.edu/admin-services/it/index.shtml) This website also contains numerous policies and IT forms, in addition to computer lab availability.

Textbooks

Faculty carefully select textbooks they believe will be the most helpful to you in the program and beyond. We highly recommend that you keep you textbooks for at least the duration of the program as these textbooks may be helpful and referred to in future courses. They may also be valuable resources when you prepare for your certification examination.
THE MASTER OF SCIENCE IN NURSING PROGRAM

Purpose of the MSN Degree and Program Outcomes

The purpose of the MSN is to prepare registered nurses with advanced practice nursing knowledge in the areas of nursing education and administration. Nurses with this advanced knowledge will enhance health care for the community and impact the health care delivery system. Serving in educational and administrative roles will provide opportunities for enhanced health care delivery and ultimately improved health for citizens, locally and beyond. Nurses with masters’ preparation are, and will continue to be, in demand. Health care is a growing industry. Continued regional growth in health care cannot be sustained without advancements in the preparation of nurses at higher levels.

MSN PROGRAM LEARNING OUTCOMES

The MSN program will be evaluated on the practice of the graduates compared to stated program learning outcomes:

1. Model excellence in nursing leadership to improve nursing practice within the healthcare system.
2. Function within an ethical-legal framework.
3. Synthesize knowledge from nursing, biological, behavioral, social, administrative, educational, and communication sciences for application to area of specialty.
4. Demonstrate scholarly inquiry and reflection that exemplifies clinical reasoning, critical, creative, and systems thinking.
5. Frame problems, design interventions, specify outcomes, and maintain quality while balancing human, fiscal, and material resources.
6. Use information technology and knowledge-based resources to inform practice.
7. Articulate the effects of culture, diversity, values, and globalization in the design, delivery, and evaluation of health services.
8. Engage in lifelong learning activities that contribute to the professional nursing development and advancement of the nursing profession. IU Kokomo Bulletin 2013-2014

Accreditation Status

IU Kokomo’s MSN program has been accepted by the National League for Nursing Accrediting Commission (recently renamed the Accreditation Commission on Education in Nursing (ACEN) as a candidate for accreditation.

Formal Complaint Policy

IU Kokomo maintains procedures related to complaints and disciplinary actions specified in the Code of Student Rights, Responsibilities, and Conduct.

Any internal or external constituency who is (a) directly affected by the policies or actions of the IU Kokomo School of Nursing MSN Program and (b) wishes to register a concern regarding the
IU Kokomo School of Nursing MSN Program, its academic offerings or policies, may contact the Accreditation Commission on Education in Nursing, Inc. (ACEN) at: 3343 Peachtree Road NE, Suite 850 | Atlanta, GA 30326 | P. (404) 975-5000 | F. (404) 975-5020

**MSN Admission Requirements**

1. Graduation from an accredited baccalaureate degree program in nursing.
2. Minimum undergraduate GPA of 3.0 on a 4.0 scale.
3. Valid, unencumbered RN license in the state where practicum will be completed.
4. At least one year experience as an RN or currently working as an RN.
5. Completion of an undergraduate statistics course with a grade of C or better.
6. Completion of a criminal background check.
7. Submission of an Official College Transcript (Degree granting and graduate courses if applicable).
8. Submission of the following:
   - Personal Statement - See website for directions.
   - Two professional references - See website for directions.
   - CV/Résumé
9. Payment of an application fee.

**International Students**

In addition to the MSN admission requirements listed above, international students and students for whom English is not their primary language must submit TOEFL-iBT scores with a required total minimum of 80, and at least 20 for each section. For program information, contact Graduate Program Assistant Dean Mary Bourke, PhD, at 765.455.9326 or mbourke@iuk.edu

**Criminal Background Check**

Many of the clinical sites where graduate students complete clinical/practicum experiences are now requiring verification of criminal history before students can be placed in their organizations. Based on requirements of these agencies, as well as state and federal regulations, all students must provide evidence that they have submitted to a national criminal history check. Background checks must **be submitted at the time of MSN Program application** and is kept in the student’s file. This is a one time requirement in the MSN program. [Criminal Background Check](#)

**MSN PROGRAM CURRICULUM—THREE COMPONENTS**

**Nursing Core Courses:**

- NURS-R 500 Nursing Research
- NURS-N 502 Nursing Theory
- NURS-R 505 Measurement and Data Analysis
- NURS-Y 510 Advanced Practice Nursing Concepts I (up to 45 hours application activities)
- NURS-Y 520 Advanced Practice Nursing Concepts II (up to 45 hours application activities)
- NURS-I 630 Introduction to Nursing Informatics

### Education or Administration Track

#### Administration Track Courses:

- NURS-L 574 Administrative Management in Nursing
- NURS-L 671 Financial Management
- NURS-N 504 Leadership for Advanced Nursing Practice
- NURS-L 530 Legal Environment of Health Care
- Graduate Level Elective*
- NURS-L 579 Nursing Administration Practicum (112 hour practicum)
- NURS-R 590 Nursing Study

Administration track graduates will be prepared to serve in nursing leadership and nursing administrative roles that may provide opportunities for enhanced health care delivery systems and ultimately improved health for the citizens of our regions. The program prepares graduates to take administrative certification exams through either the [American Organization of Nurse Executives](http://www.aone.org) or the [American Nurses Credentialing Center](http://www.ance.org). Please give careful consideration early in the program concerning the elective* you want to take. It should be something that will help you better prepare for your chosen role. Since the elective may be taken at IU Kokomo or elsewhere, may be in an area other than nursing, and may have pre-requisites, you should begin planning for the elective at the start of the program.

#### Education Track Courses:

- NURS-T 615 Curriculum in Nursing
- NURS-T 617 Evaluation in Nursing
- NURS-T 670 Teaching in Nursing
- NURS-T 619 Computer Technologies for Nurse Educators
- Graduate Level Elective*
- NURS-T 679 Nursing Education Practicum (112 hour practicum)
- NURS-R 590 Nursing Study
Education track graduates will be prepared to serve in the nurse educator role by teaching in schools of nursing or as educational staff for clinical agencies. The program prepares graduates for the National League for Nursing Certified Nurse Educator (CNE) Certification Exam. Please give careful consideration early in the program concerning the elective* you want to take. It should be something that will help you better prepare for your chosen role. Since the elective may be taken at IU Kokomo or elsewhere, may be in an area other than nursing, and may have pre-requisites, you should begin planning for the elective at the start of the program.

**PORTFOLIO REQUIREMENTS**

One of your practicum requirements is creation of a portfolio which is a collection of your assignments throughout the program demonstrating how you have met Program Learning Outcomes.

**PRACTICUM REQUIREMENTS**

**Health and Safety Requirements**

If MSN students complete assignments for practicums in facilities where they are already employed, the School of Nursing will not collect/nor monitor compliance with health and safety requirements. If students complete a practicum in facilities other than where they work, then students need to provide evidence of having met the IU Kokomo School of Nursing Health and Safety Requirements and possibly additional facility requirements. See the Health and Safety Policy and Procedure and Specific Health and Safety Requirements. See “Additional Information” at end of this Handbook for detail and for instructions for uploading to tracker.

If a student requires hospitalization during a semester the student must provide a release from their health care provider that they may return to school.

If questions arise MSN students should direct inquiries to the Assistant Dean for Graduate Programs.

**Expectations For Attire In Clinical Observations And Practicums**

Students will be expected to be in professional dress and follow the dress code established by the site where the practicum is held. If specific clinical attire is not required then the student should wear business casual (no denim, sweatshirts, or tennis shoes).

Whenever students are in a clinical or practicum situation or otherwise representing IU Kokomo, the IU Kokomo ID tag is to be visible to patients, staff and faculty. Depending on the clinical facility, students may also be required to wear a hospital-specific identification badges and/or maintain a computer password for the purposes of care delivery (e.g. access to computers and medication administration). Students must not share these badges or passwords for use by others as the student is accountable for all transactions made using the badge/password. Due to the sensitive nature of these badges/passwords, students should make every attempt to keep them
secure. In instances when a badge may be lost, the student is to notify the faculty member. The faculty member will direct the student regarding replacement of the badge.

**Confidentiality Policy**

In accordance with the *ANA Code for Nurses*, each student must judiciously protect information of a confidential nature. Information of a confidential nature is any information that identifies the client in any health care setting or site of clinical experience, which includes, but is not limited to:

- Family relationships
- Diagnosis and prognosis
- Treatment modalities
- Nursing plan of care
- Demographic information

A nurse holds this information in confidence using sound judgment and careful consideration of the consequences, both harmful and beneficial, before sharing it when deemed necessary. This information must only be shared with other health team members involved in the client's care. Any unauthorized disclosure of client information violates a client's right to privacy and will result in disciplinary action. Each student is responsible for maintaining confidentiality concerning all clients with whom they come in contact. Each student will be required to sign an agreement of confidentiality prior to beginning their practicum. The original signed agreement will be placed in the student's permanent file.

Students who are in the education track and work with undergraduate students must remember that confidentiality must be afforded to these students based on the *Family Educational Rights and Privacy Act (FERPA)*.

**Health Insurance Portability And Accountability Act (HIPAA)**

The federal government enacted HIPAA in 1996. Rules regarding the privacy of health information became effective April 14, 2003. In general, privacy is about who has the right to access personally identifiable health information. The rule covers all individually identifiable health information in the hands of covered entities, regardless of whether the information is or has been in electronic form. Students are required to complete a HIPAA review prior to beginning their practica.

**Inappropriate Student Behavior in Clinical Setting**

When a faculty member/and or preceptor, or graduate student has reason to believe that a student is under the influence of chemical intoxicants, is impaired and/or otherwise unable to perform duties, he/she will validate observations with another appropriate staff member or faculty member.

**Upon determining possible impairment, the faculty, graduate student or preceptor will:**
1. Gather and document data on behaviors.

2. If the student demonstrates impaired behaviors in any clinical setting, the preceptor or faculty member will relieve the student of any patient care or contact, document student behaviors leading to this conclusion and contact the practicum faculty if not already aware of the situation. The preceptor or practicum faculty member may require the student to undergo drug testing (at the student’s expense) prior to leaving the facility. If the student refuse the student may be dismissed from the program.

3. Based on the preceptor’s/practicum faculty member’s assessment, the student may be requested to leave the clinical site. Arrangements for safe transportation will be made by the student.

4. The student will arrange a meeting with the practicum faculty and must meet all requirements before returning to a clinical site. The practicum faculty will collaborate with the Assistant Dean of the Graduate Program and possibly with the Dean in determining these requirements.

Any costs incurred related to any incident will be the responsibility of the student. All incidents will remain confidential and will be confined to a "need to know" basis. Any diagnosed substance abuse problem must be reported to the State Board of Nursing in which licensure will be secured. If a student refuses to comply with this policy of IU Kokomo School of Nursing, the student may be administratively removed from the program. [Inappropriate Student Behavior]

**Liability Insurance**

IU Kokomo School of Nursing provides professional liability insurance to all students while engaged in School of Nursing practicum activities.

**ACADEMIC POLICIES FOR THE MSN PROGRAM**

**Grading Scale for Nursing Major Courses**

A minimum grade of “B-” is required to pass graduate courses. A student who fails to receive a “B-” must retake the course.

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<td>99-100</td>
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<td>A</td>
<td>95-98</td>
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<tr>
<td>A-</td>
<td>92-94</td>
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<tr>
<td>B+</td>
<td>89-91</td>
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<tr>
<td>B</td>
<td>85-88</td>
</tr>
<tr>
<td>B-</td>
<td>82-84</td>
</tr>
<tr>
<td>C+</td>
<td>79-81</td>
</tr>
<tr>
<td>C</td>
<td>75-78</td>
</tr>
<tr>
<td>C-</td>
<td>72-74</td>
</tr>
<tr>
<td>D +</td>
<td>69-71</td>
</tr>
<tr>
<td>D</td>
<td>65-68</td>
</tr>
<tr>
<td>D-</td>
<td>62-64</td>
</tr>
<tr>
<td>F</td>
<td>61 and below</td>
</tr>
</tbody>
</table>

According to IU Kokomo Nursing Policy, there is no rounding of grades.
Progression Policy

Any period of absence that prevents a student from meeting course outcomes may result in withdrawal or an incomplete grade in the course at the discretion of the instructor. Failure to register in each sequential semester also constitutes an interruption in the student's program. Students who have interrupted their program of study for more than one semester are required to submit a written request to re-enter the program to the IU Kokomo MSN Committee. All requests to the MSN Committee must be sent to the School of Nursing via registered mail, to the attention of the Assistant Dean for Nursing Graduate Programs. All requests for re-entry will be evaluated on the basis of the availability of resources. Reentry of students who have interrupted their study for any reason is not guaranteed and may require a refresher course and/or documentation of current competencies.

Curriculum changes during the period of interrupted progress toward the degree may result in review and revision of degree requirements based on evaluation of individual situations. Students who re-enter must adhere to the current policies and curriculum of the School of Nursing in effect at the time of reentry. Students re-entering will be expected to apply all knowledge and skills from previous courses upon re-entry.

Incomplete Grades

In accordance with University policy, a grade of “I” (or incomplete) may be given in unusual situations such as illness or if something unforeseeable happens. Incomplete grades will be given at the discretion of the faculty after appropriate consultation.

The grade of "I" (Incomplete) may be given to a student whose work in a course is satisfactory except that some terminal aspect of the course requirements have not been completed. The grade of "I" will only be given if the instructor has sufficient reason to believe that failure to complete the requirements of the course was beyond the student's control and that it would be unjust to hold the student to the time limits for the required work of the course. By assigning an Incomplete, an instructor implicitly authorizes and requires the "I" grade to be automatically changed to an "F" at the end of the appropriate time period, if that instructor does not otherwise act to remove or extend the "I." Both the student and the instructor in whose course the student received the Incomplete will be notified of this change of grade. A student may not enroll in a course in which the grade of records is an Incomplete. Generally, the time allowed for the removal of an Incomplete is one calendar year from the date of its recording. It may, however be less, if specified by the instructor.

Course Withdrawals

Withdrawals are issued to students wishing to withdraw from any or all courses if the official withdrawal request is completed by the deadline dates printed in the current class schedule. A grade of W will appear on student transcripts when students complete the official withdrawal request by the published deadline. Once the deadline for course withdrawals has passed, the student will need the permission of the faculty member responsible for the course and Dean of
Nursing to withdraw. A grade of either “F” or “W” will be awarded as determined by the instructor. "W" is an option after the withdrawal deadline only if the student is passing (with at least a B-) the course at the time of the request and has an overall program GPA of at least 3.0. A grade of “FN” will be recorded on the official transcript if a student stops attending but does not officially withdraw from class.

Program Withdrawals

Students planning to withdraw from the graduate nursing program should meet with the Assistant Dean for Nursing Graduate Programs. Additionally, the following policies pertain to students:

- Failure to register in two sequential semesters constitutes withdrawal from the nursing program.
- A pattern of withdrawals may influence consideration of further reinstitution requests.

Repeat Nursing Courses

A student who receives a grade lower than B- in a nursing course(s) will be required to repeat that/those course(s). A student will receive no more than two opportunities to successfully complete a given nursing course. Failure to receive a minimum grade of B- upon repeating a nursing course will result in dismissal.

Validation examinations may not be used as substitutes for repeating any nursing course. Students who need to repeat a nursing course must make a request to the IU Kokomo SON MSN Committee for placement in the repeated course. All requests for re-entry will be evaluated on the basis of the availability of resources. All requests to the MSN Committee must be sent to the School of Nursing via registered mail, to the attention of the Assistant Dean for Nursing Graduate Programs. When a student receives permission from the MSN Committee to repeat a nursing course, the request is granted on a space available basis. All future enrollments in the nursing major will be based on space availability.

Grade Appeals

Grade appeals must be initiated in writing within 30 calendar days after the student’s grade was posted. After 30 calendar days a student may only appeal a grade if severe circumstances have prohibited the student from filing on time. Examples of such circumstances include military deployment or catastrophic illness. Please access the Indiana University Kokomo Grade Appeals Policy Forms to assist with this process may be found in the Forms Section of this handbook.

Academic Probation

A student will be placed on academic probation when any of the following conditions exist:
- The cumulative grade point average falls below 3.0.
- The semester grade point average is below 3.0.
- A grade below B- has been earned in a required course.
- Failure to comply with School of Nursing and/or MSN Program policies.

Academic probation will be removed after the semester during which the following conditions have been met:
- The cumulative grade point average is 3.0 or higher.
- The semester grade point average reaches 3.0 or higher.
- A minimum grade of B- has been earned in all required courses taken.
- Compliance with School of Nursing policies.

### Dismissal

A student will be dismissed from the school of nursing when there is a lack of progress toward the degree. Evidence of lack of progress consists of one or more of the following:
- Failure to attain a 3.0 grade point average in any two consecutive semesters.
- Failure to attain a cumulative grade point average of 3.0 in two semesters.
- Falsification of records or reports, plagiarism, or cheating on an examination, quiz, or any other assignment is cause for dismissal. See the *Indiana University Code of Students Rights, Responsibilities & Conduct*.

The faculty reserves the right to dismiss any student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation in the profession of nursing. Integrity and conduct will be judged according to the standards set by the 2001 revised *ANA Code for Nurses* adopted by the American Nurses' Association.

### Reinstatement

A student who has been dismissed from the School of Nursing for academic failure may request reinstatement by petitioning the IU Kokomo SON MSN Committee. Students who desire reinstatement in the program must submit a written request to the Assistant Dean for Nursing Graduate Programs. All requests to the Assistant Dean for Nursing Graduate Programs must be sent via registered mail.

**Reinstatement is not guaranteed.** Reinstatement requests will be evaluated individually on the basis of faculty recommendations at the time of dismissal, academic standing, potential for progress toward the degree, availability of resources, and satisfactory completion of any conditions existing at the time of withdrawal or dismissal. Students who are reinstated must adhere to policies and curriculum in effect at the time of reinstatement.

### IU Intercampus Transfers

Students in the MSN Program who are in good academic standing may seek intercampus transfer by sending a written request to the Assistant Dean of Graduate Programs. Intercampus transfer requests will be evaluated individually based on student record review. Transfer students must
meet or exceed admission qualifications. Further, the availability of course positions, faculty, and facilities to meet student needs and program objectives will be considered.

**Transferring Credit**

Students will be able to transfer credits according to Indiana University Policies. Courses completed at other accredited universities may be applied toward degree requirements; however, it is expected that the majority of course work will be completed at IU Kokomo. Students who wish to have previous course work considered as equivalent to required major courses must appeal this to the IU Kokomo SON MSN Committee on the campus. The student must first be admitted to Indiana University Kokomo and have a Credit Transfer Report completed by the Office of Admissions. The student is to submit a written request for the equivalency determination along with a transcript, course syllabus, and any additional information regarding the course to the IU Kokomo SON MSN Committee for equivalency determination. All requests to the Committee must be sent to the School of Nursing via registered mail, to the attention of the Assistant Dean for Nursing Graduate Programs. The student will be notified of this decision in writing. If the student is dissatisfied with this evaluation, the student may appeal the decision to the Dean of the School of the Nursing at IU Kokomo. Once a determination related to the appeal is made, the student will be notified of the decision by the IU Kokomo SON Dean in writing.

**Completion of Degree Requirements**

All candidates for the Master of Science in nursing must fulfill the following requirements:

1. Satisfactory completion of a minimum of 39 credit hours that apply to the degree.
2. Achievement of a minimum cumulative grade point average of 3.0 on a 4.0 scale.
3. Achievement of a minimum of B- in each required course or equivalent by the second completed attempt.
4. Removal of all incompletes, deferred grades, and special credit course grades in nursing courses by three weeks prior to the end of the student’s last semester before graduation.
5. Completion of all coursework within four years after the enrollment in nursing courses.
6. Apply for the degree according to published IU Kokomo deadlines.

**GRADUATION**

**Application for Graduation**

All students must complete an “Application for Degree” in accordance with published IU Kokomo deadlines. All Removals of Grades and Deferred grades, Changes of Grades, Independent Study (Correspondence) Grades must be received no later than three weeks prior to the end of classes of the student’s final semester. It takes time to process the application through the University system and to resolve any problems. Graduation
Members of the IU Kokomo community look forward to participating with students at the commencement ceremony. **Commencement** is usually held at the IU Kokomo campus. Date and time will be announced at the beginning of each school year.

Students who complete degree requirements in December (of the year before) or who expect to complete requirements in May, June or August, are invited to participate in the May ceremony. Information regarding commencement activities, purchasing caps and gowns, announcements and other memorabilia will be sent to the students early in the spring. The Registrar's Office must have received the Application for Diploma for the student's name to be included on the tentative list. Mailings will be sent to the student’s permanent address given on the degree application. If this is not the student's current address, the student is encouraged to make sure mail received at this address will be forwarded prior to graduation. Only students making application for their degree will receive commencement information. [Commencement Countdown](#)

**Sigma Theta Tau International Honor Society Of Nursing**

The nursing program at IU Kokomo proudly supports the Sigma Theta Tau International Honor Society of Nursing through participation in the Alpha Chapter. Sigma Theta Tau was founded in 1922 by six nursing students at what is now Indiana University–Purdue University Indianapolis. In 1936, Sigma Theta Tau was the first organization in the U.S. to fund nursing research. All Indiana University campuses combine to be part of the Alpha chapter-at-large. The Alpha Chapter is the original chapter, so it is especially noteworthy to be a member of this Chapter.

The vision of Sigma Theta Tau is:
- To create a global community of nurses who lead in using scholarship, knowledge and technology to improve the health of the world's people.

The mission of Sigma Theta Tau is:
- To support the learning, knowledge, and professional development of nurses committed to make a difference in health worldwide.

**HEALTHY NEGOTIATIONS**

Interpersonal conflict is an inevitable part of life. Disagreement and differences of opinion are a natural part of all human relationships (individual, groups, schools, and professions). The ability to resolve interpersonal conflict is critical to student life and college careers. Interpersonal conflict that is not addressed in a timely and constructive manner may result in students experiencing "combat fatigue:" That is, the student may exert a lot of energy and over extend their time in gathering multiple resources for "battle". Healthy and effective ways for a student to engage in assertive communication and fair negotiation (a win-win approach to conflict) include:

**Calling a Meeting**
Ask for a meeting where all persons involved may openly discuss the issue about which there is disagreement/concern. Remember to designate both a time and place.

**State the problem**

Explain with clarity your perceptions of the issue and dispassionately focus on the issue. Remember to:
- Use "I" statements: avoid accusations/blaming.
- Avoid being adversarial.
- Avoid being compliant and concessive.
- Avoid being highly emotional.

**Define the scope of the disagreement**

Create an opportunity for all persons to determine the purpose of meeting. No one should be unprepared or caught "off-guard;” all persons should have vital information to effectively solve the issue.

**Determine**

whether or not a mediator (third party) should be present.

**Listen actively**

restate what you hear others say.

**Role reversal**

or the ability to empathize is crucial to amicable outcomes.

**Brain-storm /Identify possible solutions**

- Collaborate with others in exploring solutions or actions.
- Use your creativity, wisdom, and problem-solving skills.
- Identify consequences. Discuss the ramifications of all solutions or actions.

**Select a solution**

Try to compromise (win - win approach). Close the meeting with agreement on solutions or actions.

**Establish a follow-up**

meeting in which all persons may review the success or failure of agreement.
STUDENT CONSENT FOR RETENTION AND USE OF A COURSE RELATED WORK

Retention and use of a student's work requires the student's written consent. The reason a faculty member is requesting student work must be indicated (see consent form). The permission form requires the signature of the student and faculty member. The consent form is retained with the student's work. Students need to be informed that consent is voluntary and their refusal will not affect their grade(s).

This is a copy of the form faculty will use when requesting retention of student work.

Title of Work: __________________________________________________________

Name of Student: ________________________________________________________

Course Number/Title: ___________________________________________________

_____ Paper _____ Audiovisual Product _____ Other

I give permission for Indiana University Kokomo School of Nursing and/or _________
to retain the above named work. (Name of Faculty Member)____________________

I understand that this work will be used only for the following purposes:

1. Documentation of Student work for review by accrediting agencies;
2. Sharing with other faculty/students interested in the topic or course;
3. Other (Please identify):_______________________________________________

I understand that full credit will be given to me if the paper is read, quoted, or used in any way.

_____________________________  ________________________________
(Signature of Student) (Date)

_____________________________  ________________________________
(Faculty of Student) (Date)

Original Copy:  Attached to work
Copy:  Student
Reviewed: 06/2009
Indiana University Kokomo  
School of Nursing  

Student Academic Appeals Request – End of Semester Grade Appeal Forms (3)  

FORM 1  

Student Name:  
Phone:  
Email:  
Course Number and Name:  
Semester:  
Instructor Name:  

My signature indicates that I have read and understand the policy:  
Student: please note that the Policy for Academic Appeals is located in this Student Handbook  

Signature of Student:____________________________Date:__________________________  

Reason for formal academic appeal: (Student fills this in and brings to an appointment with the faculty responsible for the course).  

Instructor response:  

Signature of Instructor:_________________________Date:__________________________  

(The faculty sends copies to Nursing Recorder, Student, Assistant Dean, and retains a copy).  

Signature of Student:____________________________Date:__________________________  

(Student signature indicates that the faculty has reviewed his/her findings with the student).
Indiana University Kokomo
School of Nursing

Student Academic Appeals Request – End of Semester Grade Appeal Forms (3)

FORM 2

If the Student and/or Faculty requests review by the Assistant Dean, please indicate reason:

Response of the Assistant Dean:

Signature of Assistant Dean:________________________ Date:________________________

(The Assistant Dean sends copies to Nursing Recorder, Student, Dean, and retains a copy).

Student:________________________ Date:________________________

(Student signature indicates that the Assistant Dean has reviewed his/her findings with the student).
Indiana University Kokomo  
School of Nursing

Student Academic Appeals Request – End of Semester Grade Appeal Forms (3)

FORM 3

If the Student and/or Assistant Dean requests review by the Dean, please indicate reason:

Response of the Dean:

Signature of Dean: ___________________ Date: __________________

(The Dean sends copies to Nursing Recorder, Student, and retains a copy).

Student: ___________________ Date: __________________

(Student signature indicates that the Dean has reviewed his/her findings with the student).

The dean is the final level of appeal.

An appeal must be initiated by the student within 30 days after the grade is assigned. The total review process from faculty to final decision by the dean should take no more than 30 days.

The grade appeal process will follow the procedures of the academic unit where the student earned the grade, which is not necessarily the academic unit of the student’s major.
LETTERS OF REFERENCE

To request a letter of recommendation from a faculty member for employment/award or scholarship application, the student must provide the faculty member a completed copy of the Authorization for Release of Information form at the time of the request.

AUTHORIZATION FOR RELEASE OF INFORMATION

To be signed each time release of information is requested.

When a student requests a faculty member to provide a recommendation for employment, scholarship, award, or other reason, the student will:

Sign a copy of this form and give it to the faculty person who is being asked to provide the recommendation.

Recognize the fact that a faculty person has the right to refuse to provide a recommendation.

In response, the faculty member will:

Place a copy of the signed release form and any written recommendation in the student's permanent record file.

Student Name: (print)

Student Email address: (print)

What kind of position/award you are applying for (add details):

Please initial what you are requesting:

______Person and title to which a specific recommendation is requested (provide information below)

______Faculty permission to respond to any inquiries regarding potential employment

______Inquiries related to award or scholarship

Include person and title, as well as agency name and address, to specifically receive the recommendation:

Reference Name/Title:

Agency name and address:

Personal or agency email: Due date:
AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize Indiana University Kokomo to furnish information relative to my grades, honors, or achievements they may have concerning me. I also release any individual, school, or institution, its officers, agents, and employees from any liability for any damage whatsoever for issuing such information.

I hereby give my permission for ____________________________________________ (write in name of individual requested to give recommendation) to provide written or oral information regarding my achievements while attending Indiana University Kokomo School of Nursing.

Name_________________________________________ Date ________________
Indiana University Kokomo
School of Nursing

STUDENT INCIDENT REPORT

Date and Time of the Incident: ________________________ Student Name: ______________________

Location (Indiana University Kokomo Nursing Laboratory/Specific Hospital Unit/Area of Unit, etc.) of the Incident:

On back of this form please provide a brief description of the incident and action taken after the incident to minimize risk of further injury (who, what, how?)

Were the Indiana University Kokomo /Facility’s Universal Precautions/Infection Control Policy followed (protective equipment used, etc.)?

____ Initials of Instructor signify that this has been done:

____ The appropriate incident reports were filed at the facility.

____ The injured student was encouraged to be seen in the facility’s emergency department &/or by personal health care provider &/or to be tested for exposure/infection.

____ The injured student was notified that any costs incurred would be her/his own responsibility.

Initials of the injured student indicate which of these statements is (are) correct:

____ I plan to/have been seen in the facility’s emergency department &/or personal health care provider.

____ I choose not to be seen in the emergency department &/or by my personal health care provider related to this situation.

____ I realize that I am responsible for any health care expenses related to this situation.

____ I realized that I have a right to refuse to be tested for exposure/infection.

Instructor’s Signature ___________________________________________________________

Injured Student’s Signature ___________________________________________________

cc: Indiana University Kokomo Dean of Nursing
Assistant Dean for the Student’s Program
Student File
Important T679 Practicum and L579 Practicum Information Related to Health and Safety Requirements

An acceptable background check is required for admission to the Program. Any criminal behavior after the admission background check may prevent the student from participating in a practicum and completing the program.

Health and safety requirements are located at [http://www.iuk.edu/academics/majors/nursing/assets/pdf/handbook/nhbsoncl2.pdf](http://www.iuk.edu/academics/majors/nursing/assets/pdf/handbook/nhbsoncl2.pdf) You are not required to do a FIT test or complete a physical examination form as required by the BSN students. Health and Safety requirements must be completed by August 1st for fall and December 1st for spring prior to Practicum. You will not be allowed to enroll in or participate in the practicum unless you are compliant.

**TB:** You need to have a negative (“0” mm induration) TB skin test within the most recent two years, if the test is more than 1 year old you must complete the TB screening form and submit it which is located at [http://www.iuk.edu/academics/majors/nursing/assets/pdf/nhbtbcreeningform10.pdf](http://www.iuk.edu/academics/majors/nursing/assets/pdf/nhbtbcreeningform10.pdf)

To prepare for your practicum you must comply with the facility’s requirements (including a flu vaccine if required). Go to certifiedbackground.com and you will see the screen below. You are required to upload your drug test results, all your immunization information, and CPR certification record.

If you need assistance, please contact CertifiedProfile at 888-666-7788 or studentservices@certifiedprofile.com and a Student Support Representative will be available Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm-8pm EST.
CertifiedProfile is a secure platform that allows you to order your drug test and medical document manager online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

- **Required Personal Information**
  - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

- **Drug Test**
  - After you place your order, please print your order confirmation and take it to your Department Administrator.

Your Department Administrator will provide you with your Drug Testing Form that will be required when you arrive at your drug test appointment.

- **Immunizations**
  - Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

- **Payment Information**
  - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and enter package code:

**IA03im** – Medical Document Manager Only

**IA03imdt** – Medical Document Manager + Drug Test

You will then be directed to set up your CertifiedProfile account.

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Your order will show as “In Process” until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

**Measles, Mumps & Rubella (MMR)**
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer for all 3 components (lab report required)

**Varicella (Chicken Pox)**
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer (lab report required)

**Hepatitis B**
- There must be documentation of one of the following:
  - 3 vaccinations
  - Positive antibody titer (lab report required)

**TB Skin Test**- see specific policy for MSN students on page 30.
**Tetanus, Diphtheria & Pertussis (Tdap)**
- There must be documentation of a Tdap booster within the past 10 years.

**Influenza**
- Submit documentation of a flu shot administered during the current flu season.

**CPR Certification**
- Must be the American Heart Association Healthcare Provider course. Copy must be front and back of the card & card must be signed.

I NEED HELP!!!
If you need assistance please contact CertifiedProfile at 888-666-7788 or studentservices@certifiedprofile.com
A Student Support Representative will be available **Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm-8pm EST.**