Undergraduate Student
BSN Handbook
2017-2018

University of Pennsylvania
School of Nursing
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ABOUT THE BSN STUDENT HANDBOOK

Welcome to the School of Nursing at the University of Pennsylvania!

The School of Nursing (SON) Bachelors of Science in Nursing (BSN) Student Handbook provides information to assist in planning your undergraduate academic career. It also serves as a guide to policies, procedures, facilities and resources within the School of Nursing and across the University. Reference this handbook as you choose from a variety of educational experiences available at Penn and the School of Nursing.

If you have questions regarding the contents of this handbook, please contact your faculty advisor or the Office of Student Services at 215-898-6687 or advisor@nursing.upenn.edu.

As educational opportunities and policies are subject to periodic change, the School of Nursing and the University of Pennsylvania must reserve the right to make changes affecting policies, fees, curriculum, or any other matters announced in this publication. For the current policies, please refer to the online version of the handbook available at: https://www.nursing.upenn.edu/student-services/resources/handbooks-forms-policies/ or contact the Office of Student Services.

Best of luck for a successful year!
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ACADEMIC CALENDAR 2017-2018

The Three Year Academic Calendar is available online at: http://www.upenn.edu/almanac/3yearcal.pdf

*The deadline schedule for five- and seven-week courses differs from the University’s schedule. Please consult your class syllabi for information on ADD and DROP deadlines for your particular classes. It is your responsibility to know deadlines and registration rules for your classes.

**Summer 2017 and Summer 2018**

The summer schedule for students in the accelerated BSN program differs from the School of Nursing calendar and will be announced by the Office of Student Information.

Please consult the MSN Student Handbook for the summer schedule for graduate nursing courses: http://www.nursing.upenn.edu/student-services/resources/handbooks-forms-policies/

Please consult the University’s Three Year Academic Calendar for the summer schedule for non-nursing courses.
UNIVERSITY POLICY ON SECULAR AND RELIGIOUS HOLIDAYS

The following policy is applicable to all undergraduate, graduate and professional academic programs at the University of Pennsylvania:

1. The University recognizes/observes the following secular holidays: Martin Luther King, Jr. Day, Memorial Day, July 4, Thanksgiving and the day after, Labor Day, and New Year’s Day.

2. The University also recognizes that there are several religious holidays that affect large numbers of University community members, including Christmas, Rosh Hashanah, Yom Kippur, the first two days of Passover, and Good Friday. In consideration of their significance for many students, no examinations may be given and no assigned work may be required on these days. Students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If an examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday.

Faculty should realize that Jewish holidays begin at sundown on the evening before the published date of the holiday. Late afternoon exams should be avoided on these days. Also, no examinations may be held on Saturdays or Sundays in the undergraduate schools unless they are also available on other days. Nor should seminars or other regular classes be scheduled on Saturdays or Sundays unless they are also available at other times.

3. The University recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Such occasions include, but are not limited to, Sukkot, Shemini Atzerat and Simchat Torah, as well as Chinese New Year, the Muslim New Year, Diwali, and the Islamic holidays Eid Al-Fitr and Eid Al-Adha. Students who wish to observe such holidays must inform their instructors within the first two weeks of each semester of their intent to observe the holiday even when the exact date of the holiday will not be known until later so that alternative arrangements convenient to both students and faculty can be made at the earliest opportunity. Students who make such arrangements will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. For this reason it is desirable that faculty inform students of all examination dates at the start of each semester. Exceptions to the requirement of a make-up examination must be approved in advance by the undergraduate dean of the school in which the course is offered.

(Source: Almanac, August 30, 2016, Volume 63, No. 03)

CODE OF STUDENT CONDUCT

I. Preamble

When Benjamin Franklin founded the Pennsylvania Academy, he defined its mission as “education for citizenship.” In pursuit of this mission, the University of Pennsylvania is committed to achieving academic excellence, to creating an environment for inquiry and learning, and to cultivating responsible citizenship in the larger society.

The University of Pennsylvania is a community in which intellectual growth, learning from others, mutual tolerance, and respect for freedom of thought and expression are principles of paramount importance. In an environment that promotes the free interchange of ideas, cultural and intellectual diversity, and a wealth of social opportunities, Penn students take advantage of the academic and non-academic opportunities available to them, deepening their intellectual insights through formal instruction, and expanding their educational experience beyond their academic programs. Members of the Penn community participate actively in the greater Philadelphia, state, national, and international communities in which they reside. “Citizens” of the University community include students, faculty, staff and those otherwise affiliated with the University.

Accepting membership into the University of Pennsylvania community as a student entails an obligation to promote its welfare by assuming the rights and responsibilities listed below. Each individual member of this community is responsible for his or her own actions and is expected to respect the rights of others.
II. Rights of Student Citizenship

Membership in the University of Pennsylvania community affords every student certain rights that are essential to the University’s educational mission and its character as a community:

a) The right to have access to and participate in the academic and non-academic opportunities afforded by the University, subject to applicable standards or requirements.

b) The right to freedom of thought and expression.

c) The right to be free from discrimination on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran.

d) The right to fair University judicial process in the determination of accountability for conduct.

III. Responsibilities of Student Citizenship

Students are expected to exhibit responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the University. Responsible behavior is a standard of conduct which reflects higher expectations than may be prevalent outside the University community. Responsible behavior includes but is not limited to the following obligations:

a) To comply with all provisions of the University’s Code of Academic Integrity and academic integrity codes adopted by the faculties of individual schools.

b) To respect the health and safety of others. This precludes acts or threats of physical violence against another person (including sexual violence) and disorderly conduct. This also precludes the possession of dangerous articles (such as firearms, explosive materials, etc.) on University property or at University events without University authorization.

c) To respect the right of fellow students to participate in university organizations and in relationships with other students without fear, threat, or act of hazing.

d) To refrain from conduct towards other students that infringes upon the Rights of Student Citizenship. The University condemns hate speech, epithets, and racial, ethnic, sexual and religious slurs. However, the content of student speech or expression is not by itself a basis for disciplinary action. Student speech may be subject to discipline when it violates applicable laws or University regulations or policies.

e) To refrain from stealing, damaging, defacing, or misusing the property or facilities of the University or of others. This also precludes the disruption of University computing services or interference with the rights of others to use computer resources.

f) To be honest and truthful in dealings with the University, about one’s own identity (e.g., name or Social Security number), and in the use of University and other identification.

g) To cooperate fully and honestly in the Student Judicial System of the University, including the obligation to comply with all judicial sanctions.

h) To comply with all contracts made with the University, such as Residential Living Occupancy Agreements and Dining Services contracts.

i) To comply with policies and regulations of the University and its departments (e.g., the University’s Guidelines on Open Expression, Anti-Hazing Regulations, Drug and Alcohol Policies, Sexual Harassment Policy, etc.).

j) To comply with federal, state and local laws.

(Source: Almanac, September 27, 1994)
SCHOOL OF NURSING MISSION AND PHILOSOPHY

MISSION

The mission of the University of Pennsylvania School of Nursing is to make a significant societal impact through the generation and dissemination of new knowledge, development of models of care that define excellent practice, and preparation of future clinicians, scholars, and global leaders of the profession.

PHILOSOPHY

The mission of the School of Nursing is aimed at meeting the health needs of society in a global and multicultural world. To this end, scholarship, research, education, and practice are integrated to create a culture of inquiry that values intellectual curiosity and diversity, and where faculty, clinicians, staff and students thrive and learn from one another.

SCHOLARSHIP AND RESEARCH

We believe that integration of the arts and sciences is the basis for nursing knowledge and the framework for nursing practice and scholarship. Nursing knowledge encompasses empirical, philosophical, historical, ethical, and personal ways of knowing, and is fundamental to the advancement of professional practice. Scholarship encompasses more than research, but also the integration of research into practice and health policy formation, and the advancement and dissemination of nursing knowledge. Research is integral in every educational program and is strengthened by participating in and contributing to the rich scholarly environment of the University and across national and international health policy organizations.

Nursing is scientifically based and carried out autonomously, as well as interdependently. The focus is development, dissemination, and utilization of knowledge about nursing actions that promote positive changes in patients, systems of care, and the larger society. Nurses collaborate with individuals, families, groups, communities, and other professions to achieve health and well-being for all people.

The School of Nursing is responsive to numerous influences that shape health care, including evolving models of care, consumer advocacy, demographic changes, and advances in science and technology. The faculty are committed to a scholarly agenda that pushes the boundaries of nursing science, in turn influencing education and shaping policy and practice.

EDUCATION

Education at the University of Pennsylvania facilitates the intellectual, personal and social development of students as they identify and attain academic and professional goals. Our educational environment fosters independence, ethical behavior, creative and critical thinking, increased breadth of knowledge, and sensitive interactions concerning cultures and viewpoints.

Programs, from baccalaureate to post-doctoral and lifelong learning, are enriched by the varied needs and perspectives of a culturally diverse population, as well as pressing needs for nursing leaders in a rapidly changing world. These leaders will be the clinical experts, health policy shapers, and nursing scholars of the future.

The baccalaureate program, including traditional and second degree students, focuses on professional nursing practice across the continuum of health care, with particular emphasis on vulnerable populations. The curriculum is
dynamic and reflects changes in science and technology, and content and clinical experiences emphasizing
evidence-based practice, leadership skills; and interdisciplinary collaboration.

The Master’s programs focus on advanced practice nursing and administration, with an emphasis on specialty and
subspecialty practice in concert with changing societal needs. Graduate nurses are prepared for advanced practice
that creatively combines knowledge and skills in critical thinking and expert interventions across the lifespan.
Special attention is given to clinical decision-making and management skills, as well as methods of evaluation of
quality and cost of care.

Pre- and post-doctoral education is dedicated to advancing the discipline of nursing through research. The goal is to
equip students with a foundation in nursing and a field of concentration in order to make substantive contributions to
scholarship. Strong faculty mentorship is integral to the development of a critical cadre of future researchers,
academicians, and leaders, nationally and internationally.

PRACTICE

The primary goal of nursing practice is to optimize care and outcomes for patients and their family members. The
practice of nursing is the foundation for informing educational pedagogies and for the generation of discipline-
specific research. Practice is defined as the diverse and varied construction, application and evaluation of
knowledge, and action within the discipline of nursing; particularly for the recipients of nursing care. We believe it
is the responsibility of academic nursing to serve as the fulcrum of modeling the intentional integration of education,
research, and clinical care to improve the delivery of quality health services.

Nursing is an evidence-based, caring profession that improves the health and quality of life for individuals, families,
and communities throughout the world. Nursing possesses a unique body of knowledge that guides its practice in
both autonomous and collaborative health care settings. Penn Nursing serves as the model for nurses who care for
society’s needs in a global and multicultural context. Thus at Penn, we seek to promote health and alleviate suffering
in every part of the world, by preparing nurses to be responsive to the health-related issues and preferences, values,
and needs of all societies. Our goals are to improve and maintain optimal health, prevent disease, enhance the
quality of recovery from illness, and support patients and families to cope with acute and chronic health problems.
Penn Nursing serves as a model to direct the advancement of the translation of evidence-based knowledge toward
culturally competent models of care.

Revised Mission and Philosophy approved by the Faculty Senate 2/3/03
Revised Mission and Philosophy approved by the Faculty Senate 5/7/2012
Revised Practice statement approved by the Faculty Senate 4/8/13
CREATING AND MAINTAINING A CLIMATE OF PROFESSIONAL NURSING

As members of the University of Pennsylvania School of Nursing community, we are committed to creating a classroom environment that is built upon a foundation of mutual respect and fosters a climate in which student learning is enhanced to the fullest extent. As faculty and students, we value:

- A course that is well-organized and in which the expectations and objectives are clearly communicated.
- An educational experience that is stimulating, engaging, and intellectually challenging.
- A classroom environment that celebrates and values diversity.
- A safe space in which to voice our thoughts and opinions.

We also recognize that the quality of the educational experience is influenced by each member of the classroom community. As students, we play a significant role in shaping the educational climate. It is therefore our responsibility to:

- Be fully present while in class, which includes actively listening while others speak and participating in classroom discussion.
- Challenge our assumptions and seek to learn from the diverse experiences, backgrounds, and opinions that each person brings to the educational environment.
- Provide feedback in a professional and honest manner regarding factors that enhance or inhibit learning in the classroom environment.
- Treat course faculty and fellow students with respect.
- Be a positive ambassador and role model for Penn Nursing.

By upholding these basic principles, we hope to promote a classroom climate that is conducive to the intellectual, professional, and personal development of every student.

*Creating and Maintaining a Climate of Professional Nursing was approved by the BSN Curriculum Committee in December, 2003.*
STATEMENT OF PERSONAL ATTRIBUTES AND CAPABILITIES NECESSARY FOR ADMISSION TO, PROGRESSION THROUGH, AND GRADUATION FROM THE SCHOOL OF NURSING AT THE UNIVERSITY OF PENNSYLVANIA

The curricula leading to degrees in nursing require students to engage in diverse and complex experiences directed to the practice, refinement and full acquisition of essential nursing competencies and functions. Unique combinations of cognitive, behavioral, sensory, communication, psychomotor, and communication abilities are required to perform these functions in a satisfactory manner and to consistently demonstrate these competencies. In addition to being essential to the successful completion of the requirements for the respective nursing degree, these competencies and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers. This statement describes the minimum competencies and functions necessary for entrance to, continuation in, and graduation from the nursing degree programs of the School of Nursing at the University of Pennsylvania. Candidates for nursing degrees must be able to meet these minimum standards with or without reasonable accommodation.

Candidates for degrees offered by the School of Nursing must exhibit all the following competencies and characteristics:

Behavioral Characteristics
- Fully use his/her intellectual ability, exercise good judgment and promptly and accurately complete all responsibilities attendant to implementing an appropriate plan of care for patients across the life span.
- Develop a compassionate, effective, professional and therapeutic relationship with patients.
- Work constructively in stressful and changing environments with the ability to modify behavior in response to evolving events.
- Demonstrate ethical behavior, including adherence to the Nurse Practice Act, the ANA Scope and Standards of Practice and the University Code of Academic Integrity.
- Demonstrate emotional and interpersonal skills sufficient to:
  - adapt to changing environments.
  - function efficiently and effectively in conditions of uncertainty inherent in the clinical problems exhibited by patients.
  - remain calm in an emergency situation.
  - function effectively and efficiently in times of physical and mental stress for short and/or for extended periods.
  - be aware of one’s emotional responses and biases.

Communication Characteristics
- Interrelate with colleagues, faculty, staff, patients and other professionals with honesty, sensitivity, integrity, respect and without bias.
- Communicate effectively with patients and families of diverse religious, cultural and/or social backgrounds.
- Express own ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback.
- Communicate effectively in oral and written forms in person and/or when using telephonic devices.
- Perceive and interpret non-verbal communication and verbal cues.
- Recognize and appropriately respond to emotions.
- Demonstrate the following communication abilities: speech, hearing, reading, writing, and electronic modality literacy.
- Demonstrate skills/ability sufficient to:
  - Elicit and record relevant information about health history, current health status or responses to treatment from patients, family members, or others.
Convey information to patient, members of the healthcare team and others as necessary to teach, direct, and counsel individuals and groups.

Give verbal directions to or follow verbal directions from other members of the health care team and participate in health care team discussions/coordination of patient care.

Process and communicate information of the patient’s status with accuracy in a timely manner to members of the healthcare team.

**Psychomotor Abilities**

- Possess sufficient proprioceptive sense (position, pressure, movement, stereognosis, and vibration), physical strength and mobility to carry out nursing procedures, to conduct laboratory and diagnostic tests, and carry out physical examinations.
- Possess the motor skills required for their specialty’s scope of practice, as defined by the relevant accrediting organization(s).
- Possess sufficient motor function to be able to demonstrate manual dexterity in order to coordinate fine and gross muscular movements sufficient to provide safe general care and treatment to patients in all areas of healthcare.
- Demonstrate an appropriate and timely response in emergency situations, including any circumstance requiring immediate and rapid resolution.
- Demonstrate physical abilities sufficient for carrying equipment, pushing, pulling, stooping, kneeling, bending, climbing stairs and moving within the confines of care delivery settings such as the patient room and the operating room and between settings such as clinic, classroom building and hospital.
- Demonstrate ability to lift, push and pull with assistance (mechanical or coworker) the weight of the average patient specific to the area of clinical work; and possess sufficient flexibility, balance, dexterity, hand-eye coordination, and stamina to deliver care and operate all related instruments and equipment.

**Cognitive Characteristics**

- Demonstrate an aptitude for rapid problem solving, the capability to access and interpret medical files independently, evaluate physical examinations, and formulate a logical care plan in a timely manner.
- Demonstrate good judgment in patient assessment, and the abilities to utilize prior knowledge and incorporate new information in the decision-making process.
- Possess the ability to comprehend three-dimensional relationships and the relationships of structures as they pertain to practice decisions.
- Possess the necessary short and long-term memory function to retain and recall pertinent information (patient and other) in a timely fashion.
- Possess the ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.
- Demonstrate the ability to gather, analyze and synthesize data, develop an appropriate plan of action, establish priorities, conceptualize plan of care, monitor treatment plans and modalities and provide in-depth rationale for plan of care both in quiet environments and in areas where distractions, noise, and other stressors are present.
- Demonstrate the ability to integrate and assimilate large volumes of information from multiple sources and multiple educational experiences in a timely fashion, and be able to apply that information to problem solving and decision making.

**Sensory Characteristics**

- Ability to distinguish colors including the accurate interpretation of diagnostic tests, changes in skin color, nail beds, mucus membranes, bodily fluids and wound characteristics in all types of lighting conditions.
- Ability to recognize three dimensional and spatial relationships.
- Ability to discriminate physical examination findings using inspection, auscultation, percussion and palpation.
- Ability to discriminate between sizes, shapes, temperature, and texture by means of touch.
- Ability to discriminate changes in position, pressure, movement and vibrations in order to perform nursing procedures, conduct laboratory and diagnostic tests, and to perform the physical examination.
- Ability to distinguish odors that may be related to a patient’s condition, noxious spills, or fumes from a fire explosion or malfunction of equipment.
- Ability to detect sounds related to bodily functions, monitoring devices, telephones and emergency signals.
- Ability to prepare and dispense the correct quantity of medication or therapeutic agents in a syringe or therapeutic device
- Possess sufficient visual acuity so as to be able to observe a patient’s response at a distance and/or close at hand and to read lips when necessary.

Consistent with its mission and philosophy, the School of Nursing is committed to providing educational opportunities to students with disabilities. In accordance with the American with Disabilities Act and Section 504 of the Rehabilitation Act, the School provides reasonable accommodations to otherwise qualified students with disabilities. However, the decision regarding appropriate accommodations will be based on the specifics of each case.

Students who seek reasonable accommodations for disabilities must contact the Office of Student Disabilities Services located at Stouffer Commons, Suite 300, 3702 Spruce Street, Philadelphia PA 19104-6027. The office hours are Monday through Friday, from 9:00am to 5:00pm. Phone: (215) 573-9235; TDD: (215) 746-6320; FAX: (215) 746-6326; Email: sdsmail@zimbra.upenn.edu.

This office is responsible for assessing documentation and determining reasonable accommodations. Questions concerning these standards can be directed to the Assistant Dean for Admissions and Academic Affairs [advisor@nursing.upenn.edu]

Approved December 2011.
**BACCALAUREATE PROGRAM OBJECTIVES**

**LEVELED BY YEAR**

The faculty has defined behaviors that each student must achieve before progressing to the next level. The objectives are leveled by year: level 1 references freshman year; level 2 references sophomore year, and so on. Students are encouraged to refer to these objectives at the mid-point of the semester and again at the end of the semester in order to be an active participant in the learning and self-evaluation processes.

**End of Program.** Synthesize knowledge from the humanities and the natural and social sciences as the basis for continuing personal, intellectual, social and professional development.

**Level 3.** Apply knowledge from the humanities and the natural and social sciences in the development of the role of nurse in patient care situations in acute care settings.

**Level 2.** Articulate the relevance of knowledge from the humanities and the natural and social sciences to the evolving role of the nurse.

**Level 1.** Demonstrate knowledge of the interrelationship of the humanities, and the natural and social sciences as a basis for the development of nursing practice and as a source of personal development.

**End of Program.** As a generalist, use theoretical and scientific bases for nursing to deliver nursing care to clients as individuals, families, communities and organizations in a variety of settings at any level of wellness, illness, and risk.

**Level 3.** Apply theoretical and scientific bases for nursing practice related to individuals and families with potential or actual health related problems in acute care settings.

**Level 2.** Demonstrate the use of theoretical and scientific bases for nursing practice related to risk assessment and health promotion activities to individuals within selected communities and health care agencies.

**Level 1.** Identify theoretical and scientific bases for nursing practice.

**End of Program.** Apply research findings to evaluate and improve nursing care and the health care system.

**Level 3.** Appraise the relevance, quality, and applicability of research in decision making related to patient care.

**Level 2.** Discuss the research implications for various nursing practice environments.

**Level 1.** Recognize the relationship of research to nursing practice.

**End of Program.** Assume responsibility for providing nursing care in a collaborative relationship with individuals and groups in a variety of settings.

**Level 3.** Participate in providing nursing care in a collaborative relationship with individuals and families in complex health care settings.

**Level 2.** Participate in providing nursing care in a collaborative relationship with individuals selected communities and health care agencies.

**Level 1.** Observe the process of how nurses collaborate with individuals.

**End of program.** Participate in collaborative relationships with colleagues through referral, consultation, planning and evaluation.

**Level 3.** Initiate a collaborative relationship with colleagues to facilitate consultation, referrals, planning and evaluation in a complex health care setting.

**Level 2.** Participate in a collaborative relationship with colleagues by consultation, planning, and evaluating selected communities and health care agencies.

**Level 1.** Identify various interdisciplinary roles in health care.
**End of Program.** Demonstrate leadership and management skills through direction and support of clients and colleagues as individuals, families, communities and organizations.

**Level 3.** Integrate an understanding of leadership and management skills through direction and support of colleagues, individuals and families in acute care settings.

**Level 2.** Provide peer support and management of individual clients in selected communities and health care agencies.

**Level 1.** Define leadership and management skills using professional organizations as a model.

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**End of Program.** Participate as an agent of change in scientific, social, and political action for the advancement of research, healthcare, and policy at any level from local to international.

**Level 3.** Initiate change for the advancement of research and healthcare in an acute care setting.

**Level 2.** Participate as an agent of change to effect modification in health promotion behavior and level of wellness in selected local communities and health care agencies.

**Level 1.** Recognize the need for change related to health care reform and policy making at the national level.

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**End of Program.** Communicate coherently, comprehensively and systematically in written and oral forms as they pertain to nursing care, collaboration, research and policy.

**Level 3.** Analyze written and oral communication patterns and make recommendations for modification if necessary as they pertain to nursing care, collaboration, and research.

**Level 2.** Demonstrate therapeutic and professional oral communication with individuals, groups, and peers in selected local communities and health care agencies.

**Level 1.** Demonstrate effective written communication skills.

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**End of Program.** Perform clinical skills appropriate to generalist nursing practice, with competence and judgment within specific settings.

**Level 3.** Demonstrate advanced nursing skills with competence and judgment in acute care settings.

**Level 2.** Demonstrate and expected level of judgment in basic nursing skills in selected communities and health care agencies.

**Level 1.** Identify components of professional nursing practice.
REQUIREMENTS FOR THE
BACHELOR OF SCIENCE IN NURSING DEGREE

Non-Nursing Major Requirements 5 c.u.
Writing Requirement (see section on Writing Requirement) 1 c.u.
Language Requirement* 4 c.u.

Distributional Requirements by Sectors 6 c.u.
Arts and Letters 1 c.u.
Society and Social Structures 1 c.u.
Histories and Traditions 1 c.u.
Global and Cultural Studies 1 c.u.
Reasoning, Systems, and Relationships 1 c.u.
Free Elective 1 c.u.

Nursing Major 29.5 c.u.

TOTAL: 40.5 c.u.

*If the language requirement is met or partially met through the placement exam or SAT II, students may continue in the language or take free electives
Our Mission
Penn nursing is committed to teach the art and science of nursing, as well as creating opportunities for service, practice, leadership, and research. This is achieved through talented faculty, internationally recognized scholarship, respect for the diversity of our own community (of faculty, staff, and students), and a commitment to individualizing the pedagogical and material resources necessary for success.

Our Vision
Penn baccalaureate nursing graduates are broadly educated and socially engaged. They demonstrate the capacity for clinical expertise, leadership at the bedside and around the globe, and for translating the science of the profession into practice.

Our Values
- Respect for the diversity of individuals and their ideas
- Dedication to rigorous clinical inquiry as the basis of clinical judgment
- Commitment to collaboration with individuals, families, communities, and colleagues
- Responsible and engaged advocacy
- Recognition of the intersections of history, social context, culture, and economics in shaping a global society that seeks equity and access for all
- Respect for nursing science and its substantive contribution to health care

Organizing Framework - One University, One School, One Curriculum

Penn’s baccalaureate curriculum brings structure to the School’s mission, vision, and values by centering on the primacy of nursing practice situated in caring relationships that facilitate health and healing. The baccalaureate curriculum builds on this conceptualization of nursing as it moves students toward increasingly contextualized understandings of individuals, families, communities, and populations living with health and illness. It also moves students into increasingly complex situations and care environments as they experience the dynamic nature of nursing’s embeddedness in health care systems, social structures and society.

The baccalaureate curriculum concentrates on four intersecting core themes that characterize the complex and contextual nature of nursing practice: engagement, inquiry, judgment and voice.

The competencies derived from this framework are not intended to be achieved in a sequential manner. Rather, this framework explicates competencies that are fluid, that adapt to various learning experiences when presented in the curriculum, and which are as essential to the formation of a professional identity of a graduate nurse. The application of these themes is demonstrated in the following examples:
Engagement: The student understands the relationships among:
- Caring relationships with individuals, families, and patient populations
- Collegial intra-disciplinary, interdisciplinary, and multidisciplinary collaborative relationships
- Observer and participant in policies and politics
- Situational advocacy and civic commitment to social and political change

Inquiry: The student understands the relationships among:
- Knowledge use, knowledge acquisition and knowledge development.
- Scientific ways of knowing patients and families and multi-dimensional and contextual ways of knowing
- Knowing about humanistic understandings and implementing them in practice and research
- Evidence based practices and the social and political processes of practice with less clear scientific rationales
- Use of technological information systems and manipulating them to acquire meaningful data
- Knowledge use and ongoing clinical knowledge development
- Measures of quality in clinical care environments

Judgment: The student understands the relationships among:
- Acquisition of knowledge and skill and the integration of both within relational practices with individuals, families, communities, populations, and healthcare systems
- Individualized knowledge of individuals and families and collective knowledge about communities, populations, and systems
- Core nursing knowledge and integrated knowledge
- Situated judgment and clinical know-how

Voice: The student understands the relationships among:
- Observer and advocate and moral agent
- Facilitation of patient and family learning and advocacy affecting social and political practices
- Informal methods of dialogue, discourse and debate and those necessary for formal writing and publication and for joining a community of scholars
- Vision for self and a vision for the profession
The following sample Plan of Study is just one possibility for undergraduate study. This plan may not be compatible with several academic options you might choose (e.g. study abroad, submatriculation, dual degree, etc.). If you are interested in pursuing any of the special academic options available to you during the course of your undergraduate experience and want to know how this will alter your plan of study, please contact Associate Director of Undergraduate Academic Affairs at (215) 898-6687 or advisor@nursing.upenn.edu. Please note that all plans of study are subject to curricular change.

**FIRST YEAR**

**Fall Term (4.0 cu)**

- Nursing 061 Biologically Based Chemistry 0.5
- Nursing 068 Integrated Cell Biology and Microbiology 1.0
- Nursing 101 The Nature of Nursing Practice 0.5
- English Writing Requirement 1.0
- Language Requirement (or free elective if level IV proficiency met) 1.0

**Spring Term (5.5 cu)**

- Nursing 065 Fundamentals of Nutrition 1.0
- Nursing 163 Integrated Anatomy, Physiology, and Physical Assessment I 2.0
- Nursing 102 Situating the Practice of Nursing 0.5
- Sector Requirement* (e.g. Reasoning, Systems, & Relationships) 1.0
- Language Requirement** (or free elective if level IV proficiency met) 1.0

**SECOND YEAR**

**Fall Term (5.0 cu)**

- Nursing 164 Integrated Anatomy, Physiology, and Physical Assessment II 2.0
- Nursing 103 Psychological and Social Diversity in Health and Wellness 1.0
- Sector Requirement (e.g. Arts and Letters) 1.0
- Language Requirement (or free elective if level IV proficiency met) 1.0

**Spring Term (5.5 cu)**

- Nursing 165 Integrated Pathophysiology, Pharmacology, and Therapeutics 2.0
- Nursing 215 Nursing of Women and Infants 1.5
- Sector Requirement (e.g. Histories and Traditions) 1.0
- Language Requirement (or free elective if level IV proficiency met) 1.0

**THIRD YEAR**

**Fall Term (5.0 cu)**

- Nursing 225/235 or 245/255 Pediatric & Mental Health or Adult & Older Adult 3.0
- Nursing 334 Public Policy and the Nation’s Health (or approved Health Policy course) 1.0
- Nursing 330 Health Care Ethics (or approved Health Care Ethics course) 1.0
- Nursing 230 Introduction to Statistics 1.0

**Spring Term (5.0 cu)**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 225/235 or 245/255</td>
<td>Pediatric &amp; Mental Health or Adult &amp; Older Adult</td>
<td>3.0</td>
</tr>
<tr>
<td>Nursing 334 or 330</td>
<td>Public Policy and the Nation’s Health (or approved Health Policy course)</td>
<td>1.0</td>
</tr>
<tr>
<td>Nursing 547</td>
<td>Scientific Inquiry for Evidence-based Practice</td>
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**FOURTH YEAR**

**Fall Term (5.0 cu)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Nursing 380</td>
<td>Community Nursing</td>
<td>2.0</td>
</tr>
<tr>
<td>Nursing 355-368</td>
<td>Nursing Case Study</td>
<td>1.0</td>
</tr>
<tr>
<td>Sector Requirement (e.g. Global and Cultural Studies)</td>
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<td></td>
</tr>
<tr>
<td>Sector Requirement (e.g. Society and Social Structures)</td>
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**Spring Term (5.5 cu)**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Nursing 390</td>
<td>Leadership in Complex Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>Nursing 389</td>
<td>Research/Inquiry Based Service Residency</td>
<td>0.5</td>
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<tr>
<td>Nursing Elective</td>
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</tr>
<tr>
<td>Free Elective</td>
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</tbody>
</table>

**TOTAL:** 40.5 c.u.

* Sector requirements can be taken in any order.

** Free electives and language requirement courses may be taken pass/fail. For more detailed information on pass/fail policies, refer to the Pass/Fail section in this handbook.

***The Nursing Case Study can be taken during the junior or senior year (following completion of Nursing 164). Only one course is required from the case study group. The Nursing Elective can be taken earlier in the plan of study depending upon the course selected.

Students must consult with an academic advisor prior to making revisions to the plan of study to ensure that the necessary curricular requirements are being met and to prevent delays in academic progression.
### PREREQUISITE AND CO-REQUISITE REQUIREMENTS FOR CLASS OF 2015 AND BEYOND

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>TITLE</th>
<th>PREREQUISITE</th>
<th>CO-REQUISITE</th>
<th>TERM</th>
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<tbody>
<tr>
<td><strong>Non-clinical Courses</strong></td>
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<tr>
<td>NURS 061</td>
<td>Biologically-Based Chemistry</td>
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<tr>
<td>NURS 068</td>
<td>Integrated Cell Biology and Microbiology</td>
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<tr>
<td>NURS 101</td>
<td>The Nature of Nursing Practice</td>
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<tr>
<td>NURS 103</td>
<td>Psychological and Social Diversity in Health and Wellness</td>
<td>NURS 101, 102</td>
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<td>Fall</td>
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<tr>
<td>NURS 163</td>
<td>Integrated Anatomy, Physiology, and Physical Assessment I</td>
<td>NURS 061, 062</td>
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<td>Spring</td>
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<tr>
<td>NURS 164</td>
<td>Integrated Anatomy, Physiology, and Physical Assessment II</td>
<td>NURS 061, 062, 163</td>
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<tr>
<td>NURS 165</td>
<td>Integrated Pathophysiology, Pharmacology, and Therapeutics</td>
<td>NURS 061, 062, 063, 163, 164</td>
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<td>Spring</td>
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<tr>
<td>NURS 230</td>
<td>Introduction to Statistics</td>
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<tr>
<td>NURS 330</td>
<td>Theoretical Foundations of Health Care Ethics</td>
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<td>Fall, Spring</td>
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<tr>
<td>NURS 334</td>
<td>Public Policy</td>
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<td>Fall, Spring</td>
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<tr>
<td>NURS 355*</td>
<td>Case Study: Self-Care of Chronic Illness</td>
<td>NURS 163, 164</td>
<td></td>
<td>Spring</td>
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<tr>
<td>NURS 356*</td>
<td>Case Study: Culture of Birth</td>
<td>NURS 163, 164</td>
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<td>Fall</td>
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<tr>
<td>NURS 358*</td>
<td>Case Study: Nurses and the Child Welfare System</td>
<td>NURS 163, 164</td>
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<td>Fall</td>
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<tr>
<td>NURS 359*</td>
<td>Case Study: Quality Care Challenges in an Evolving Health Care Market</td>
<td>NURS 163, 164</td>
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<td>Spring</td>
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<tr>
<td>NURS 360*</td>
<td>Case Study: Nursing Practice with HIV+ Patients</td>
<td>NURS 163, 164</td>
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<td>Fall, Spring</td>
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<tr>
<td>NURS 361*</td>
<td>Case Study: Breast Feeding &amp; Human Lactation</td>
<td>NURS 163, 164</td>
<td></td>
<td>Fall, Spring</td>
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<tr>
<td>NURS 364*</td>
<td>Case Study: Cancer</td>
<td>NURS 163, 164</td>
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<td>Spring</td>
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<tr>
<td>NURS 365*</td>
<td>Case Study: Case Analysis in Clinical Nutrition</td>
<td>NURS 163, 164</td>
<td></td>
<td>Fall, Spring</td>
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<tr>
<td>NURS 367*</td>
<td>Case Study: Principles of Palliative Care</td>
<td>NURS 163, 164</td>
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<td>Fall</td>
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<tr>
<td>NURS 368*</td>
<td>Case Study: Home Health Care</td>
<td>NURS 163, 164</td>
<td></td>
<td>Fall</td>
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<tr>
<td>NURS 389</td>
<td>Research/Inquiry Based Service Residency</td>
<td>NURS 547 or NURS 637</td>
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<td>Fall, Spring</td>
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<tr>
<td>NURS 547</td>
<td>Scientific Inquiry for Evidence-based Practice</td>
<td>NURS 230</td>
<td></td>
<td>Fall, Spring</td>
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<tr>
<td><strong>Clinical Courses</strong></td>
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<tr>
<td>NURS 102</td>
<td>Situating the Practice of Nursing</td>
<td>NURS 101</td>
<td></td>
<td>Spring</td>
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<tr>
<td>NURS 215</td>
<td>Nursing of Women and Infants</td>
<td>NURS 163, 164</td>
<td>NURS 165</td>
<td>Fall, Spring</td>
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<tr>
<td>NURS 225</td>
<td>Pediatric Nursing</td>
<td>NURS 163, 164, 215</td>
<td>NURS 235</td>
<td>Fall, Spring</td>
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<td>NURS 235</td>
<td>Psychiatric Nursing</td>
<td>NURS 163, 164, 215</td>
<td>NURS 225</td>
<td>Fall, Spring</td>
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<tr>
<td>NURS 245</td>
<td>Nursing of Young and Middle Aged Adults</td>
<td>NURS 163, 164, 215</td>
<td>NURS 235</td>
<td>Fall, Spring</td>
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<tr>
<td>NURS 255</td>
<td>Nursing of Older Adults</td>
<td>NURS 163, 164, 215</td>
<td>NURS 245</td>
<td>Fall, Spring</td>
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<tr>
<td>NURS 380</td>
<td>Community Health</td>
<td>NURS 215, 225, 235, 245, 255</td>
<td>NURS 245</td>
<td>Fall, Summer</td>
</tr>
<tr>
<td>NURS 390</td>
<td>Leadership in Complex Systems</td>
<td>NURS 215, 225, 235, 245, 255, 380</td>
<td></td>
<td>Fall, Spring</td>
</tr>
</tbody>
</table>

* Only one course is required from this group
# APPROVED HEALTH POLICY COURSES FOR
# CLASS OF 2015 and BEYOND

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>TITLE</th>
<th>OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nursing Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 134</td>
<td>Health and Social Policy</td>
<td>Varies</td>
</tr>
<tr>
<td>NURS 334</td>
<td>Public Policy and the Nation's Health</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>NURS 318 / GSWS318 / HSOC341</td>
<td>Race, Gender, Class and the History of American Health Care.  For Benjamin Franklin Scholars &amp; Nursing Honors Students.</td>
<td>Fall</td>
</tr>
<tr>
<td>NURS 400</td>
<td>Advances in Health Systems Research and Analysis</td>
<td>Spring</td>
</tr>
<tr>
<td>NURS 540</td>
<td>Current Issues in Health and Social Policy</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>NURS 708</td>
<td>Public Policy Leadership in the American Public/Private System of Health Care</td>
<td>Spring</td>
</tr>
<tr>
<td><strong>Non-Nursing Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOE 565</td>
<td>Rationing</td>
<td>Varies</td>
</tr>
<tr>
<td>BIOE 575 / HCMG 250 / HCMG 850</td>
<td>Health Policy: Health Care Reform and the Future of the American Health System</td>
<td>Varies</td>
</tr>
<tr>
<td>HSOC 150</td>
<td>American Health Policy</td>
<td>Varies</td>
</tr>
<tr>
<td>HCMG 101</td>
<td>Health Care Systems</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>HCMG 202 / ECON039</td>
<td>The Economics and Financing of Health Care Delivery</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>HCMG 203</td>
<td>Clinical Issues in Health Care Management: Doctors, Patients and Managers in Modern Society</td>
<td>Spring</td>
</tr>
<tr>
<td>HCMG 204 / HCMG859</td>
<td>Comparative Health Care Systems</td>
<td>Fall</td>
</tr>
<tr>
<td>HCMG 211 / HCMG 854 / LGST 211 / LGST 811</td>
<td>Legal Aspects of Health Care</td>
<td>Fall</td>
</tr>
<tr>
<td>HCMG 213</td>
<td>Health Care Strategy and Management: the Business of Health Care</td>
<td>Fall</td>
</tr>
<tr>
<td>HCMG 215</td>
<td>Management and Economics of Pharmaceutical, Biotech, and Medical Device Industries</td>
<td>Spring</td>
</tr>
<tr>
<td>HCMG 216</td>
<td>Health Insurance and Health Care Strategy</td>
<td>Spring</td>
</tr>
<tr>
<td>PSCI 010</td>
<td>The Comparative Politics of Health Inequalities</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PUBH 580</td>
<td>Implementing the ACA-Obamacare: Multi-Stakeholder Perspectives</td>
<td>Fall</td>
</tr>
</tbody>
</table>
**NURSING ELECTIVE**

All nursing courses are accepted for the nursing elective requirement. Courses that begin with NURS are considered nursing courses. To be considered for a nursing elective, the course may not already fulfill another requirement for your BSN degree. To discuss which elective may be best for your individual plan of study, students should email advisor@nursing.upenn.edu.

**CRITICAL WRITING SEMINAR REQUIREMENT**

Students can fulfill the writing requirement in the School of Nursing by choosing one of the following:

- A Critical Writing Seminar in a variety of disciplines such as History, English, Anthropology, Folklore, etc. (numbered WRIT 012 – 099)
- WRIT 002 – Craft of Prose
- WRIT 011 – Writing Seminar in Global English

A comprehensive list of writing courses can be found at: [http://www.writing.upenn.edu/critical/](http://www.writing.upenn.edu/critical/)

**SECTOR REQUIREMENTS**

Undergraduate students in the School of Nursing must take the following sector requirements to earn their degree:

- Arts and Letters (1 c.u.)
- Society and Social Structures (1 c.u.)
- Histories and Traditions (1 c.u.)
- Global and Cultural Studies (1 c.u.)
- Reasoning, Systems, and Relationships (1 c.u.)

In addition, students are also required to take one Free Elective (1 c.u.).

Sector requirements and free electives may be taken in any order and at any time during the undergraduate experience. More information on Sector Courses can be found here.

**Sector Descriptions**

**Arts and Letters:** Any course numbered 499 or below that provides breadth in an area of the arts – applied or theoretical – or in the humanities. Literature from linguistic traditions other than English should be in translation, as literature in the original suits the Global and Cultural Studies.

**Society and Social Structures:** Any course numbered 499 or below that provides breadth in an area of sociology, social psychology, social structures, and studies of material including but not limited to individuals in groups, group behavior, organizations, systems, and institutions using contemporary sources.

**Histories and Traditions:** Any course numbered 499 or below that provides breadth in an area of history, comparative history and historical methods and historical traditions in cultures and societies using historical sources.

**Global and Cultural Studies:** Any course numbered 499 or below that provides breadth in an area of culture, cultural studies and interpretation including but not limited to current cultural traditions, folklore, literature in the original language and text that is not English, and any comparisons of literature and other cultural documents using contemporary sources.

**Reasoning, Systems, and Relationships:** Any course numbered 499 or below that provides breadth in an area of
study that addresses logical, mathematical, and quantifiable relationships among any entities including ideas, people, groups, systems, and other social or technological structures. Specialized research approaches including field work, advanced statistics, and other methods further fulfill this aim.

**LANGUAGE REQUIREMENT**

Students must demonstrate level IV proficiency to complete the language requirement. Due to scheduling of clinical courses in the third and fourth years, students are advised to complete the language requirement by the end of their fourth semester.

To fulfill the language requirement, or place into courses beyond the first level, students may take and submit one of the following:

- **SAT II Language Achievement.**
  - Advanced Placement (AP) Exam (offered in French, German, Latin, and Spanish). Usually, a 5 on the AP exam will exempt a student from the language requirement and award the student 1 c.u. toward the 40.5 course units required for graduation. For the most updated version of the AP policy, refer to [http://www.admissions.upenn.edu/apply/freshman-admission/precollegerecredit](http://www.admissions.upenn.edu/apply/freshman-admission/precollegerecredit), and verify awarding of AP credit with the appropriate language department.
  - International Baccalaureate (IB) Higher Level Examinations. For the most updated version of the IB Policy, refer to [http://www.admissions.upenn.edu/apply/freshman-admission/precollegerecredit](http://www.admissions.upenn.edu/apply/freshman-admission/precollegerecredit), and verify awarding of IB credit with the appropriate language department.

All other incoming students will have the opportunity to take a University of Pennsylvania departmental placement exam during New Student Orientation. Results of the placement exam will indicate the course level to be taken, or whether the student has placed out of all four levels and is exempt from the language requirement. No credit is awarded for completion of the exam; it is used only for the purpose of evaluating language competency for course placement.

Incoming first-year students who fulfill all four levels of the language requirement through successful completion of one of the above-mentioned tests must take either four additional language courses or four free electives (necessary to reach the 40.5 course units required for graduation). **Exception:** If AP credit is awarded, the student may only need three additional language courses or free electives.

Incoming first-year students who fulfill only part of the language requirement must take the remaining language courses and free elective(s). For example, students who place into the level III Spanish course must take two Spanish courses (levels III and IV) and two free electives to replace levels I and II. Students who request a language course at a lower level than their placement test indicated will not get credit for that course. Students who place out of part of one language and who do not wish to continue study in that language may begin a new language but must take all four levels/semesters.

Language courses or free electives may be taken on a pass/fail basis.

**Transfer Credit**

Transfer students may be awarded transfer credit for language courses taken at their previous institution, however, a placement exam must be taken to officially determine placement or exemption from the language requirement. Students who wish to take a language course at another institution should contact the appropriate language department before enrolling in the course in order to determine the department’s transfer credit requirement.

**Choosing a Language**

The list of languages offered at Penn changes slightly from year to year. Many of the less commonly taught languages such as Vietnamese, Yoruba, Swahili, Cantonese, and Persian are offered through the College of Liberal
You can continue with the same language you studied in high school, or you can explore other languages. The College of Arts and Sciences offers a variety of language programs. If you are planning to continue with the language you studied in high school, your chances of doing well are enhanced by beginning early. Even if you have never studied a language, it is in your best interest to fulfill the Language Requirement early in your academic career. You are advised to take all the courses you need to fulfill the requirement in consecutive semesters.

### Languages Offered by Penn Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Website</th>
<th>Languages Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>African Studies</td>
<td><a href="http://www.africa.upenn.edu/afl/offerings.htm">Offerings</a></td>
<td>Amharic, Chichewa, Hausa, Igbo, Kinyarwanda, Kiswahili, Oshiwambo, Shona, Twi, Wolof, Yoruba, Zulu</td>
</tr>
<tr>
<td>Classical Studies</td>
<td><a href="http://ccat.sas.upenn.edu/clst/index.html">Index</a></td>
<td>Classical and Medieval Latin, Ancient and Modern Greek</td>
</tr>
<tr>
<td>East Asian Languages and Civilization</td>
<td><a href="http://www.sas.upenn.edu/ealc/">EALC</a></td>
<td>Classical Chinese, Classical Japanese, Japanese, Korean, Mandarin, Cantonese, Tagalog, Taiwanese, Thai and Vietnamese</td>
</tr>
<tr>
<td>Germanic Languages and Literatures</td>
<td><a href="http://ccat.sas.upenn.edu/german/">German</a></td>
<td>Dutch, German, Swedish, Yiddish</td>
</tr>
<tr>
<td>Linguistics</td>
<td><a href="http://www.ling.upenn.edu/">Linguistics</a></td>
<td>American Sign Language and Irish Gaelic</td>
</tr>
<tr>
<td>Near Eastern Languages and Civilizations</td>
<td><a href="http://www.sas.upenn.edu/nelc/">NELC</a></td>
<td>Akkadian, Arabic, Modern and Biblical Hebrew, Sumerian, Old and Middle Egyptian, Persian, and Turkish</td>
</tr>
<tr>
<td>Romance Languages</td>
<td><a href="http://ccat.sas.upenn.edu/roml/">Romance</a></td>
<td>Catalan, French, Italian, Portuguese, Spanish</td>
</tr>
<tr>
<td>Slavic Languages and Literatures</td>
<td><a href="http://ccat.sas.upenn.edu/slavic/">Slavic</a></td>
<td>Ukrainian, Czech, Russian, Polish, Hungarian</td>
</tr>
<tr>
<td>South Asia Studies</td>
<td><a href="http://www.southasia.upenn.edu/">South Asia</a></td>
<td>Bengali, Gujarati, Hindi, Kannada, Malayalam, Marathi, Pali, Panjabi, Pashto, Sanskrit, Urdu, Tamil, and Telugu</td>
</tr>
</tbody>
</table>

### Spanish for Medical Professions

Students interested in Spanish have the option to take Spanish for Medical Professions. This course includes an emphasis on medical vocabulary and introduces students to the fundamentals of practical Spanish usage in medical situations. Listed below are the equivalent course numbers:

- Elementary Spanish 110 = Spanish for the Medical Professions, Elementary I (SPAN 115)
- Elementary Spanish 120 = Spanish for the Medical Professions, Elementary II (SPAN 125)
- Intermediate Spanish 130 = Spanish for the Medical Professions, Intermediate I (SPAN 135)
- Intermediate Spanish 140 = Spanish for the Medical Professions, Intermediate II (SPAN 145)

### Exemption from the Language Requirement

Students who have a documented disability that precludes learning a second language should contact the Office of Student Disabilities Services (215-573-9235). Staff from this office will review the necessary documentation and make recommendations to the Assistant Dean of Admissions and Academic Affairs who will formulate exemptions on a case-by-case basis. If the exemption is granted, the student may need to fulfill four alternate course units to provide a balance between a theoretical understanding of foreign languages and cultures.
**Second-Degree Students:** An undergraduate degree exempts the second-degree student from the language requirement.

**Bilingual Students:** Can be exempt from the language requirement through successful completion of an oral and written test given by the Penn Language Center or appropriate language department.

**Language Placement**

- The determination of competency will vary from department to department and even from language group to language group in a department. It is the student's responsibility to learn how the requirement is satisfied in the language selected.
- In order to receive credit for a language course at the elementary or intermediate level, all students who have previously studied the language must have a placement score. The only students exempt from having a placement score are those who have never studied the language before.
- French and Spanish offer online placement exams:
  - French: [http://www.sas.upenn.edu/french/undergraduate/language-courses/placement-exam](http://www.sas.upenn.edu/french/undergraduate/language-courses/placement-exam)
  - Spanish: [https://www.sas.upenn.edu/hispanic-portuguese-studies/undergraduate/hispanic-studies/studying-spanish-penn/placement](https://www.sas.upenn.edu/hispanic-portuguese-studies/undergraduate/hispanic-studies/studying-spanish-penn/placement)
- Other departments offer written placement exams at the beginning of each semester. Exams for Arabic, Chinese, Italian, Hebrew, Russian, Latin and German are written and can be taken upon arrival on campus. The schedule and location of these exams will appear on the New Student Orientation website during the preceding summer. Students wishing to be evaluated in a modern language other than those taught by the language departments should consult the Penn Language Center: [http://ccat.sas.upenn.edu/plc/](http://ccat.sas.upenn.edu/plc/)
- Credit will not be given for a language course taken at a lower level than a student's placement score indicates.
- Students who feel their placement scores do not accurately reflect their language level, or students who have other questions about their language study, should make an appointment to speak with the coordinator of their particular language program.

Students who have taken the SATII exam as part of their application to Penn may use that score to place them in the proper level:

**SAT II Language Placement Chart**

(Please note that this information is subject to change and should be verified with the relevant language department.)

<table>
<thead>
<tr>
<th>SAT II</th>
<th>SCORE</th>
<th>REGISTER FOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRENCH</td>
<td>UNDER 380</td>
<td>FRENCH 110</td>
</tr>
<tr>
<td></td>
<td>UNDER 380</td>
<td>FRENCH 110</td>
</tr>
<tr>
<td></td>
<td>380 – 440</td>
<td>FRENCH 121</td>
</tr>
<tr>
<td></td>
<td>450 – 540</td>
<td>FRENCH 130</td>
</tr>
<tr>
<td></td>
<td>550 – 640*</td>
<td>FRENCH 140</td>
</tr>
<tr>
<td></td>
<td>650 or above</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>GERMAN</td>
<td>UNDER 350</td>
<td>GERMAN 101</td>
</tr>
<tr>
<td></td>
<td>350 – 440</td>
<td>GERMAN 102</td>
</tr>
<tr>
<td></td>
<td>450 – 540</td>
<td>GERMAN 103</td>
</tr>
<tr>
<td></td>
<td>550 – 640**</td>
<td>GERMAN 104</td>
</tr>
<tr>
<td></td>
<td>650 or above</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>HEBREW</td>
<td>UNDER 380</td>
<td>EXEMPT***</td>
</tr>
<tr>
<td></td>
<td>380 – 440</td>
<td>ITALIAN 110</td>
</tr>
<tr>
<td></td>
<td>450 – 540</td>
<td>ITALIAN 120</td>
</tr>
<tr>
<td></td>
<td>550 – 640*</td>
<td>ITALIAN 130</td>
</tr>
<tr>
<td></td>
<td>650 or above</td>
<td>EXEMPT</td>
</tr>
</tbody>
</table>
**Language Certificate Program**

Students in the School of Nursing are offered several choices to guide their study of a language other than English. In addition to completion of the School’s Foreign Language Requirement, students may choose a major or minor in a language and literature department or program, or they may choose to pursue a language certificate. The language certificate is intended to provide an additional incentive for students who may want to continue language study beyond the requirement, but who may not be able to include in their academic program a major or minor in a language. Students who would like to obtain a language certificate should apply to the department in which that language is offered.

<table>
<thead>
<tr>
<th>Language</th>
<th>Requirement</th>
<th>Courses Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPANESE</td>
<td>A score of 650 or above may satisfy the requirement upon demonstration of oral proficiency in an interview.</td>
<td></td>
</tr>
<tr>
<td>LATIN</td>
<td>UNDER 450</td>
<td>LATIN 101</td>
</tr>
<tr>
<td></td>
<td>450 – 540</td>
<td>LATIN 102</td>
</tr>
<tr>
<td></td>
<td>550 – 590</td>
<td>LATIN 203</td>
</tr>
<tr>
<td></td>
<td>600 – 640</td>
<td>LATIN 204</td>
</tr>
<tr>
<td></td>
<td>650 or above</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>RUSSIAN</td>
<td>UNDER 350</td>
<td>RUSSIAN 001</td>
</tr>
<tr>
<td></td>
<td>350 – 440</td>
<td>RUSSIAN 002</td>
</tr>
<tr>
<td></td>
<td>450 – 540</td>
<td>RUSSIAN 003</td>
</tr>
<tr>
<td></td>
<td>550 – 640</td>
<td>RUSSIAN 004</td>
</tr>
<tr>
<td></td>
<td>650 or above</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>SPANISH</td>
<td>UNDER 380</td>
<td>SPANISH 110 or 115</td>
</tr>
<tr>
<td></td>
<td>380 – 440</td>
<td>SPANISH 120, 121, or 125</td>
</tr>
<tr>
<td></td>
<td>450 – 540*</td>
<td>SPANISH 130 or 135</td>
</tr>
<tr>
<td></td>
<td>550 – 640*</td>
<td>SPANISH 140 or 145</td>
</tr>
<tr>
<td></td>
<td>650 or above</td>
<td>EXEMPT</td>
</tr>
</tbody>
</table>

* If you score between 600 & 640, you can be exempt from the Language Requirement if you pass an oral exam.

** If you score between 600 & 640 in German, you can be exempt from the Language Requirement if you achieve a rating of intermediate or better on an oral exam. Contact the German Department at (215) 898-8606 to sign up for this exam before the end of the first week of classes.

*** If you score under 700 in Hebrew and wish to continue in the language, you must take the placement exam offered during New Student Orientation.
ADVANCED PLACEMENT POLICY

Credit is awarded by the Office of Transfer Credit & Advanced Placement for high achievement on Advanced Placement examinations. Academic departments in the University determine the appropriate tests and scores for their designated areas. Students desiring Advanced Placement credit must request that Educational Testing Service forward their official scores to the Office of Transfer Credit & Advanced Placement. If credit is awarded, it will be displayed on the student’s transcript. Questions should be directed to the Office of Transfer Credit & Advanced Placement at 215-898-6080.

The following table lists Advanced Placement exams and the scores necessary to receive credit. Please note that in several instances departmental evaluations have changed from previous years; all of these policies remain under ongoing review and are subject to change. For the most updated information, students should refer to the following web site: http://www.admissions.upenn.edu/apply/freshman-admission/externalexamcredit

If you receive AP credit for one (or more) of the required courses, please contact advisor@nursing.upenn.edu for suggestions on an alternate course.

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>SCORE</th>
<th>PENN CREDIT AWARDED</th>
<th>NURSING REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>5</td>
<td>Waiver for ARTH 101 or ARTH 102, consult with undergraduate chair</td>
<td>N/A</td>
</tr>
<tr>
<td>Art (Studio)</td>
<td>5</td>
<td>No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>Biology</td>
<td>5</td>
<td>No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>NURS 061 (1 cu)</td>
<td>NURS 061</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>5</td>
<td>CIS 110 (1 cu)</td>
<td>Reasoning, Systems, &amp; Relationships Sector or Free Elective, but not both</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>5, 4</td>
<td>* May receive credit for “A” or “AB” but not both exams</td>
<td>Reasoning, Systems and Relationships Sector or Free elective, but not both</td>
</tr>
<tr>
<td>Economics (Micro)</td>
<td>5</td>
<td>ECON 001 Waiver</td>
<td>N/A</td>
</tr>
<tr>
<td>Economics (Macro)</td>
<td>5</td>
<td>ECON 002 Waiver</td>
<td>N/A</td>
</tr>
<tr>
<td>English Language/Composition</td>
<td>5</td>
<td>No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>English Literature/Composition</td>
<td>5</td>
<td>No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>5</td>
<td>No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>European History</td>
<td>5</td>
<td>No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>French Language</td>
<td>5</td>
<td>FREN 202 (1 cu)</td>
<td>Satisfies Language Requirement and 1 Free Elective (students must take 4 additional Free Electives)</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>No Credit</td>
<td>Satisfies Language Requirement</td>
</tr>
<tr>
<td>French Literature</td>
<td>5</td>
<td>FREN 212 (1 cu)</td>
<td>Satisfies Language Requirement and 1 Free Elective (students must take 4 additional Free Electives)</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>No Credit</td>
<td>Satisfies Language Requirement</td>
</tr>
<tr>
<td>German Language</td>
<td>5</td>
<td>GERM 104 (1 cu)</td>
<td>Satisfies Language Requirement and 1 Free Elective (students must take 4 additional Free Electives)</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>No Credit</td>
<td>Must pass the departmental exam to fulfill language requirement</td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>5</td>
<td>ITAL 201 (1 cu)</td>
<td>Satisfies Language Requirement and 1 Free Elective (students must take 4 additional Free Electives)</td>
</tr>
<tr>
<td>Latin</td>
<td>5</td>
<td>LATIN 204 (1 cu)</td>
<td>Satisfies Language Requirement and 1 Free Elective (students must take 4 additional Free Electives)</td>
</tr>
<tr>
<td>Latin-Literature</td>
<td>5</td>
<td>LATIN 204 (1 cu)</td>
<td>Satisfies Language Requirement and 1 Free Elective (students must take 4 additional Free Electives)</td>
</tr>
<tr>
<td>Latin-Vergil</td>
<td>4</td>
<td>No Credit</td>
<td>Satisfies Language Requirement</td>
</tr>
<tr>
<td>Course</td>
<td>Score</td>
<td>Penn Credit Awarded</td>
<td>Nursing Requirement</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------</td>
<td>---------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Mathematics AB</strong></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics BC</strong></td>
<td>5</td>
<td>MATH 104 (1 cu)</td>
<td>Reasoning, Systems, &amp; Relationships Sector or Free Elective, but not both</td>
</tr>
<tr>
<td><strong>Physics B</strong></td>
<td>5</td>
<td>PHYS 101 and PHYS 102 (3 cu)</td>
<td>Free Elective</td>
</tr>
<tr>
<td><strong>Physics 1</strong></td>
<td>5</td>
<td>PHYS 101 (1.5 cu)</td>
<td>Free Elective</td>
</tr>
<tr>
<td><strong>Physics 2</strong></td>
<td>5</td>
<td>PHYS 102 (1.5 cu)</td>
<td>Free Elective</td>
</tr>
<tr>
<td><strong>Physics C-Mechanics</strong></td>
<td>5</td>
<td>PHYS 150 (1.5 cu)</td>
<td>Free Elective</td>
</tr>
<tr>
<td><strong>Physics C-Electricity &amp; Magnetism</strong></td>
<td>5</td>
<td>PHYS 150 (1.5 cu)</td>
<td>Free Elective</td>
</tr>
<tr>
<td><strong>Psychology</strong></td>
<td>5</td>
<td>PSYC 001 WAIVER</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Spanish-Language</strong></td>
<td>5</td>
<td>SPAN 202 (1 cu)</td>
<td>Satisfies Language Requirement and 1 Free Elective (students must take 4 additional Free Electives)</td>
</tr>
<tr>
<td><strong>Spanish-Literature</strong></td>
<td>4</td>
<td>No Credit</td>
<td>Satisfies Language Requirement</td>
</tr>
<tr>
<td><strong>Statistics</strong></td>
<td>5</td>
<td>NURS230 (1 cu)</td>
<td>NURS 230</td>
</tr>
<tr>
<td><strong>U.S. History</strong></td>
<td>5</td>
<td>No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>World History</strong></td>
<td>5</td>
<td>No Credit</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**INTERNATIONAL BACCALAUREATE POLICY**

The following advanced standing credit is awarded at Penn for superior performance on the International Baccalaureate (IB) Higher Level examinations. Please note that in several instances departmental evaluations have changed from previous years, and that all these policies remain under ongoing review, and remain subject to change without notice. We encourage students to review these policies periodically.

IB examinations not listed below will be reviewed on an individual basis. For more detailed information regarding the University's IB policies, please contact the Office of Transfer Credit and Advanced Placement at (215) 898-6080 or visit: [http://www.admissions.upenn.edu/apply/freshman-admission/externalexamcredit](http://www.admissions.upenn.edu/apply/freshman-admission/externalexamcredit)

If you receive IB credit for one (or more) of the required courses, please contact advisor@nursing.upenn.edu for suggestions on an alternate course.
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,4  GERM 104 (1 cu)</td>
<td></td>
<td>Satisfies Language Requirement and 1 Free Elective (students must take 4 additional Free Electives)</td>
</tr>
<tr>
<td>Latin</td>
<td>7</td>
<td>LATIN 204 (1 cu)</td>
</tr>
<tr>
<td>6 No Credit</td>
<td>7</td>
<td>No Credit</td>
</tr>
<tr>
<td>Mathematics with Further Mathematics</td>
<td>7</td>
<td>MATH 104 (1 cu)</td>
</tr>
<tr>
<td>Philosophy</td>
<td>7,6,5</td>
<td>Departmental review on case-by-case basis</td>
</tr>
<tr>
<td>Physics</td>
<td>7,6</td>
<td>PHYS 150, PHYS 102 (3 cu)</td>
</tr>
<tr>
<td>Psychology</td>
<td>7,6</td>
<td>PSYC 001 WAIVER</td>
</tr>
<tr>
<td>Spanish A</td>
<td>7,6</td>
<td>SPAN 212 (1 cu)</td>
</tr>
<tr>
<td>5 SPAN 202 (1 cu)</td>
<td></td>
<td>Satisfies Language Requirement and 1 Free Elective (students must take 4 additional Free Electives)</td>
</tr>
<tr>
<td>Spanish B</td>
<td>7,6</td>
<td>SPAN 202 (1 cu)</td>
</tr>
<tr>
<td>Theater Arts</td>
<td>7,6,5</td>
<td>Departmental review on case-by-case basis</td>
</tr>
</tbody>
</table>
REGISTRATION PROCEDURES

Students have online access to registration materials before the start of the Course Selection period. New or transfer students may register during the designated registration period that is held before the start of classes. All other undergraduate students MUST meet with their faculty advisor prior to registering for courses each semester. Advisors generally post office hours and contact information for the week preceding and during the two-week Course Selection period. **Students will not be released from registration hold and permitted to register for courses until they have met with their faculty advisor.**

Students who are interested in registering for summer courses can do so during the spring Course Selection period when students register for fall courses. Unlike fall and spring registration, summer registration is strictly on a first-come, first-served basis.

NURSING EMAIL ACCOUNT

All students at the School of Nursing must open and maintain a Nursing email account and list it as the primary email in the Penn Directory by the last day to add a course each semester, including summer sessions. Students who do not comply by the deadline will be put on registration hold and will be unable to make registration changes in Penn-in-Touch.

Please visit the link below to set up your Nursing Account:

http://www.nursing.upenn.edu/its/resources/student/

Please visit the link below to make your Nursing email the primary email in the Penn Directory:

http://www.upenn.edu/directories/

SCHEDULING CLASSES AND CLINICAL COURSES

Classes listed as one hour (e.g. 9:00-10:00, 10:00-11:00, etc.) begin on the hour and last 50 minutes to allow ten minutes between classes as transit time. However, with regard to clinical courses, students must schedule transit time to the clinical site. Clinical course times do not include transit time. Students are expected to spend the entire scheduled time in the clinical setting. Please note that travel time may vary depending upon the clinical site, and some sites may require travel by car or public transportation.

The Course Search and Schedule Planning tool is a resource to help you review and search through courses being offered for the upcoming term. As you locate interesting courses, you have the option to save them to a list and then preview them in sample weekly “mock” schedule. **WARNING: This system will NOT submit registration requests for your courses! You must still enter your course requests using Penn InTouch during the registration period.** The Course Search and Schedule Planning tool can be found at:

https://www.upenn.edu/pennintouch

USING PENN IN TOUCH

All Penn students must register for courses through Penn’s online registration system, Penn In Touch, which can be accessed via the PennPortal at http://www.upenn.edu/pennportal using your PennKey/Password log-in. (For PennKey assistance, please refer to http://www.upenn.edu/computing/pennkey)

Under “Registration & academic info,” students can click on the “Register for courses” link. Students can also use the Course Search Tool by clicking on the “Course search and schedule planning” link. After the Advance Registration period closes, students can use Penn In Touch to confirm their schedule.
Technical questions related to registration should be directed to the School of Nursing, Office of Student Information, Suite M-24, CMFH, 215-898-4544, registration@nursing.upenn.edu.

Advising questions should be directed to the School of Nursing, Office of Student Services, Suite M-18, CMFH, 215-898-6687 or advisor@nursing.upenn.edu.

COURSE SELECTION AND DROP PERIOD

Students can use Penn In Touch to add, drop, or change a course or section. Students may add a class until the end of the second full week of the semester. (Language classes under the 200 level, writing seminars, and clinical courses may be added only until the end of the first full week of classes.) The Course Selection period allows students to visit classes before finalizing their schedules, but students are expected to attend all class sessions in any course they may wish to add in order to keep up with assignments and material. Even during the Course Selection period, instructors may restrict admission to students who have been attending regularly.

Most courses may be dropped through the fifth week of the semester. Clinical courses must be dropped or added within the first week of the semester. Section changes and changes from normal grading to pass/fail (or vice versa) may be made through the fifth week of the semester.

Dropped courses are not reflected on the student transcript. Students wishing to leave a course after the end of the course selection and drop period will need to withdraw from the course, resulting in a “W” on their transcript.

Please note that should a student fail to attend classes in a course for which s/he is registered, s/he will not be automatically dropped from the course. Students who fail to drop a course they are not taking, but are still registered for, within the five-week course selection period may receive an F in that course.

COURSE LOAD

Students are considered full time when enrolled in 4 or more course units in a fall or spring semester, or 2 course units in a summer session. Students enrolled in fewer than 4 course units in a fall or spring semester are considered part time. The maximum course load is 5.5 course units in a fall or spring semester and 2 course units per summer session. Students with a GPA of 3.0 or greater may exceed this limit with the approval of their faculty advisor, however the maximum number of course units a student may take in a given semester is 7. For the purposes of financial aid, students with guaranteed student loans are considered full time with 4 course units per semester; state or federal grants also require 4 course units to be considered full time.

GRADE REPORTS AND TRANSCRIPTS

At the end of each semester, students may access Penn In Touch for a listing of final grades. Through Penn in Touch, students can request to receive their grade report by mail from the Office of the Registrar. Transcripts are maintained by the Office of the Registrar (NOT by the School of Nursing). Students can request transcripts through the Office of the Registrar. For more information, please refer to the following web site:

http://www.upenn.edu/registrar/.

Students may also order transcripts online via the PennPortal (http://www.upenn.edu/pennportal) by using the “Ordering transcripts” link under “Registration and academic info.”
BILLING, OUTSTANDING BALANCES AND REGISTRATION

All undergraduate students are billed by the Office of Student Financial Services as full-time continuing students. This means that undergraduate student tuition bills are not based on course registration. Part-time students who have been billed as full-time students must request an adjustment to be made to their bill. All adjustment requests must be made to the Assistant Dean of Admissions and Academic Affairs, 215-898-6687.

Students who have unpaid financial balances at the time of Advance Registration will not be permitted to register. These students will have to pay their balance in full before registering at the beginning of the semester.

Students who are having financial difficulties or questions should contact Financial Aid at 215-898-8191.

Tuition Refunds
For part-time students and students taking a Leave of Absence, full refund of tuition and fees is automatic only during the first two full weeks of the term. Fifty percent of tuition and fees is refunded for courses dropped during weeks three and four and must be requested through the Assistant Dean of Admissions and Academic Affairs. No refunds are given after week four.

Please note: This policy pertains only to courses taken during the fall and spring semesters. Summer courses operate on a different refund schedule, which can be found in the Summer Course Guide, available at the College of Liberal and Professional Studies, 3440 Market Street, Suite 100 and http://www.sas.upenn.edu/lps/course_guides

Questions concerning tuition refunds should be addressed to the Assistant Dean of Admissions and Academic Affairs at 215-898-6687.
INFORMATION FOR INCOMING STUDENTS

FIRST-YEAR STUDENTS

Fulfilling the Nursing Science Requirement:
The School of Nursing offers a fourteen week general chemistry course titled: NURS 061 - Biologically Based Chemistry, and an integrated Cell Biology and Microbiology course titled: NURS 068 – Integrated Cell Biology and Microbiology. Freshman nursing students will take these two courses in the fall term.

- Some students may be exempt from Nursing 061 – Biologically Based Chemistry. To be eligible for exemption, you must:
  - Receive an Advanced Placement Chemistry Exam grade of 5 (for students entering in fall 2017)
  - Receive a score of 700 or higher on the SAT II Chemistry Exam.

- All students must enroll in Nursing 061 and Nursing 068
Students cannot be exempted from NURS 068 by AP or SAT II scores. Credit received for AP/SAT II scores may be used to fulfill a free elective.

SECOND-DEGREE AND BSN/MSN STUDENTS

Second-degree and BSN-MSN students are those who already have a bachelor’s degree in another field and who are returning to school to pursue nursing. BSN-MSN students are admitted simultaneously into the BSN and MSN programs. Second-degree and BSN-MSN students must meet identical requirements and adhere to the same policies as other undergraduate students regarding academic standing and progression (see section on academic regulations in this handbook). Policies related to the undergraduate program supersede policies of the graduate program until completion of the BSN degree.

Students who are formally enrolled in the BSN-MSN Program may take no more than three non-clinical course units toward their MSN program prior to completing the BSN degree, with all MSN courses requiring the approval of the student’s BSN advisor and MSN program director. No more than half of the credits counting toward an MSN minor may be taken at the BSN level. BSN-MSN students may take:

- Nursing 525: Ethical Aspects of Health and Technology in lieu of Nursing 330: Theoretical Foundations of Health Care Ethics
- Nursing 547: Scientific Inquiry – Evidence Based Practice
- Nursing 540: Current Issues in Health and Social Policy in lieu of Nursing 334: Current Issues in Health and Social Policy
- A non-clinical nursing graduate course in lieu of the undergraduate Nursing Elective.

Following completion of the BSN degree, students must have an overall GPA of 3.0 to continue in a graduate program.

Students who are enrolled in the Second-Degree or BSN-MSN Program begin their program in the summer. A student’s ability to start the program in the summer is contingent upon earning transfer credit for the following courses:

Class of December 2014 and beyond:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 061</td>
<td>Biologically Based Chemistry</td>
<td>NURS 065</td>
<td>Fundamentals of Nutrition</td>
</tr>
<tr>
<td>NURS 062</td>
<td>Cellular Biology</td>
<td>NURS 131</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>NURS 063</td>
<td>Microbiology</td>
<td>NURS 132</td>
<td>Human Anatomy and Physiology II</td>
</tr>
</tbody>
</table>
NURS 230 Introduction to Statistics

Transfer credit is awarded on an individual basis through the School of Nursing. When necessary, designated faculty will review coursework to determine transferability. Representatives from the School of Nursing, Office of Enrollment Management will monitor students’ transfer credit and will develop a tentative plan of study to determine whether the summer or fall start is most appropriate. All plans of study include an 11 c.u. waiver for liberal arts requirements, as students who have already completed one undergraduate degree are exempt from all sector requirements, the language requirement, the writing requirement, and free electives.

As outlined in the academic regulations section of this handbook, all students must complete at least 20 course units at the University of Pennsylvania School of Nursing to be eligible for the BSN degree.

**Excelsior Examinations**

Second-Degree and BSN-MSN students may challenge the following non-clinical courses through Excelsior College Examinations if they have previously taken and earned a C or better in a college course on the subject and transfer credit was denied:

<table>
<thead>
<tr>
<th>Penn Course Number</th>
<th>Corresponding Excelsior Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 230</td>
<td>Statistics (#408)</td>
</tr>
</tbody>
</table>

Students apply to take specific Excelsior examinations according to the guidelines specified by Excelsior College. Registration packets and course content guides can be obtained directly from Excelsior College or downloaded from their web site: [www.excelsior.edu](http://www.excelsior.edu)

Excelsior Examination Operations
7 Columbia Circle, Albany, NY 12203-5159
888-647-2388

The results of all Excelsior exams must be submitted prior to taking courses for which the exam content is a prerequisite (the School of Nursing code is 3732A). Students must earn a C or better on each exam in order for credit to be awarded, and all fees for Excelsior examinations are the student’s responsibility. Excelsior transcripts should be sent to the Office of Student Information at:

University of Pennsylvania, School of Nursing
Office of Student Information, Suite M-24
Claire M. Fagin Hall
418 Curie Boulevard
Philadelphia, PA 19104-6096

Once the transcript has been received, the credit can be posted. Only the credit will transfer, as grades earned outside of the University of Pennsylvania are not calculated in a student’s GPA. Scores are transferable for a period of five years. Students who do not earn a C or better must enroll in and successfully complete the designated course at the University of Pennsylvania.

**Sample Plan of Study – Second Degree Students**

(Class of December 2015 and beyond)

The following sample Plan of Study is just one possibility for second-degree students, and individual plans depend on what prerequisites students have fulfilled prior to matriculating at Penn. This plan may not be compatible with several academic options you might choose (e.g. study abroad, submatriculation, minors, etc). If you are interested in pursuing any of the special academic options available to you during the course of your undergraduate experience and want to know how this will alter your plan of study, please contact your faculty advisor and/or the Office of
Student Services at 215-898-6687. Please note that all plans of study are subject to curricular change.

Year #1 Summer Session (5.0 cu)
NURS 103
NURS 159
NURS 160
NURS 165

Fall (5.5 cu)
NURS 215 Nursing of Women and Infants
NURS 225 Pediatrics
NURS 235 Psych/Mental Health
NURS 547 Evidence-based Research

Spring (5.0 cu)
NURS 245 Nursing Care of the Adult
NURS 255 Nursing Care of the Older Adult
Health Care Ethics Course
Health Policy Course

Year #2 Summer Session (2.0 cu)
NURS 380 Community Health

Fall (5.5 cu)
NURS 390 Leadership in Complex Systems
NURS 389 Research/Inquiry Based Service Residence
Nursing Case Study
Nursing Elective

EXTERNAL TRANSFER STUDENTS

External transfer students are those who apply through the Office of Transfer Admissions and are admitted directly to the School of Nursing from another institution. College course work taken previously may be transferred into the school as non-clinical nursing credit, distributional requirements, or electives.

Students who apply to the University through the Office of Transfer Admissions should contact the School of Nursing Office of Enrollment Management (1-866-867-6877) early in the transfer process to discuss transfer options. Staff in this office will help students design a tentative plan of study.

When the transfer process is complete, external transfer students are assigned an advisor in the School of Nursing, and the plan of study is revised as necessary. If transfer credit is to be awarded, it is done at this time. Previous college course work is reviewed by the appropriate department at Penn through the External Credit Evaluation Tool (XCAT): https://fission.sas.upenn.edu/sso/xcat/

RN RETURN STUDENTS

RN return students are registered nurses who are entering the School of Nursing through the external transfer process in order to obtain a Bachelor of Science degree in Nursing. Registered nurses who have a minimum of eight transferable college courses apply for direct admission to the School of Nursing through the Office of Transfer Admissions.

Registered nurses complete the same curricular requirements as traditional BSN students. However, RN returns may challenge the following clinical courses, based on their RN experience, through Excelsior College Examinations:

<table>
<thead>
<tr>
<th>Penn Course Number</th>
<th>Corresponding Excelsior Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 101/102</td>
<td>Professional Strategies (#426)</td>
</tr>
<tr>
<td>Nursing 160</td>
<td>Fundamentals of Nursing (#403)</td>
</tr>
</tbody>
</table>
In addition, RN Return students may challenge the following non-clinical courses if they have previously taken and earned a C or better in a college course on the subject and transfer credit was denied:

<table>
<thead>
<tr>
<th>Penn Course Number</th>
<th>Corresponding Excelsior Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 230</td>
<td>Statistics (#408)</td>
</tr>
</tbody>
</table>

Students apply to take specific Excelsior examinations according to the guidelines specified by Excelsior College. Registration packets and course content guides can be obtained directly from Excelsior College or downloaded from their web site: [www.excelsior.edu](http://www.excelsior.edu). For additional information, contact: Excelsior Examination Operations, 7 Columbia Circle, Albany, NY 12203-5159 or by phone at 888-647-2388.

The results of all Excelsior exams must be submitted prior to taking courses for which the exam content is a prerequisite (the School of Nursing code is 3732A). Students must earn a C or better on each exam in order for credit to be awarded, and all fees for Excelsior examinations are the student’s responsibility. Excelsior transcripts should be sent to the Office of Student Information at:

University of Pennsylvania, School of Nursing  
Office of Student Information, Suite M-24  
Claire M. Fagin Hall  
418 Curie Boulevard  
Philadelphia, PA 19104-6096

Once the transcript has been received, the credit can be posted. Only the credit will transfer, as grades earned outside of the University of Pennsylvania are not calculated in a student’s GPA. Scores are transferable for a period of five years. Students who do not earn a C or better must enroll in and successfully complete the designated course at the University of Pennsylvania.

As outlined in the academic regulations section of this handbook, all students must complete at least 20.5 course units at the University of Pennsylvania School Of Nursing to be eligible for the BSN degree.
ACADEMIC REGULATIONS

GRADUATION REQUIREMENTS

A student is graduated upon successful completion of the curriculum as outlined in this handbook. A student must have 40.5 course units of earned, transferred, or challenged credit. Twenty course units must be earned at the University of Pennsylvania. If a required course is failed (F), it must be re-taken for a passing grade. All Incompletes (I), No Reports (NR), and No Grade Records (GR) must be completed or cleared by graduation day, or the student’s name will be removed from that term’s graduation list. A cumulative GPA of 2.0 is required, and all University financial balances must be paid in full.

Students who have completed a minimum of 20 course units at the University are eligible for honors at graduation. Graduation honors are noted on both the student’s transcript and diploma. Graduation honors are as follows:

- Cum Laude: GPA of 3.40 or above
- Magna Cum Laude: GPA of 3.60 or above
- Summa Cum Laude: GPA of 3.80 or above

A student who has received a sanction of probation or greater for a violation of the Code of Academic Integrity, the Code of Student Conduct, or the Sexual Violence, Relationship Violence, and Stalking Policy is not eligible for Graduation Honors.* Notation of Graduation Honors will be removed from the transcript if the finding occurs after this honor has been posted.

*The level of sanction rendering a student ineligible was revised effective April 26, 2016. Sanctions imposed prior to that date are evaluated based on the policy in effect at that time.

The School of Nursing holds one graduation ceremony in May. All students graduating in December or August are encouraged to attend the University and the School of Nursing May Commencement exercises.

A student who has not completed all degree requirements may participate in commencement exercises if s/he:

- Is in good academic standing
- Has completed NURS 390
- Has no more than two free elective/sector requirements or one non-clinical course remaining
- Has received approval from the Associate Dean for Academic Programs to march in the ceremony

COMPLETION OF PROGRAM

All degree requirements must be completed within a five-year period after admission to BSN degree standing. Candidates who are unable to meet this requirement must petition for an extension. Any additional requirements in effect at the time of re-evaluation must be completed.

RESIDENCY REQUIREMENT

At least four semesters of full-time study must be completed in Philadelphia while enrolled at the University of Pennsylvania. The value of the Penn experience lies not only in courses taken but also in participation in the life of the University community both in and outside the classroom. Students must also be registered for their last two semesters at the University, including registration through its approved programs for study abroad.

No student may graduate with a BSN from the University of Pennsylvania unless he or she has completed at Penn at least one-half of the total number of required credit units.
ACADEMIC STANDING

A student in good standing is defined as a student who is not on financial hold or carrying past due balances, who is continuously enrolled each semester or on an approved leave of absence, who maintains a minimum GPA of 2.0 and the proper course load (without incompletes), and who is not on probation.

Warning

A student who has a cumulative GPA or a single semester term GPA between 1.5 and 2.0 at the end of any semester will be given a warning notice.

Probation

A student will be placed on probation if s/he:

- has a cumulative GPA of less than 1.5 at the end of any semester
- has a cumulative GPA of less than 2.0 for two consecutive semesters
- has a term GPA of less than 1.5 at the end of any semester
- has a term GPA of less than 2.0 for two consecutive semesters
- has a GPA of less than 2.0 in clinical nursing courses during the junior year
- has failed a required clinical course

Course Withdraw

Between the fifth and tenth weeks of the semester, students in the School of Nursing have the option to request withdrawal from a course if they obtain written permission from the course instructor and the Assistant Dean of Admissions and Academic Affairs. If withdrawal is approved, the registration for the course remains on the record and the notation of W is placed as a permanent entry in the grade section of the student's transcript. The W does not affect the student's grade point average. A student may only attempt a required Nursing course twice; therefore, only one withdraw per course will be permitted.

After the tenth week of the semester, withdrawals are not normally permitted. Students who have a serious and compelling extenuating circumstance may petition the Academic Standards and Progressions Committee to grant a late withdrawal for a course. Students petitioning for an exception must obtain written support from the instructor for the committee to consider the petition.

Course Attempts

Students may only attempt to take a course two times. Students that withdraw from a course after initially failing the same course may be dismissed from the School of Nursing. Additionally, students who fail a course after initially withdrawing from the same course will be dismissed from the School of Nursing.

Course Failure

If a required course is failed, it may be repeated one time. Any courses for which the failed course is a prerequisite may not be taken until the failed course is successfully completed. If an elective or sector course is failed, the same course or an equivalent course must be taken and successfully completed. The F remains on the transcript and is always calculated into the grade point average, even after the course is retaken and passed. Students will be dismissed from the program if they fail a required course a second time.

Failure in Non-Clinical Nursing Courses

Students who fail required, non-clinical Nursing courses will be reviewed by the Academic Standards and Progressions Committee. Remedial actions may be required, at the discretion of the course director, before the student can re-take the course. In addition, the student must meet with his or her advisor to revise the plan of study.
**Failure in Clinical Courses**

**Combined Theory and Clinical Courses:** Students must pass the theory, clinical, and lab portions of the clinical course in order to pass the entire course and progress into the following clinical course. Students who earn less than a C- in a required clinical course will receive an F and will be required to repeat the course. Students who receive an F in a clinical course must repeat and successfully pass that course in order to progress into other clinical courses. A remediation plan (including the Course Faculty and the Office of Student Services) must occur before any course is repeated. *A second F in any clinical course will result in dismissal from the program.*

**Separate Theory and Clinical Courses:** Students who earn less than a C- in either the theoretical or clinical component of a required clinical nursing course will receive an F and will be required to repeat the course. A remediation plan (including the Course Faculty and the Office of Student Services) must occur before any course is repeated. *A second F in any clinical course will result in dismissal from the program.*

**Failure Due to Unsafe Practice**

Students will receive an F in a clinical course if, at any point, they fail to meet objectives for the clinical portion of the course or if they are removed from the clinical setting for unsafe practice during the course.

Practice is determined to be unsafe if, due to student knowledge deficits, lack of effective clinical decision making, failure to appropriately monitor patient’s condition and respond appropriately (clinician notification and direct care actions), or inappropriate communication, a patient is harmed or very likely to be at risk for harm. Unsafe practice is also related to the appropriate level of supervision that can be provided to support student learning and practice. Students in more advanced stages of their curriculum at both the undergraduate and master’s level are expected to be able to practice safely with decreasing levels of direct faculty and preceptor supervision. Other factors contributing to an assessment of unsafe practice include falsified documentation, failure to communicate truthfully and aggressive/non-collaborative interpersonal communication patterns.

Students who receive an F for unsafe practice in a clinical course may not drop or withdraw from that clinical course. The Academic Standards and Progressions Committee will also define the conditions under which the student may be allowed to progress to further clinical courses. Please see the Grievance Policy for more information. *A second F in any clinical course will result in withdrawal from the program.*

**Dismissal**

A student may only attempt to take a course two times. A student will be dismissed from the School of Nursing for reasons as outlined in the “course failure” and “course attempts” sections of the BSN Handbook.

Students may exceed no more than two consecutive semesters on probation. After the second consecutive semester on probation, students will be dismissed from the School of Nursing if their academic performance continues to fall within probation standards as outlined in this handbook.

A student may be dismissed from the School of Nursing for lack of academic progress, as outlined in “completion of program” section of the BSN Handbook.

**Academic Discipline and the Academic Standards and Progressions Committee**

All matters of academic discipline are acted upon through the Academic Standards and Progressions Committee of the School of Nursing. The Academic Standards and Progressions Committee meets three times a year at the close of the fall, spring, and summer semesters, and as needed, to rule on specific academic problems. The cases of students with academic concerns are presented to the Academic Standards and Progressions Committee for action. Committee deliberations may result in issuing a warning, placing the student on probation, or withdrawing the student from the School of Nursing. Students will receive a letter informing them of the Committee’s decision and outlining the required course of action. A copy will be sent to the student’s faculty advisor.

Other academic problems may be brought to the Academic Standards and Progressions Committee for action. A student must petition the Committee in writing, describing the situation, and may be asked to present his or her case.
at the Committee meeting. The petition should be submitted to the Assistant Dean for Academic & Student Affairs.

The Academic Standards and Progressions Committee is the highest ruling body in the School of Nursing. The Academic Standards and Progressions Committee reserves the right to make decisions in the best interest of the student and the School of Nursing.

**Athletes**

Athletes must maintain a cumulative GPA of 2.0 and complete the necessary number of course units and percentage of degree required each academic year, as outlined by NCAA and University of Pennsylvania regulations, to be able to compete in intercollegiate sports. Questions should be directed to the School of Nursing athletic eligibility officer at 215-898-6687.

**GRADING POLICIES**

**Grades and Grade Point Average**

The following grades are used to report the standing of a student upon the completion of each course: A (excellent), B (good), C (average), D (below average), F (failed), I (incomplete), and P (pass). The grade point average (GPA) is tabulated at the end of every semester and is established on a scale in which:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

To calculate GPA, the following formula should be used:  
\[
\text{GPA} = \frac{\text{SUM (C.U. x GRADE)}}{\text{TOTAL C.U.s}}
\]

There is no grade of D-. Once a grade of A+ to F has been entered on a student’s transcript and has remained for one semester, it is considered permanent, and changes will not ordinarily be permitted.

The notations of NR and GR indicate that the grade has not been received by the Registrar. All NRs (instructor did not submit grades for the course) and GRs (instructor did not enter a grade for the student in question) must be cleared from the student’s transcript before graduation. The notation W indicates an approved withdrawal from a course. For those courses that require two semesters to obtain credit, an S indicates satisfactory progress in the first semester. Upon completion of the second semester, one grade will be issued for the two semesters of the course, replacing the S or the U (unsatisfactory progress) given for the first semester.

All course grading policies are at the discretion of individual course instructors.

**Science Grade Point Average**

A minimum science grade point average of 2.0 is required for entrance into Nursing 215 – Nursing of Women and Infants and junior level clinicals.

In the BSN Curriculum, courses calculated into the science grade point average for progression into Nursing 215 include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 61</td>
<td>Biologically Based Chemistry</td>
</tr>
<tr>
<td>Nursing 62</td>
<td>Cellular Biology (Class of 2020 and earlier)</td>
</tr>
<tr>
<td>Nursing 63</td>
<td>Microbiology (Class of 2020 and earlier)</td>
</tr>
<tr>
<td>Nursing 68</td>
<td>Integrated Cell Biology and Microbiology (class of 2021 and later)</td>
</tr>
<tr>
<td>Nursing 65</td>
<td>Fundamentals of Nutrition</td>
</tr>
<tr>
<td>Nursing 163</td>
<td>Integrated Anatomy, Physiology, and Physical Assessment I</td>
</tr>
<tr>
<td>Nursing 164</td>
<td>Integrated Anatomy, Physiology, and Physical Assessment II</td>
</tr>
</tbody>
</table>

Students who fail a required science course will be reviewed by the Academic Standards and Progressions Committee and will be required to re-take the course and earn a passing grade in order to progress to subsequent
courses. In addition, they must meet with their faculty advisor and/or the Office of Student Services to plan a revised course of study. Students who earn a D in a science course will also be reviewed by the Academic Standards and Progressions Committee for a plan of action.

At the end of the second semester of the sophomore year, science GPAs will be reviewed again. Students with a science GPA below 2.0 will be reviewed by the Academic Standards and Progressions Committee to determine an appropriate course of action. Students with a science GPA below 2.0 may be asked to withdraw from the School of Nursing.

**Clinical Grading Systems**
The clinical component of most clinical courses is graded on a pass/fail basis. *Please note:* Failure in the clinical portion will automatically mean a failure for the entire course.

**Pass/Fail Option**
In courses taken on a pass/fail basis, a passing letter grade (D or above) assigned by the instructor is converted to “P” by the Registrar’s Office and entered on the student’s transcript. Instructors are not informed by the Registrar as to who is enrolled on a pass/fail basis. A “P” is not calculated into the GPA, but an “F” is entered as a 0.0 and does affect the GPA.

Students in the School of Nursing may take up to four courses pass/fail. Only one course in a given semester may be taken pass/fail, and ONLY if it falls in the following course categories:

- Free Electives
- Language Requirement Courses

Students who fulfill the language requirement by passing a qualifying examination rather than by taking language courses may take their additional free electives pass/fail.

Students must register to take a course pass/fail or change to the pass/fail option within five weeks after classes begin. It is the student’s responsibility to verify that the correct grading status has been entered in the system. No changes in grading options will be made after the deadline.

**Incompletes**

**Incomplete in Non-Clinical Courses**
A student who fails to complete a course within the prescribed period and does not withdraw from the course or change his or her status to auditor will receive, at the instructor’s discretion, either a grade of I (incomplete) or F (failure).

A grade of incomplete is assigned by the instructor only under the following conditions:

- The student has academic good standing in the course with a passing grade average.
- The student has no more than two outstanding course requirements unmet in the course.
- The student and instructor have completed a Learning Plan to Achieve Complete Course Work (see appendix).
- The student and instructor have an agreed date of submission for all outstanding course requirements. This date is no later than the end of the academic term that follows the term in which the grade of incomplete is assigned.

These conditions must be conveyed to the Office of Student Information via email and approved by the Assistant Dean or her/his designee before the grade of incomplete is assigned. Except in unusual and extreme situations, the “I” must be removed within the following academic term. Only with the approval of the Assistant Dean for Academic Affairs or the Associate Dean for Academic Programs, the instructor may permit an extension of time up to one year for the completion of the course. Incomplete extensions must be accompanied by a written faculty approval on file with the Office of Student Information. Any grade of incomplete which remains after one calendar year from date of assignment becomes a grade of F.
Incomplete in Clinical (Theory and Practice) Courses
A student who fails to complete a clinical (theory or practice) course within the prescribed period and does not withdraw from the course, will receive at the instructor’s discretion either a grade of I (incomplete) or F (failure).

A grade of incomplete is assigned by the instructor only under the following conditions:
- The student has academic good standing in the course with a passing grade average.
- The student has clinical good standing in the course with no record of clinical practice errors risking patient safety in the course.
- The student has no more than two outstanding course requirements unmet in the course.
- The student has completed the majority of any required clinical hours (e.g. more than 50% of clinical hours are completed) in the course.
- The student and instructor have completed a Learning Plan to Achieve Complete Course Work (see appendix).
- The student and instructor have an agreed date of submission for all outstanding course requirements and completion of any outstanding clinical hours. This date is no later than the end of the academic term that follows the term in which the grade of incomplete is assigned.

These conditions must be conveyed to the Office of Student Information via email and approved by the Assistant Dean or her/his designee before the grade of incomplete is assigned.

The grade of incomplete may be carried on the student’s transcript only until the end of the following term. Carrying this grade beyond that time holds severe implications of failure to progress to next term with delay in the student’s academic and clinical progression of an academic term or full academic year. Any extensions of work toward an incomplete past the end of the following academic term must be reviewed and approved by the Assistant Dean for Academic Affairs or the Associate Dean for Academic Programs.

Any grade of incomplete for a clinical course which remains after the end of the academic term following the one in which it was assigned becomes a permanent incomplete grade designated by the mark F* on the student’s record. A permanent incomplete requires registering and retaking the entire clinical (theory or practice) course in its entirety to complete the degree for which the clinical course is required. The permanent grade of incomplete is not counted toward any other degree should the student elect a change or major or track.

GRIEVANCE POLICY

This policy exists for the resolution of disagreements between students and instructors for academic matters. A student must first have submitted a written appeal regarding the academic matter in question to the appropriate instructor or instructors. Email appeals are permitted. After a decision is made by the instructor(s), the issue, if unresolved, may be appealed to the Associate Dean for Academic Programs. The Associate Dean for Academic Programs will consult with the instructor(s) and attempt to resolve any process disputes but the faculty retains the final decision about the grade for the assignment or the course. If the matter continues to be unresolved to the satisfaction of the student and the instructor(s), the issue will be referred to the Academic Standards and Progressions Committee (ASPC). The ASPC will review the situation to determine if grading processes have been applied fairly and will provide recommendations to the instructor(s) about process improvements. All grade grievances must be initiated before the end of the semester following the one in which the course was completed. Grievances brought forward after this time period will not be considered.

Types of Grievances
Commonly, grievances fall into 2 categories:
1. Re-evaluation of a grade given on an individual assignment or for a course
2. Appeal of the decision to dismiss the student from the school, usually for unsafe practice, significant failure to perform academically, failure to correspond with the Office of Student Services according to stipulations in Leave of Absence letters.

Grade Disagreement
The role of the ASPC in matters of grade disagreement is to investigate the processes used by faculty in determining the grade and advise the faculty member in handling any perceived problems with applying grading processes outlined in the syllabus or any other apparent violations of fairness. The Faculty member ultimately determines the grade that is awarded.

The ASPC is the only body in the School of Nursing that can dismiss a student for severely poor academic performance, failure to return from a leave of absence/ failure to correspond with the School, unsafe clinical practice or other serious problems.

Determining that clinical practice is unsafe: Clinical practice that is considered unsafe must be evaluated as such by more than one faculty member involved in the course, usually the faculty member serving as the student’s clinical instructor and the Course Director or Program Director. The faculty will then consult the Associate Dean for Academic Programs who may choose to meet with the student and will consult with the faculty about potential processes to improve student performance. If it is determined that the student’s clinical practice is so unsafe that she/he must be removed from clinical, the faculty will determine if the student has failed the course. The ASPC will be consulted and will review documentation leading to the determination of unsafe practice and course failure. In collaboration with the faculty, the ASPC will determine if the student will be permitted to re-take the course or if the student is to be dismissed from the School.

**Options following Dismissal from the School of Nursing**

**Review Process**

In the event that the Academic Standards and Progressions Committee dismisses a student, that student may request a meeting with the Committee. The Committee has the option to reconsider the decision or to uphold it. The Academic Standards and Progressions Committee must defer to faculty and teaching staff on all academic decisions related to the dismissal.

**Appeals Process**

The only ASPC decision a student may petition is that of dismissal from the School of Nursing. The appeals process is as follows:

1. The student must submit a written petition to appeal the dismissal within 30 days of notification of the decision. The petition must include the grounds for appeal, which are limited to a) procedural error, b) bias on the part of the ASPC or any of its members, or c) dismissal that was arbitrary or capricious and without any reasonable basis. The petition should be sent to the Assistant Dean for Admissions and Academic Affairs.
2. Written petitions for appeal of dismissal are evaluated by an ad hoc Appeals Committee appointed by the Dean of the School of Nursing. The Appeals Committee shall be comprised of three members of the Standing Faculty, one of whom will be designated Chair.
3. The student may request, in the written petition, the opportunity to address the membership of the Appeals Committee.
4. The Appeals Committee will review relevant background materials, including relevant academic history and any supporting materials submitted by the student. The Appeals Committee may seek additional information or consultation from School or University officials as its members deem appropriate.
5. The Appeals Committee must defer to faculty and teaching staff on all academic decisions related to the dismissal.
6. The Appeals Committee deliberrates and votes in private. In voting, the Appeals Committee may consider the following among the possible options: a) uphold the dismissal, or b) return the dismissal decision to the ASPC for further consideration.
7. The Appeals Committee reports the results of the vote and any supporting rationale to the Dean. The Appeals Committee is advisory to the Dean. The Dean holds the final decision.
8. In the case that the Dean decides to ask the ASPC to further consider a decision to dismiss in light of such an Appeal’s Committee review, ASPC’s decision to uphold dismissal after such further consideration cannot be appealed.
Role of the University Ombudsman

The Office of the Ombudsman at the University of Pennsylvania serves as a mechanism for students, faculty, non-unionized staff, and administrators who seek solutions to problems that they may not have been able to resolve through normal channels. Students, faculty, staff, and administrators come in with a variety of problems – academic disputes, access to resources, use of authority, compensation equity, and interpersonal tensions. The Office is staffed by the University Ombudsman, a tenured faculty member (part-time), and an Associate Ombudsman (full-time staff member).

In all cases, initial complaints are heard under complete confidentiality. Further action is taken only when complainants want the Office to proceed on their behalf. If complainants wish it, the person or persons complained about are approached by the Office, told that a complaint has been filed and given the opportunity to respond. The Office serves as an impartial mediator and works to find solutions that are acceptable to the complainant and the respondent.

The office is concerned with safeguarding individual rights and promoting better channels of communication throughout the University. It is independent of all administrative offices. The Ombudsman is not an advocate for any one individual or group. S/he is an advocate for fairness, adherence to University regulations, due process, and personal responsibility. The Office supplements, but does not replace, any existing grievance mechanisms or modes of redress. It can and does recommend changes in the existing rules and practices when necessary.

The overarching mission of the Office of the Ombudsman is to resolve issues of equity and justice at the University of Pennsylvania before the tensions of polarization escalate.

For more information, refer to http://www.upenn.edu/ombudsman/, or contact the Office at 215-898-8261 or ombuds@pobox.upenn.edu.

Role of the Dean of the School of Nursing

Students may contact the Dean of the School of Nursing at any time in the grievance process. The Dean may communicate with relevant faculty or the Associate Dean for Academic Programs about process issues. She will not over-rule a faculty member’s decision about grading or safety of clinical practice.

CLASS ATTENDANCE & ABSENCES

Policies regarding absence from classes are determined by the instructor(s) responsible for the course. Any special circumstances (including but not limited to religious holidays) must be discussed with the Course Director prior to the start of the semester.

Students are required to attend all lab and clinical components of their course work. Absences from the lab and clinical portions of a nursing course will not be excused except for severe illness of the student or death/critical illness of a family member. In rare cases, absences for other personal or academic reasons may be excused with the approval of the Course Director and the Associate Dean for Academic Programs or Assistant Dean for Admissions and Academic Affairs. These special circumstances must be brought to the attention of the Course Director, Associate Dean and Assistant Dean within the first two weeks of the semester.

Excused absences from lab and/or clinical will be made up through a plan developed by the clinical/lab instructor, Course Director, and/or Associate Course Director. Students with excessive excused absences from clinical may be asked to share the cost of the make-up clinical hours with the School of Nursing. Excessive absences for any reason may necessitate repetition of the entire course.

More than one (1) unexcused absences from clinical or lab may result in a failing grade for the course based on the discretion of the Course Director and the Associate Dean for Academic Programs. If the Course Director allows a student to make up an unexcused absence from clinical, the student will be charged a Clinical Make-Up Fee as per the policy below.
Clinical Make-Up Fee Policy

Students are required to make up missed clinical and lab hours. Make-up clinical hours for unexcused absences (or in cases of excessive excused absence) will be charged at the following make-up rate:

<table>
<thead>
<tr>
<th>Year</th>
<th>Typical Hours</th>
<th>Make-Up Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman/Sophomore</td>
<td>Typically 2-4 hour lab/clinical</td>
<td>$200/per incident</td>
</tr>
<tr>
<td>Junior Year</td>
<td>Typically 6 hour clinical</td>
<td>$300/per incident</td>
</tr>
<tr>
<td>Senior Year</td>
<td>Typically 8 hour clinical</td>
<td>$400/per incident</td>
</tr>
</tbody>
</table>

Please note: At the discretion of Course Director, students may be clustered with a clinical instructor during the make-up clinical section. The assigned instructor may not be the student’s regularly assigned clinical instructor. In all cases (clustered or individual session), the clinical fee remains as indicated above.

Course Absence Report System

The purpose of the Course Absence Report (CAR) system is to provide a way for students to communicate with instructors when medical issues, family emergencies, or other extenuating circumstances necessitate missing class. The CAR system does not replace the clinical call-out procedure established by the course faculty; however, a Course Absence Report must be filed as part of the call-out procedure.

Students log into the CAR system via Penn InTouch and send a Course Absence Report to the relevant course instructors indicating the days that will be missed and a reason for the absence(s). Students who submit Course Absence Reports are then responsible for following up with the instructor about any missed coursework or content.

Please note:
- Course Absence Reports are a communication tool and do not constitute "excuses."
- The clinical call out procedure remains in place and is expected in addition to the CAR system.
- The CAR system replaces instructor notifications that have been provided by the Office of Student Services in the past.
- The Office of Student Services will no longer collect documentation or provide instructor notification for absences of 5 days or fewer.
- Students who will be absent for more than 5 days should contact an advisor in the Office of Student Services and the course faculty to discuss the impact this longer absence may have on their schoolwork.
- Student Health Services will no longer provide documentation if you are not seen or treated by a practitioner at the time of a medical occurrence.
- All religious absences should be discussed with the course instructor within the first week of the course. Students should consult the Policy on Secular and Religious Holidays in the Penn Book for further information: [https://provost.upenn.edu/policies/pennbook/2013/02/13/policy-on-secular-and-religious-holidays](https://provost.upenn.edu/policies/pennbook/2013/02/13/policy-on-secular-and-religious-holidays)

PROVOST RULES GOVERNING FINAL EXAMINATIONS

1. No instructor may hold a final examination nor require the submission of a take-home final exam except during the period in which final examinations are scheduled; when necessary, exceptions to this policy may be granted for postponed examinations (see 3 and 4 below). No final examinations may be scheduled during the last week of classes or on reading days.

2. No student may be required to take more than two final examinations on any calendar day during the period in which final examinations are scheduled. If more than two are scheduled, the student may postpone the middle exam. If a take-home final exam is due on a day when two final examinations are scheduled, the take-home exam shall be postponed by one day.

3. Examinations that are postponed because of conflicts with other examinations, or because more than two examinations are scheduled in the same day, may be taken at another time during the final examinations period if the faculty member and student can agree on that time. Otherwise, they must be taken during the official period for postponed examinations.
4. Examinations that are postponed because of illness, a death in the family, for religious observance or some other unusual event, may be taken only during the official periods: the first week of the spring and fall semesters. Students must obtain permission from their Dean’s office to take a postponed exam. Instructors in all courses must be willing to offer a make-up examination to all students who are excused from the final examination.

5. No instructor may change the time or date of a final exam without permission from the appropriate dean.

6. No instructor may increase the time allowed for a final exam beyond the scheduled two hours without permission from the appropriate dean.

7. No classes (excluding review sessions) may be held during the reading period.

8. The first examination of the day begins at 9 a.m. and the last examination concludes by 8 p.m. There will be one hour between exam time blocks.

9. All students must be allowed to see their final examination. Exams should be available as soon as possible after being graded with access ensured for a period of at least one regular semester after the exam has been given. To help protect student privacy, a student should have access only to his or her own exam and not the exams of other students. Therefore, for example, it is not permissible to leave student exams (or grades or papers) in publicly accessible areas.

10. Students may not be asked for their Social Security Numbers. Instructors may not publicly display a student’s Penn ID or any portion of the Social Security Number, nor use name, initials, or any personally identifiable information to post grades. Even when an identifier is masked or absent, grades may not be posted in alphabetical order, to protect student privacy.

11. Final exams for College of Liberal and Professional Studies (LPS) courses must be given on the regular class meeting night during the week of final examinations. No change in scheduling is permitted without unanimous consent of all students in the class and the director of LPS. A LPS final exam may not be administered during the last week of class or on a reading day.

In all matters relating to final exams, students with questions should first consult with their Dean’s offices. Faculty wishing to seek exceptions to the rules also should consult with their Dean’s offices. Finally, the Council of Undergraduate Deans and SCUE (Student Committee on Undergraduate Education) urge instructors to see that all examinations are actively proctored.

Source: Office of the Provost (http://www.upenn.edu/registrar/ Click Final Exam Information, Provost Rules)

**LEAVE OF ABSENCE**

Students take time away from their studies for a wide variety of reasons including:

- work on a political campaign
- manage a medical concern
- fulfill a family obligation
- pursue career-related opportunities
- complete military service
- take a break

While interrupting your studies to take time away may seem intimidating, a leave is a means to the successful completion of a degree, not a barrier to graduating. Approximately 5% of each graduating class spends at least one semester on leave from Penn during their undergraduate studies. Almost all Penn students who take a leave of absence return and complete their degrees.
If you are considering a leave, take time to think carefully about your goals for your time away and for when you return. Speaking with an academic advisor is an important first step. Depending on your circumstances you should get advice from other sources as well. Students taking time away in order to manage a medical condition should discuss the leave with their healthcare provider. Your school advising office will help you connect with other campus resources as you prepare to take a leave of absence, such as Student Financial Services, Housing, and International Student and Scholar Services.

Students typically take a leave for a full academic year. Individual circumstances may require more or less time; the length of the leave is determined by the school. Students on leave should remain in contact with their advisor and update them about changes in plans. The return from leave process supports students in a successful re-entry to academic life at Penn. When preparing to return, students must consult their school advising office to develop a plan that includes connection with appropriate resources.

A leave of absence for a period of up to one academic year may be granted when circumstances necessitate the interruption of academic work. In unusual circumstances, and at the written request of the student, such leaves may be extended for no longer than one additional year. This period may include either consecutive or nonconsecutive terms.

A leave of absence does not automatically change the time limit (5 years) for completion of the program. Students who are on leave for more than two years in total may be withdrawn from the program and asked to re-apply. These restrictions do not include time spent in the military.

BSN or MSN students who wish to take a leave from their studies must request a leave of absence using the Leave of Absence Request Form. PhD students who are considering a leave of absence must meet with the Associate Director of Graduate Academic Affairs to review relevant policies and procedures. All leaves must be approved by the School of Nursing in advance. Students who are not in good standing or who have disciplinary action pending against them require special approval. Discontinuance of study without permission from the University does not constitute a leave of absence.

Students who are requesting a leave of absence due to medical reasons will be required to provide supporting documentation and may be asked to consult with Student Health Service (SHS) and/or Counseling and Psychological Services (CAPS) as needed.

Once the leave of absence is approved and takes effect, the student’s PennCard will be deactivated, and access to University services and facilities will be restricted.

Students who are not in good academic standing at the time of the leave of absence will return to the same academic standing status they held (for example, probation) when they left.

Students cannot receive Penn transfer credit for courses taken at another institution while on leave of absence.

Financial reimbursement or credit may be issued when a leave is approved early in a semester. Consideration for a tuition refund or credit is based on the number of the weeks completed in a semester.

<table>
<thead>
<tr>
<th>Students who leave within the</th>
<th>Percentage Reduction in Tuition and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>First two weeks of class</td>
<td>100%</td>
</tr>
<tr>
<td>Third and fourth weeks of class</td>
<td>50%</td>
</tr>
<tr>
<td>Thereafter</td>
<td>0%</td>
</tr>
</tbody>
</table>

For information on refunds/credits for non-tuition charges (such as housing and dining), students should contact those offices directly.

**Leave of Absence Deadlines**
Students considering a leave of absence are strongly encouraged to request a leave prior to the start of the semester in question. If a student has been granted a leave after the semester has started, the following deadlines apply:

- Students who request a leave of absence prior to the drop deadline are responsible for dropping their courses in Penn InTouch.
- Students who request a leave of absence after the drop deadline but prior to the withdrawal deadline will be withdrawn from their courses, with a notation of “W” on their transcript for those courses.
- Requests to take a leave of absence after the withdrawal deadline will be considered only in extremely extenuating circumstances and only with the proper supporting documentation.

**Requesting a Leave of Absence**

To request a leave of absence:

1. Meet with an advisor in the Office of Student Services to discuss your request and to develop a revised plan of study.
2. Complete the Leave of Absence Request Form, and be sure to include a detailed description regarding the reasons for your request and how you plan to use your time away from the University.
3. Submit these materials to the Office of Student Services, Suite M-18, Fagin Hall or nursenet@nursing.upenn.edu.

The leave request will be evaluated by the Office of Student Services. If the request is approved, students will receive a confirmation letter outlining the terms of the leave and any conditions that must be met prior to making a request to return. Once approved, students should consult with the Office of Student Information (Suite M-24, Fagin Hall, compliance@nursing.upenn.edu) regarding any clinical compliance requirements that will need to be maintained while on leave, depending on the desired semester of return and the revised plan of study.

The following web site will provide a list of other offices (including housing, dining, financial aid, etc.) students may need to contact as they prepare to take a leave of absence. Students are required to review this information and follow up as necessary: [http://www.sfs.upenn.edu/special-policies/policies-leave-of-absence.html](http://www.sfs.upenn.edu/special-policies/policies-leave-of-absence.html).

International students should also contact the International Student & Scholar Services (ISSS) office to discuss any immigration considerations and paperwork related to the leave, 215-898-4661, isss@pobox.upenn.edu.

**Returning from a Leave of Absence**

BSN students who are on an approved leave of absence and who wish to resume their studies must complete the Leave of Absence Return Form.

Students should refer to their leave of absence letter for information on their return, including deadline dates and conditions. It is important to take note of these dates in advance and to plan ahead. The School of Nursing may deny any requests to return that come in after the specified deadlines.

Students who wish to participate in advance registration for the semester in which they are planning to return should submit their request at least two weeks prior to the advance registration period in cases where this occurs before the specified deadline to request a return. In some cases, conditional approval may be granted to allow students to enter their registration requests, with final approval pending submission of updated documentation and/or medical clearance closer to the date of the student’s anticipated return.

In addition to the above information, please note the following policies:

- Students who have holds on their record must have these holds cleared before their return can be approved. Holds may be placed by Student Health Service, the Office of Student Conduct, and Student Financial Services, among other offices, and students are responsible for contacting the respective offices directly.
• Students who were not in good academic standing at the time of the leave of absence request will return to the same academic standing status they held (for example, probation) when they left.

• Students cannot receive Penn transfer credit for courses taken at another institution while on leave of absence.

• A leave of absence does not automatically change the time limit (5 years) for completion of the program. Students who are on leave for more than two years in total may be withdrawn from the program and asked to re-apply. These restrictions do not include time spent in the military.

To request a return from leave of absence:

1. Complete the Leave of Absence Return Form. Please be sure to include detailed information addressing how you have used your time on leave, why you feel ready to resume your studies at this time, and your plans for reintegrating into the academic community.

2. Students returning from a leave taken due to medical reasons will be required to submit evidence they are ready to resume their studies and rejoin the campus community. Such evidence includes documentation from the student’s health care provider as well as consultation with Student Health Service (SHS) and/or Counseling and Psychological Services (CAPS) as needed. Detailed information regarding the necessary documentation and conditions of the leave that must be met prior to returning are noted in the student’s leave of absence confirmation letter.

3. Submit these materials to the Office of Student Services, Suite M-18, Fagin Hall or nursenet@nursing.upenn.edu.

The return from leave request will be evaluated by the Office of Student Services. If the request is approved, students will receive a confirmation letter outlining the terms of the return and any steps that must be taken. Once approved, students should consult with the Office of Student Information (Suite M-24, Fagin Hall, compliance@nursing.upenn.edu) regarding any clinical compliance requirements that need to be fulfilled, depending on the student’s semester of return and revised plan of study.

The following web site will provide a list of other offices (including housing, dining, financial aid, etc.) students may need to contact as they prepare to return from leave of absence. Students are required to review this information and follow up as necessary: http://www.sfs.upenn.edu/special-policies/policies-leave-of-absence.html.

International students should also contact the International Student & Scholar Services (ISSS) office to discuss any immigration considerations and paperwork related to the return from leave, 215-898-4661, isss@pobox.upenn.edu.

INDEPENDENT STUDY COURSES

Students have the option of pursuing an independent study, and they must design the independent study project with a faculty preceptor, who approves the plan, the semester before the study is to begin. Once the independent study is approved, students register for the course as Nursing 299, with the appropriate section number obtained from the Office of Student Information. An independent study course is worth one course unit and can be used to fulfill the nursing elective or a free elective. Advisors will receive copies of the approved independent study proposals, faculty evaluations of the independent study, and annotated bibliographies.

Guidelines for independent study are available online at: http://www.nursing.upenn.edu/live/files/157-independent-study-form-ipdf

CREDIT AWAY FROM THE UNIVERSITY

With prior approval, some sectors and electives may be taken at another four-year college or university by students currently enrolled at the University of Pennsylvania. Students are generally not permitted to complete required
Nursing courses outside of Penn, and a maximum of four non-Nursing courses may be taken at another institution. Only courses in which a student has earned a C or better will be accepted for transfer credit.

To seek approval to take a Nursing course at another institution, students must submit course information and syllabi through the External Credit Evaluation Tool: [https://fission.sas.upenn.edu/sso/xcat/](https://fission.sas.upenn.edu/sso/xcat/)  This process must be completed prior to enrolling in the course.

Students should refer to the Policies and Procedures outlined on the Transfer Credit page on our website for more information: [http://www.nursing.upenn.edu/student-services/registration/transfer-credit/](http://www.nursing.upenn.edu/student-services/registration/transfer-credit/)

**TRANSFER CREDIT FOR TRANSFER STUDENTS**

Transfer credit is evaluated and awarded through the transfer admissions process. Only courses with a grade of C or better are eligible for consideration. All courses, whether evaluated by the Office of Advanced Placement and Transfer Credit or the appropriate University department, will appear in the action column of the transcript and will not be averaged into the student’s GPA. Transfer credit is not counted as credit earned at the University.

When a transfer student is admitted, the transcript that is sent as part of the admission process is evaluated by the Office of Advanced Placement and Transfer Credit. Credit is awarded on the basis of the official transcript and the course description/syllabus, and only non-clinical courses are eligible for transfer. Once the review process is complete, the student will receive a list of the courses accepted and rejected for transfer. The Office of Student Information will also receive a list of courses accepted for transfer and will post the credit on the student’s transcript.

Should a course require further review by faculty in order to be transferred, the student must use XCAT to submit course information and obtain the appropriate departmental approval (please refer to “Credit Away from the University” above). All requests for credit evaluation must be completed within one year of matriculation.

**Time Limit on Transfer Credit**

Transfer credit is generally not awarded for courses taken more than five years prior to enrollment at the School of Nursing. However, time limits on transfer credit are considered by faculty on a case-by-case basis.

**INTERNAL TRANSFER**

Internal transfer students are those who transfer from one undergraduate school at Penn to another. Internal transfer may not be initiated until the end of the second semester of the freshman year, to be effective beginning in the third semester.

**Students Transferring out of Nursing**

Students in the School of Nursing MUST remain in their home school (Nursing) for one full year and MUST complete the required nursing curriculum in the fall semester before applying for internal transfer.

Students must schedule an exit interview with the Associate Director of Undergraduate Academic Affairs, at which time they can obtain an internal transfer application (Registrar’s form). Upon completion of the exit interview and the required nursing courses as outlined above, the Assistant Dean of Admissions and Academic Affairs will sign off on the student’s internal transfer application, forwarding it to the designated undergraduate school for review and a decision on the internal transfer. It is strongly recommended that students meet with an advisor in the school to which they wish to transfer to determine eligibility for transfer (i.e., GPA requirements) and the requirements for their major of choice, and to discuss a plan for completion of those requirements. It is not guaranteed that students will be accepted for internal transfer to another school.

Students who are not accepted for internal transfer after their first attempt are permitted to take one additional semester of non-nursing courses in a second attempt to transfer. Students who take more than two semesters of non-
nursing courses without successfully transferring to another school within the University may be withdrawn from the School of Nursing.

External transfer students to Penn Nursing from another college or university are not permitted to apply for internal transfer to another school at Penn.

**Students Transferring into Nursing**

A 3.0 GPA is required for internal transfer to the School of Nursing from one of the other undergraduate schools at Penn, and a particular emphasis will be placed on students’ performance in their science and Nursing courses. All Nursing courses taken while the student was in the previous school may be counted toward the BSN degree, and other courses may count toward sector requirements or electives. Students who are interested in internal transfer to the School of Nursing should meet with the Associate Director of Advising as early as possible to discuss the internal transfer process, review the Nursing curriculum and requirements, and develop a tentative plan of study. Email advisor@nursing.upenn.edu or call 215-898-6687 to set up an appointment. The School of Nursing’s Internal Transfer Application can be found at: [http://www.nursing.upenn.edu/live/files/210-internal-transfer-dual-degree-online-application](http://www.nursing.upenn.edu/live/files/210-internal-transfer-dual-degree-online-application) under Handbooks and Forms on our website.

An internal transfer application (registrar’s form) can be obtained from the advising offices in the undergraduate schools; it must be signed by the student’s home school and forwarded to the School of Nursing before the student’s application can be reviewed. Students who are accepted for internal transfer will be assigned a faculty advisor in the School of Nursing.

**CURRICULAR PETITIONS**

Students in single-degree programs should address their petitions to their home schools. Dual-degree students should address their petitions for degree requirements to the school(s) whose degree requirements are affected; in some cases, a petition to both schools will be required. All other petitions for exceptions (e.g. late drop, late add, late withdrawal) should be submitted to the home school.
REQUIREMENTS FOR CLINICAL COURSES

In order to enter the first clinical nursing course, Nursing 215, students must have completed the following pre-requisites:

Nursing 61, Nursing 62, Nursing 63 (or Nursing 068 for students entering in fall 2017 and beyond), Nursing 65, Nursing 101, Nursing 102, Nursing 103, Nursing 163, and Nursing 164

Students must also have a minimum of a 2.0 GPA in order to enter Nursing 215 and in order to progress into junior level clinical courses.

IMMUNIZATION/CPR/BACKGROUND CHECK POLICY

All Students at Penn Nursing must meet the requirements of the compliance policy. These requirements include immunizations as well as CPR certification, drug screen and background checks, as well as any other site specific requirements. Records are to be submitted to and held by our compliance vendor, American DataBank. Please Note: Requirements are subject to change due to the demands of our clinical agencies.

Information on Compliance can also be found at: http://www.nursing.upenn.edu/student-services/clinical-compliance/

Penalties for Non-Compliance

Students who do not submit complete records of their background checks, drug screen, certifications and immunization records by their deadline will be charged a Non-Compliance fine per the fee schedule below, kept out of clinical and may be placed on registration hold and dropped from clinical courses until they become fully compliant. Students who are kept out of clinical due to non-compliance are charged a clinical make-up fee for each clinical day missed. (That fee schedule can be found in Class Attendance and Absences.) Additionally, non-compliant students may be subject to other penalties outlined by the course faculty.

NON-COMPLIANCE FINE SCHEDULE:
- Freshman $150
- Sophomore $200
- Junior $250
- Senior $300

Please note: It is the student’s responsibility to keep track of her/his immunizations, to update immunizations, CPR and other certifications, record checks, and licensure as necessary, and to submit documentation before any deadlines. Students will be notified one time per year via email about their compliance renewal, so it is imperative that students check their email on a regular basis, including over the summer. Students who do not have access to email over the summer should email compliance@nursing.upenn.edu. Subsequent reminders will not be provided.

Immunization Requirements

In order to participate in all clinical experiences (including observations), students must have completed the immunizations below.

- Measles, Mumps, Rubella
  - 2 MMR vaccinations OR
  - titers for all three confirming immunity OR
  - some combination of 2 Measles, 1 Mumps, and 1 Rubella vaccination (e.g. 1 MMR and 1 Measles shot fulfill the requirement)

*Students born before 1956 may only require 1 MMR and should obtain confirmation from Student Health.
• Hepatitis B
  o Completed Hepatitis B Vaccination Series (3 shots) AND positive Hepatitis B Titer.
*If your Hep B Titer is negative, you will need to redo the vaccination series and get a new titer to confirm immunity. A negative titer will not affect your ability to attend clinical.

• Varicella (Chicken Pox)
  o 2 Varicella vaccinations 4-8 weeks apart OR
titer confirming incidence of the disease.
*Simply having had the disease is not enough, you must also receive a titer and that titer must be positive for immunity.

• Tetanus-Diphtheria-Pertussis
  o TDaP within the past ten years OR
to booster within the past ten years AND TDaP more than 10 years old.

• Tuberculosis
  o New Penn Students:
    ▪ Two PPD injections and readings within 12 months of each other OR
    ▪ an IGRA blood test (e.g., Quanteferon) conducted by the healthcare provider of your choice is acceptable.
    *To meet University pre-matriculation requirements, at least 1 PPD skin test of the above 2-step must be performed by Student Health (only if you are doing PPDs and not an IGRA)
  o Returning Penn Students:
    ▪ Single step PPD OR
    ▪ IGRA blood test
  *Both can be completed at the provider of your choice.
  o If you have a history of a positive reading on the PPD test, you must submit documentation indicating that you have had a positive test for TB infection followed by a negative chest x-ray. A negative Chest X-Ray completed after a documented positive PPD reading overrides all other TB requirements, provided you complete symptom checks yearly.

• Flu vaccine
  o Due by November 1 (must be completed after seasonal vaccines are available)

**Physical Evaluation**
All students must submit documentation of a recent physical signed by your provider or SHS. Please note that all full time students can receive this evaluation at SHS at no additional charge as it is covered under the university compliance fee. If you are getting this done at SHS, let them know you are a nursing student as they have a form on file.

**CPR Requirement**
All students must be certified in CPR in order to enter the clinical setting. Students must be certified in ONE of the following classifications of CPR:

- CPR for the Health Care Provider (BLS), American Heart Association OR
- CPR for the Professional Rescuer, American Red Cross OR
- BLS CPR, [www.advancedmedicalcertification.com](http://www.advancedmedicalcertification.com) (the only online certification we accept)

CPR certification must be updated in the summer prior to the school year when it will expire. To find a course that is offered in your area, refer to the web pages of the American Heart Association ([www.americanheart.org](http://www.americanheart.org)) or the American Red Cross ([www.redcross.org](http://www.redcross.org)). It is the students’ responsibility to find an acceptable course.

**Criminal Record Checks, Child Abuse Clearances, and Drug Screen**
Students must complete yearly background checks via the American DataBank system, including a FBI background
Check (with fingerprinting), Pennsylvania Childline (Child Abuse) clearance, Nationwide Sex Offender Search, Pennsylvania Criminal Record Check, Office of the Inspector General clearance (insurance fraud), and a 10 panel drug screen. Students are responsible for submitting the results of their child abuse clearance and FBI background check.

**Knowledge Link**
All students are required to complete the School of Nursing - Pre Clinical Compliance Curriculum. This includes HIPAA, Bloodborne Pathogens and Safety training as well as an orientation to the Fuld Pavilion (simulation lab). These modules must be completed by the deadline or you will be considered non-compliant.

**Additional Requirements**
Individual sites may have additional requirements (including but not limited to HIPAA education, resumes, or other in-service trainings or paperwork). You will be contacted by your course faculty, clinical instructor or Compliance Office if you are required to complete anything prior to beginning clinical.

**Submitting Documentation**
In order to maintain updated records and to ensure everyone is eligible to enter the clinical setting, all students must submit official documentation to American DataBank as per the timeline and instructions that will be distributed to students via email and web posting. Students who submit documentation to any other source (e.g. clinical instructor, course coordinator) will still be considered non-compliant until American DataBank has the necessary documentation. All compliance materials must be submitted through the American DataBank system. Students must supply their own copy and keep the original documentation for their records. The Office of Student Information will NOT copy immunizations or CPR cards or re-furnish immunization or clearance documentation to students for their own records, American DataBank, or for third parties (e.g. employers). This documentation is collected for the sole purpose of monitoring immunization compliance. Students should contact their healthcare providers or Student Health Services to obtain this documentation.

**Helpful Hints**
- Make sure your immunization documentation is “official” (e.g. signed by your health care provider).
- Keep copies of all of your immunization records and clearances in your files.
- Pay attention to the American DataBank timeline you receive. The dates may vary based on your clinical placement; do not assume you can utilize another students’ timeline.

Please note that this policy is subject to change as clinical sites and agencies modify their requirements.

**Questions?** Please contact the Office of Student Information via email at compliance@nursing.upenn.edu or you can stop in to suite M-24 during walk-in hours on most Wednesdays and Thursdays from 12-3.

**American DataBank (ADB)**
To streamline our compliance program, we have arranged to process immunizations, background checks and drug screenings through a third party, American DataBank. They utilize a web-based software called Complio where you will submit your documentation. This allows us to meet the increasing requirements of the clinical agencies while maintaining the highest level of customer service.

**PHYSICALS**
A health examination is required for all students entering the University of Pennsylvania. This includes a medical history, screening tests, and an immunization record, including the required immunizations as listed in this handbook and as outlined by Student Health Service. In addition, students in the School of Nursing are required to have an additional health examination between the sophomore and junior years to meet the State Board of Nursing requirement for a periodic health examination.

**SUBSTANCE ABUSE/DRUG TESTING**
Recognizing that substance abuse is both a disease and a professional hazard, the School of Nursing has incorporated substance abuse topical content areas into its curriculum. The School of Nursing has likewise
established a substance abuse and drug testing policy. Please review the policy available online at:

**MALPRACTICE INSURANCE**

Nursing students do not have to obtain malpractice insurance before entering the first clinical, as the University insurance policy covers them during all course-related clinical experiences. However, students contemplating clinical employment must obtain their own malpractice coverage, as the University's policy does not cover students in employment-related situations.

**UNIFORMS AND CLINICAL SUPPLIES**

Information on uniforms is distributed to students prior to enrollment. Traditional BSN students must order uniforms no later than fall of the freshman year; Accelerated BSN students must order prior to arrival for the first summer session. Students will need the full nursing uniform for enrollment in Nursing 102 in order to participate in the required clinical rotations. This uniform will be worn by the students during the clinical courses at the junior and senior level.

The student uniform consists of:

- Navy blue scrub top w/ embroidered Penn Nursing seal
- Navy blue scrub pants
- Lab coat w/Penn Nursing patch
- Clean, non-porous shoes (in a color that matches your uniform, e.g. navy, black, white) must be worn. Dansko clogs with a back-strap or closed back are permitted (open back clogs are NOT allowed).
- When room temperatures necessitate extra warmth, students may wear an approved navy scrub jacket with the embroidered Penn Nursing seal or the lab coat. A name pin and arm patch/Penn Nursing seal must be visible during activities related to client care.

Our present uniform suppliers are:

Central Uniforms
(215) 413-0833
Contact: Debbie Langer
http://www.centraluniforms.com

Go to “Corporate Account Log-in”, click “UPENN Nursing School”, the password is pennrn

and

Five Thousand Forms
800-755-0001
UPennOrders@GiveMeFive.com
http://givemefive.com/upenn_nursing

Although you are required to purchase your uniform through one of our approved vendors, you may select the style of your top, pants, and lab coat from the approved styles. Both companies are familiar with Penn Nursing shoe and uniform requirements and will be able to help you if you have questions.

After each clinical, all students are required to wash their uniforms. The lab coat must be worn over neat street clothing (“business casual”) when entering the hospital or other agency, even at times when the student is not involved in direct patient care. The University of Pennsylvania badge and student name should be visible. Jeans, overalls, and painter's pants are not suitable attire to be worn under the lab coat. Dangling earrings and rings with raised stones are not acceptable. A thin, gold or silver chain necklace may be worn. Hair should be neat and combed, not falling in the face to impair vision or interfere with clinical activity. In addition, students in clinical settings are not permitted to wear artificial nails, including acrylic nails, or facial piercing (e.g. tongue, nose,
Clinical Supplies and Equipment

Students should carry with them their own pens, notepaper, scissors, and stethoscope. Stethoscopes may be purchased from any vendor. The School of Nursing recommends the *Littman Classic II SE* for BSN students. Students are also required to have a watch with a second hand.

*Please note:* Only minimal cash or other valuables should be taken to an agency. These items should be carried on the person rather than in a coat pocket, unless locked storage space is provided by the agency.

**TRAVEL TO CLINICAL SITES**

The School of Nursing utilizes a variety of clinical sites, some of which are at area hospitals such as HUP and CHOP, and some of which may require travel to the site via car or public transportation. Students are responsible for arranging their own transportation to and from the clinical site and for covering the cost of travel. The only exceptions are for selected labor and delivery sites (Nursing 215) and home visits for Nursing in the Community (Nursing 380). For these sites, students may be eligible to utilize the School of Nursing’s Enterprise Care Share (ECS), if public transportation is not available.

In order to use ECS, students must establish themselves on the School of Nursing’s corporate Enterprise Car Share account. Prior to doing so, students are responsible for completing the University of Pennsylvania Office of Risk Management’s driver’s safety program. ECS usage will be directly billed to the School of Nursing’s account. Improper usage (i.e. personal use) of the ECS corporate account is grounds for a violation of the Code of Student Conduct. Students may also use their personal cars for this transportation and get reimbursed at the end of the course for mileage driven at the rate specified by the Penn Travel Office. Students are responsible for keeping an accurate log of all miles traveled. Falsifying travel mileage logs is grounds for a violation of the Code of Student Conduct.

*Please note:* When the University is closed for snow or weather emergencies, clinicals are cancelled.

**CARE OF PATIENTS WITH INFECTIOUS OR COMMUNICABLE DISEASES**

Clinical learning experiences require students to be assigned to provide nursing care for patients with communicable and infectious diseases. Students will be educated in the care of patients with communicable and infectious disease processes. They will learn how to protect themselves, other health care providers, patients, and their families from the transmission of the disease.

The fear of acquired immunodeficiency syndrome (AIDS) poses problems for the nursing profession and for the care of patients with AIDS, AIDS-related complex (ARC), and +HIV antibody. This fear must be resolved because the faculty believes that all patients have the right to nursing care. Feelings, attitudes, beliefs, and problems will be explored and discussed in the classroom and clinical settings. Methods of problem resolution will assure that the quality of nursing care provided to these patients does not further isolate them from health care.

**MANAGEMENT OF NEEDLESTICKS AND OTHER BLOOD/BODY FLUID EXPOSURE FOR STUDENTS ON CLINICAL ROTATION**

BFE Instructions for Students

If you experience a Body Fluid Exposure while on a clinical rotation, immediately:

1. Wash the area
2. Notify your clinical supervisor*
3. Report immediately to the facility’s Occupational Medicine department, if open, or Emergency Department, if not, for evaluation of the exposure unless you are at HUP. If you are HUP, report to the Student Health Service immediately, unless it is after hours. If it is after hours, report to HUP’s Emergency Department.
   o The goal is to be evaluated quickly so that you can be started on HIV post-exposure prophylaxis (PEP) promptly, if necessary.
   o If the facility does not have an Occupational Medicine or Emergency Department, report immediately to SHS.
   o Request a copy of treatment plan and source patient results, when available, for your primary care provider (SHS)
4. Call SHS on the day of BFE to schedule a non-urgent evaluation at SHS within 1 week
   o Not necessary if initial evaluation was performed at SHS
   o Bring treatment plan from initial evaluation, including baseline lab work and medications ordered, and source patient results to SHS

BFE Instructions for Clinical Supervisors*
If a student under your supervision experiences a BFE,
   1. Encourage the student to wash the area and report for immediate evaluation of the exposure.
      o Prompt evaluation is important in HIV post-exposure prophylaxis (PEP).
      o Direct the student to the facility’s Occupational Medicine department, if open, or Emergency Department, if not, or SHS, if the facility does not have an Occupational Medicine department. If at HUP, report to the Student Health Service immediately, unless it is after hours. If it is after hours, report to HUP’s Emergency Department.
      o Note the name and second identifier of the source patient and give it to the exposed student to take to his/her evaluation
   2. Arrange for source patient testing.
      o We find that the complicated processes surrounding source patient testing sometimes cause unnecessary anxiety in students. Your help in obtaining prompt source patient testing will be an invaluable service to your student.
      o Contact the treating physician/provider of the source patient to explain the exposure and request testing for HIV, HBV and HCV.
      o Arrange to get the results to the student as quickly as possible.
   3. The clinical instructor is to inform the Office of Student Information (compliance@nursing.upenn.edu; 215.898.8127) and the Advising team (advisor@nursing.upenn.edu; 215.573.2205) by e-mail and telephone of the incident, including the name of the student, time, date and location of exposure. Notification should occur as soon as possible.

*A “clinical supervisor” is the resource staff member who is most readily available to the student in the clinical setting. Depending on the program and setting, it can be an intern, attending physician, primary care unit group leader, clinical instructor, preceptor, etc.

SAFE CONDUCT IN MAKING HOME VISITS

Home visiting, as part of community health nursing care to patients in their own home, is an integral part of the curriculum of the School of Nursing. Current trends in health care provision reflect increased delivery of services outside the hospital. Students derive significant benefit from making home visits: enhanced interaction with patients and their families; opportunities to develop increasing independence in implementing nursing roles; and understanding of the role of the community in providing social and health services. Both the School and the students have important roles in providing safe experiences for nursing students in making home visits in the Philadelphia and surrounding areas.

The Role of the School
The School of Nursing will provide an orientation to home visiting prior to the first student home visiting experience. This orientation will include education about safe conduct in making home visits, discussion of the leaflet “Suggestions for Safe Conduct,” and clarification of the student nursing role in the community. During the community health nursing course, students will participate in an extended orientation to their particular service neighborhood in order to familiarize them with that area and its resources.
School faculty will have regular communication with the clinical agencies to identify and minimize/eliminate potential sources of problems. Course faculty will also review the location of cases and/or specific neighborhoods with appropriate community agencies to ascertain the safety of making home visits in these locations. Clinical instructors supervising home visiting experiences will encourage feedback and discussion concerning potential safety problems with students in their clinical groups. Clinical experiences will be planned to enable students to make independent home visits with a student partner. Please refer to the section in this Handbook titled “Travel to Clinical Sites” regarding transportation to the homes.

The Role of the Student

Students will participate in class and clinical discussions about safe conduct in making home visits. Written material will also be provided to them about safety practices, and students will seek clarification of any questions they have about applying any of the recommended practices. Students will be accountable to the faculty and each other in implementing safe conduct practices while making home visits in the community. The concrete application of practices that facilitate safety while making home visits is considered an ongoing process involving both faculty and students. This process will be assisted by clear, open, and continuing communication between students and faculty about safety issues.

STANDARDS FOR PROFESSIONAL BEHAVIOR IN THE CLINICAL LEARNING ENVIRONMENT

Preamble

Clinical experiences at all levels of the BSN program present crucial opportunities for students to apply classroom learning and develop proficiency in caring for patients. Various aspects of clinical settings present myriad opportunities for learning that appear unexpectedly, but also pitfalls when students are unaware of expectations. Clinical work is also an area of the program where patient safety and well-being takes precedence over most other considerations.

The role of the clinical instructor, working intensively with small groups of students, is to facilitate sound educational experiences for the entire group of students to whom s/he is assigned.

The School of Nursing is responsible to students, the community and the various groups that regulate our programs to ensure that all students complete pre-established amounts of time in the approved clinical settings, and that they behave in a professional manner.

Professional conduct by all students and faculty members facilitates students’ learning opportunities, and fosters a strong working relationship between the School of Nursing and the various clinical agencies.

Guidelines

General

1. In addition to being thoroughly familiar with this statement, students are expected to abide by course specific policies that are detailed in the syllabi for each clinical course.
2. In all matters, students are expected to conduct themselves as engaged, respectful visitors to clinical settings, and developing professionals. It is important to comport one’s self in ways that engender the confidence and respect of staff members, patients, and families. Casual talk, loud speaking, and group socializing are a few examples of behaviors that reflect poorly on individual students, as well as on Penn Nursing.
3. Students are reminded that social relationships with patients, families or staff are not acceptable while in the clinical learning environment. Please strive to have positive, professional interactions with both staff members and patients/families.
4. Students are expected to adhere to all standards and guidelines of the institutions or agencies where they are assigned for clinical learning. Instructors will point out important rules/standards, especially ones that are unusual or unique to a particular setting, at the beginning of placements, but students are expected to use common sense and to ask about use of resources and scope of acts allowed to students before acting. When School of Nursing and agency policies are in conflict, whichever is more stringent/restrictive will apply.

5. The list of issues that appears below is not exhaustive. Students are strongly encouraged to speak with their instructor whenever in doubt about proper conduct.

Attire

6. The School of Nursing’s uniform policy for undergraduate students, found elsewhere in this student handbook, applies at all times. The student uniform not only assists students in presenting a professional image, but also enables students to be easily identified by instructors, fellow students, staff and patients.

Notification of Faculty Regarding Absences

7. In the event that the student is not able to start the clinical day because of illness, contact with the clinical faculty member must be accomplished via telephone at the earliest possible moment. At minimum a message must be left at the number the instructor specifies at the beginning of the experience. E-mail notification regarding absences is never acceptable.

8. If a student starts the clinical day, but becomes sick and/or incapacitated during the experience, the clinical instructor will assist the student to arrange for safely going home, or to Student Health or the Emergency Department for necessary health care. If a pattern of early departure for illness develops, the student may be required to present documentation from a health care provider that the student is able to safely resume clinical experiences.

Use/possession of electronic equipment in the clinical setting

9. Students are strongly encouraged to bring an absolute minimum of personal possessions to clinical settings. Clinical agencies are not responsible for loss or theft of personal possessions.

10. Cell phone use for personal purposes during clinical hours is prohibited. If a student must have a cell phone with them to receive emergency calls, it is to be turned to vibrate mode and specific permission must be obtained by the student from the instructor to make or receive calls. Under these exceptional circumstances, cell phones may only be used outside areas where patients are treated.

11. Use of the Internet in the clinical area is restricted to those purposes necessary for patient care and permitted by agency policy. Use of the Internet for e-mail, entertainment or other purposes while in the clinical learning environment is expressly prohibited.

12. Use of personal computers and other technological tools such as PDAs and Blackberries while in the clinical learning environment is only permitted for accessing information needed to provide patient care. Particular care must be taken to ensure that patient privacy and confidentiality are completely safeguarded. Names, or other identifying data, must NEVER be entered or downloaded onto personal electronic devices.

Use of clinical time

13. While in the clinical learning environment, students are expected to pursue, either with faculty direction or independently, activities that will enhance their clinical knowledge. If the patient(s) that students have been assigned to do not appear, or if there is a lull in activity with assigned patients (students are encouraged to check with their instructors and staff before concluding this), it is expected that students will seek out their instructor for alternate assignments. They may also use their time to consult electronic or paper resources related to the care of patients in their setting. The following are never acceptable uses of clinical time because they do not advance the students’ clinical learning and reflect negatively on the student and Penn Nursing when observed by staff and visitors:

   a. Homework/assignments for other courses.
   b. Reading non-health care related newspapers, magazines, etc.
   c. Non-patient care related use of the Internet.
   d. Socializing in groups
Consequences

Failure to appear at the clinical placement site on time, appropriately attired, and prepared to deliver safe patient care, will lead to dismissal from the clinical setting. The clinical day will be made up, with the student paying the current rate of reimbursement for a clinical faculty member. In addition, the student’s advisor will be notified and documentation of the event will be placed in the student’s file.

In other cases of problematic student conduct, at the discretion of the Course Director, and potentially the Associate Dean for Academic Affairs, a warning may be given to the student regarding the behavior in question, the behavior will be documented and potentially lead to a decrement in the student’s course grade and the student’s advisor will be advised. A second incidence of behavior of the same type may lead to removal from the clinical placement, with a requirement that the placement time be rescheduled at the student’s expense.

In the event of significant problematic student behavior, as determined by the Clinical Instructor or Course Director, the student may be immediately removed from the clinical setting. The observed problematic behavior will be discussed with the Course Director, and documented in the student’s academic record. The Office of Student Services, Office of Academic Affairs, and the Associate Dean for Academic Affairs may be included in discussions of how to address the problematic behavior, and what further action is necessary. In some instances, the student may not be allowed to return to the clinical setting.

HELENE FULD PAVILION FOR INNOVATIVE LEARNING AND SIMULATION

As members of the professional community of learners, it is understood that clinical learning using simulation based activities is a pedagogical approach to reach common goals of effective decision making, advancement of critical thinking skills and competency in psychomotor execution of skills. Simulation based activities are an extension of clinical fieldwork experiences and contribute to students’ preparation for clinical practice and professional role performance. Within the Undergraduate Program of the University of Pennsylvania School of Nursing, the Helene Fuld Pavilion for Innovative Learning and Simulation provides students with state-of-the-art technologies to perform clinical simulation. Simulation requirements are integrated into each of the clinical nursing courses and will contribute to the overall course grade.

Please refer to the Helene Fuld Pavilion for Innovative Learning and Simulation Policy Manual for the policies and procedures governing activities in the lab. Course specific simulation lab requirements are included in each course syllabus; please refer to these syllabi for more details.
STUDENT RECORDS

SUMMARY OF THE UNIVERSITY POLICY ON THE PRIVACY OF STUDENT RECORDS

Penn’s policy regarding student information is that students are adults, and the University generally will not share their academic and other records (apart from directory information) with third parties without their explicit consent. This is in accordance with the federal Family Educational Rights and Privacy Act. Though there are situations in which the University can choose to divulge information without a student’s consent (for example, if they are listed as dependents on their parents’ tax returns), for the most part, students must decide who has access to their academic record. They can indicate whether or not they wish their parents or others to see their educational records using the Privacy Settings screen on Penn InTouch.

A summary of University policy on the privacy of student records, which includes rights under the Family Educational Rights and Privacy Act (“FERPA”), often referred to as the “Buckley Amendment”, is available at: http://www.upenn.edu/oacp/privacy/penndata/ferpa.html

Further information on the Confidentiality of Student Records can be found in the Pennbook.

Retention and Destruction of Records

University faculty and staff should follow the University policy on retaining and destroying records; see the University-wide record retention schedules at http://www.archives.upenn.edu. University faculty and staff should not destroy any student records where there is an outstanding request to inspect them, or where there is ongoing litigation or the likelihood of litigation.

Questions about these issues should be directed to the Office of General Counsel at 215-746-5200 or online at http://www.upenn.edu/ogc/.

LICENSURE IN PENNSYLVANIA

The State Board of Nursing advises all students who wish to seek licensure in Pennsylvania that felonious acts related to controlled substances and drugs prohibit licensure in Pennsylvania, effective January 1, 1986. The Board is prohibited from granting a license or certificate to an applicant who has been convicted of a felony relating to controlled substances unless:

1) At least ten years have elapsed from the date of conviction;

2) The applicant satisfactorily demonstrates to the Board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and the applicant otherwise satisfies the qualifications contained in P.L. 235, No. 64, the Controlled Substance, Drug, Device, and Cosmetic Act of 1974.
UNIVERSITY OF PENNSYLVANIA HISTORY AND POLICIES

THE UNIVERSITY OF PENNSYLVANIA HISTORY

The School of Nursing is one of four undergraduate and twelve graduate and professional schools of the University of Pennsylvania. The University was founded by Benjamin Franklin and Philadelphia Quakers and traces its origins to 1740. Although it carries the name of the Commonwealth of Pennsylvania, “Penn,” as it is commonly known, is not a state university. One of the eight universities that comprise the Ivy League, it is a private, coeducational, and nondenominational institution. As one of the country’s first institutions of higher learning, Penn also has consistently initiated advancement in teaching and research. Among its distinctions are: the first university school of medicine in North America; the first teaching school of medicine in North America; the first teaching hospital; the first business school; the first law school; and the birthplace of the electronic digital computer (ENIAC).

Undergraduate Schools

Arts and Sciences
Business (Wharton)
Engineering and Applied Science
Nursing

Graduate and Professional Schools

Arts and Sciences
Business (Wharton)
Communications
Dental Medicine
Education
Engineering and Applied Science
Law
Medicine
Nursing
School of Design
Social Policy & Practice
Veterinary Medicine

PENNBOOK

All students are responsible for upholding the University policies and procedures described in the Pennbook: http://provost.upenn.edu/policies/pennbook

As a community of scholars, the University depends upon mutual trust among its members, their fundamental respect for the rights, dignity, and the worth of others, their support for basic principles of free and open expression, and their abiding commitment to the highest levels of quality and integrity of academic work. These University expectations are embodied in the Non-Discrimination Statement, the Statement on General Conduct, the Racial and Sexual Harassment Policies, the Guidelines on Open Expression, and the Code of Academic Integrity. In addition to these six documents, the University has issued other policies, guidelines, and procedures to make explicit the expectations of the students, faculty, administrators, teaching assistants, advisers, coaches, and support staff in dealing with one another. These documents appear in the University Policies and Procedures booklet, issued and distributed to all incoming students by the Office of the Vice Provost for University life.

Although these published statements outline basic expectations for behavior on campus, they do not cover all of the University’s regulations, departmental requirements, and administrative procedures. Members of the community should refer to the academic bulletin of each School. New and revised policies are published in the University Almanac.
UNIVERSITY CODE OF ACADEMIC INTEGRITY

Since the University is an academic community, its fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the University community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

Academic Dishonesty Definitions
Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student’s performance are prohibited. If a student is unsure whether her/his action(s) constitute a violation of the Code of Academic Integrity, then it is that student’s responsibility to consult with the instructor to clarify any ambiguities. Examples of such activities include but are not limited to the following definitions:

- **Cheating**: using or attempting to use unauthorized assistance, material or attempting to prevent another from using authorized assistance, material or study aids. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.

- **Plagiarism**: using the ideas, data or language of another without specific or proper acknowledgment. Example: copying another person’s paper, article, or computer work and submitting it for an assignment, cloning someone else’s idea without attribution, failing to use quotation marks where appropriate, etc.

- **Fabrication**: submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.

- **Multiple Submission**: submitting, without prior permission, any work submitted to fulfill another academic requirement.

- **Misrepresentation of academic records**: misrepresenting or tampering with or attempting to tamper with any portion of a student’s transcripts or academic record, either before or after coming to the University of Pennsylvania. Example: forging a change of grade slip, tampering with computer records, falsifying academic information on one’s resume, etc.

- **Facilitating Academic Dishonesty**: knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home exam, etc.

- **Unfair advantage**: attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student’s efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one’s own use, etc.

Source: *Almanac, September 10, 1996*
https://provost.upenn.edu/policies/pennbook/2013/02/13/code-of-academic-integrity

Office of Student Conduct
The Office of Student Conduct (OSC) is responsible for acting on behalf of the University in matters of student discipline. OSC deals with alleged instances of academic dishonesty and other student misconduct, in order to determine how best to resolve these allegations consistent with the goals and mission of the University as an
educational and intellectual community.

As of January 2015, all alleged violations of the University's Sexual Violence, Relationship Violence and Stalking Policy are handled by the Sexual Violence Investigative Officer

**Our Mission**

It is the purpose of the student disciplinary system to further the educational mission of the University by resolving alleged violations of the Code of Student Conduct, the Code of Academic Integrity and other applicable policies regarding student behavior. There are numerous ways complaints about alleged student misconduct can be resolved. These include the formal disciplinary process as outlined in the Charter of the Student Disciplinary System, referral to the University Mediation Program, and referral to other University resource offices.

The Office of Student Conduct at Penn has twin goals: to help create a safe environment where academic life can flourish; and to promote the development of students.

Our student disciplinary process is meant to set the standard for behavior on our campus and to determine a student's standing in the community. It is not meant to replace or substitute for the criminal justice system or other legal avenues. However, the student disciplinary process provides an important additional forum to respond to the interests of the Penn community. Our processes are designed to educate and, where appropriate, sanction those students who violate our rules. We seek both to promote a student's sense of responsibility by enforcing accountability, and to protect our community by, where necessary, removing or restricting those who may pose a threat to others.

Finally, our Mediation Program is available to everyone in the Penn community to facilitate the constructive resolution of disputes (excluding academic integrity complaints). Our intention is to emphasize the peaceful and productive handling of conflict when possible and where appropriate.

The Office of Student Conduct encourages your feedback, input and consultation. We strive to be a safe, helpful and professional resource for the entire Penn community.

— Julie Nettleton, Director, Office of Student Conduct

For detailed information regarding the Disciplinary Process, resources for students and faculty, and frequently asked questions, please consult the OSC website: [https://www.osc.upenn.edu/](https://www.osc.upenn.edu/).

If you have any questions about the Code of Academic Integrity or the processes required by the Code, or if you would like a complete copy of the Code of Academic Integrity, please contact the Office of Student Conduct directly by calling 215-898-5651 or visiting the office located in 207 Duhring Wing, 236 S. 34th Street, Philadelphia, PA 19104. The Charter can also be found at the OSC website at [https://www.osc.upenn.edu/](https://www.osc.upenn.edu/)

All University policies, including the University of Pennsylvania Code of Academic Integrity, can also be found in the PennBook, available online at: [https://provost.upenn.edu/policies/pennbook](https://provost.upenn.edu/policies/pennbook).
SCHOOL OF NURSING HISTORY, POLICIES AND COMMITTEES

THE SCHOOL OF NURSING HISTORY

Nursing Education at Penn began in 1886 when the Hospital of the University of Pennsylvania started a nurse training program. In 1935, the Trustees of the University of Pennsylvania established a nursing degree program within the School of Education, and in 1950 the School of Nursing was established. The Master of Science in Nursing program was instituted in 1961, the Doctor of Nursing Science program in 1978, and the Doctor of Philosophy program in 1984. These innovations and a curriculum which progressively reflects changing health care delivery patterns have advanced the School into the first rank of American schools of nursing.

The School has two departments, Biobehavioral and Health Sciences and Family and Community Health. It is widely recognized for its leadership in nursing research and currently houses six research centers with foci in health outcomes and policy research, biobehavioral health sciences, nursing history, health equity, aging, and transitions in health. It also has a global reputation for innovations in nurse-managed clinical practice and is a World Health Organization Collaborating Center for Nursing and Midwifery Leadership. The School of Nursing has 56 standing faculty and 1,086 students.

SCHOOL OF NURSING STUDENT SUBSTANCE ABUSE POLICY

The School of Nursing’s Student Substance Abuse Policy (effective 9-8-2010) can be found online at the following link: http://www.nursing.upenn.edu/student-services/resources/handbooks-forms-policies/

SCHOOL OF NURSING SOCIAL MEDIA POLICY

The School of Nursing’s Penn Nursing Student Social Media Policy can be found online at the following link: http://www.nursing.upenn.edu/student-services/resources/handbooks-forms-policies/

COMMITTEES OF THE SCHOOL OF NURSING

The School of Nursing Bylaws include a list of standing committees that require student representation. Representatives are selected by the student organizations of the School of Nursing. The committees are as follows:

Master’s Curriculum
Practice
Research
Undergraduate Curriculum

For more information, please contact the Office of Student Services at 215-898-6687.
SPECIAL ACADEMIC OPTIONS AND PROGRAMS

The School of Nursing offers undergraduate students a number of special academic options, including the opportunity to study abroad or to pursue a dual degree program, minors, and submatriculation into a master’s program. These options supplement and enrich the basic framework upon which nursing students build their education. Enterprising students may integrate one or more of these options into a coherent course of study to fulfill their particular academic and intellectual needs.

MINORS

Although Nursing students are not required to complete a minor, some choose to complete a minor in order to pursue a secondary area of interest, develop skills and a knowledge base that complements their Nursing major, express themselves in a creative area, or learn more about themselves and/or their heritage. A minor requires approximately six to nine courses.

The School of Nursing offers four minors which are described on the following pages. Nursing students also have the opportunity to pursue a minor in the College of Arts and Sciences (College) and the School of Engineering and Applied Science (Engineering). Students who are interested in pursuing a minor in the College or Engineering should contact the appropriate department to outline courses required for completion of the minor. Students should meet with their Nursing advisor to build the minor into their plan of study, and are encouraged to take a course in the department of interest before formally declaring the minor. Depending upon the specific minor, some courses may fulfill sector requirements or free electives. Students may need to enroll in summer courses to complete coursework required for a minor.

The School of Nursing currently has five minors:

Health Communication Minor: School of Nursing/Annenberg School for Communication

Nutrition Minor: School of Nursing/School of Arts and Sciences

Nursing and Health Services Management Minor: School of Nursing/The Wharton School

Global Health Minor

History, Health, & Humanities Minor

To declare a minor, students must obtain and complete the BSN Minor form:
http://www.nursing.upenn.edu/live/files/207-bsn-minor-form

The form must be signed by the Faculty/Program Director (for School of Nursing minors) or the Departmental Chair (for College and Engineering minors), and returned to the Office of Student Services (Suite M-18, CMFH).

STUDY ABROAD

Students are urged to explore a full range of options for study abroad. Early planning allows time to investigate possibilities and to plan rosters efficiently. Students who are interested in studying abroad and who want to learn more about the programs listed on the next few pages can contact their faculty advisor, the Faculty Program Director, the Office of Student Services, the Office of Global Health Affairs at the School of Nursing, or the University’s Penn Abroad Office for more information. While the School of Nursing makes every effort to offer a wide array of study abroad options, programs may not be conducted every year.

Semester-long program applications and additional information about study abroad can be obtained from the Penn Abroad Office, 3701 Chestnut Street, Suite 1W, http://global.upenn.edu/pennabroad or the Office of Student Services, Suite M-18, Claire M. Fagin Hall. For semester-long programs, applications are processed through the Office of International Programs upon approval from the Faculty Program Director.
Students must meet the following requirements to apply for a School of Nursing Study Abroad Program:

- Minimum cumulative GPA of 3.0
- Minimum Science GPA of 2.0
- Minimum of a C in Nursing 131/132 or Nursing 163/164
- No outstanding incompletes in any courses (Nursing or otherwise) on the student’s transcript
- Good academic standing (i.e., not on academic probation)

Please note:
- Additional requirements will be communicated by the individual Faculty Program Directors.
- In all cases, placements are limited, and participation is subject to a competitive application and interview process.
- Students may not take courses pass/fail while studying abroad.

Information sessions will be held during the academic year to provide more detailed information on each of the following study abroad programs. Following the information sessions, students may submit a written application to the desired study abroad program. Eligible applicants will then be invited to interview with the Faculty Program Director. In preparation for participation, students should meet with their faculty advisors or an advisor in the Office of Student Services to revise their plan of study to accommodate their study abroad plans.

Detailed information on study abroad programs can be found on our website: [http://www.nursing.upenn.edu/global-health/student-opportunities/](http://www.nursing.upenn.edu/global-health/student-opportunities/)
DUAL DEGREE PROGRAM

Students have the opportunity to simultaneously obtain a Bachelor of Science in Nursing and another bachelor’s degree from one of the other schools within the University of Pennsylvania. Students who are interested in pursuing a dual degree should contact an advisor in the appropriate school to outline courses required for completion of the dual degree:

College of Arts and Sciences: https://www.college.upenn.edu/dual-degree
Wharton: https://undergrad-inside.wharton.upenn.edu/itdd/
Engineering: http://www.seas.upenn.edu/undergraduate/degrees/dual-degrees.php

Please note: Most students take a minimum of five years to complete the requirements for a dual degree. Students must meet with his/her Nursing advisor to build the program requirements into their plan of study. Interest in a dual degree program should be identified early so students can begin coursework as soon as possible and capitalize on sector requirements and free electives.

A minimum 3.0 GPA is required for approval to apply for a dual degree program, and students must complete one full year in the School of Nursing before their application can be processed. Applications are available in the School of Nursing Office of Student Services (Suite M-18, CMFH). Dual degree applications, as well as a proposed plan of study, must be reviewed by both schools, approved, and signed by the Departmental Chair and the School of Nursing Assistant Dean of Admissions and Academic Affairs. The completed form should be returned to the Office of Student Services.

Note: The School of Nursing must remain the primary school. As citizens of two schools, dual degree and joint degree students are subject to the academic standing policies of both schools.

COORDINATED DUAL-DEGREE PROGRAM IN NURSING AND HEALTH CARE MANAGEMENT

The School of Nursing and the Wharton School offer a coordinated dual-degree program in Nursing and Health Care Management. Available to entering freshmen and rising sophomores, the program includes science and clinical courses unique to the School of Nursing and business and health care management courses from the Wharton School, along with general education courses in the arts and sciences.

Those students enrolled in the program have advisors in both schools who play an important role in helping students prepare for their careers. Program graduates are awarded a Bachelor of Science in Nursing degree from the School of Nursing and a Bachelor of Science in Economics degree from the Wharton School with a concentration in Health Care Management and Policy. In order to complete this dual-degree program, students should expect to attend summer classes and/or spend an additional year at Penn.

Program Content
The program is multi-disciplinary in approach. Degree requirements are broken down into seven clusters:

- **General Education Requirements**: Courses fulfilling requirements in economics, calculus, liberal arts, and a language.
- **Nursing Science Cluster**: Courses covering chemistry, biology, microbiology, nutrition, human development, anatomy and physiology, and pharmacology.
- **Nursing Clinical Cluster**: Clinical core courses enabling students to learn about nursing in varied clinical settings across the lifespan of patients.
- **Business Core Cluster**: The Wharton core of courses providing a basic grounding in business skills.
- **Business Concentration Cluster**: Courses in health care management and policy.
- **Program Breadth Cluster**: Courses providing a broad-based perspective on the practice of both nursing and management.
• **Senior Capstone Course:** A senior capstone course covering research methods as they pertain to health care case studies.

Sample plans of study are available online at [https://www.nursing.upenn.edu/nhcm/curriculum/](https://www.nursing.upenn.edu/nhcm/curriculum/)

**For more information, please contact:**
Matthew D McHugh, PhD, JD, MPH, RN, CRNP
School of Nursing
Faculty Director, Nursing Health Services Management Minor
215-746-0205
mchughm@nursing.upenn.edu

or

Melissa Hagan, M.Ed
Associate Director of Advising, School of Nursing
215-898-6687
thomasm2@nursing.upenn.edu
**SUBMATRICULATION INTO AN MSN PROGRAM**

Submatriculation allows a traditional undergraduate or an accelerated second-degree BSN student to become formally enrolled in a master’s program while still an undergraduate.

**Eligibility:**
To be eligible for submatriculation, students must have:
- Completed NURS 215 and NURS 225/235 or NURS 245/255.
- Required minimum cumulative GPA of 3.0.
*Please note: A student’s science GPA and clinical course grades will also be taken into consideration.*

**Deadlines:**
- Traditional BSN deadline is February 1st (Junior year).
- Accelerated BSN Second Degree deadline is February 1st (Junior year).
- Applicants to the FNP/PNP, who are interested in applying to the Fast-Track option, the deadline is November 1st (Junior year).
- Traditional and Accelerated students must submatriculate before their final semester: December graduates deadline is June 15th (Senior year); May graduates deadline is October 15th (Senior year).

**Process:**
- Students interested in submatriculation are strongly encouraged to attend a Graduate Open House for more information on the various master’s programs.

- Students must take and submit the official results from the Graduate Record Exam (GRE).
*Please note: Students with a 3.2 or higher cumulative GPA upon completion of NURS 215 and NURS 225/235 or NURS 245/255 may be eligible for the GRE waiver.*

- Traditional students should arrange a meeting with the Associate Director of Enrollment Management – Undergraduate Programs, smithmar@nursing.upenn.edu, and Accelerated BSN students should arrange to meet with the Associate Director of Enrollment Management – Accelerated Programs, filomena@nursing.upenn.edu to review the policies and admissions requirements for submatriculation.

- If you have course selection questions, contact the Associate Director of Graduate Academic Affairs (advisor@nursing.upenn.edu).

- Students should make their faculty advisor aware of their decision to submatriculate.

- After reviewing the plan of study, the student must complete an online graduate application.
  - All materials must be submitted online at: https://www.applyweb.com/upenn/index.ftl
  - Traditional BSN Students must complete two (2) essays and two (2) recommendations (one from a Penn clinical faculty member).
  - Accelerated BSN students are required to complete one (1) essay and one (1) recommendation from a Penn clinical faculty member.
  - The application fee is waived for submatriculants.
  - A $25.00 deposit is required to reserve a place in the graduate program. Students will not be eligible to register until their $25.00 deposit is received.

**Application Tips:**
- Online Application can be found by clicking “Admissions” then “Graduate Program” from the School of Nursing website www.nursing.upenn.edu or directly at: https://www.applyweb.com/upenn/index.ftl
- During the application process, you can save and return to your application. However, once submitted, the application can no longer be accessed.
• Be sure your program choice is followed by the word submatriculation (Example: Family NP Program, submatriculation).

• Recommendations: Recommendations are sent and received electronically. The number of recommendations required is outlined above – one (1) for Accelerated Students, two (2) for Traditional BSN Students. To override the system’s request for three recommendations, traditional students should list Marianne Smith as the third recommender. Accelerated Students may list Filomena Circelli.

• Essays: Be sure to discuss your graduate program choice in your essay. Students applying to the Leadership Program must submit an additional essay.

• Résumé: Please be sure to submit an updated résumé. For résumé assistance, please contact Career Services (http://www.vpul.upenn.edu/careerservices/).

• Students are not required to download or submit their transcript.

**Additional Information:**

1. Guidelines for submatriculation courses for undergraduate and graduate credit are as follows:

   • Students may not take any more than three graduate level courses toward their MSN program prior to completing their BSN. No more two credits counting toward an MSN minor may be taken at the BSN level. Students should follow their plan of study developed by the Associate Director of Graduate Academic Affairs.

   • NURS 547 Scientific Inquiry for Evidence-based Practice fulfills the undergraduate and graduate research requirement.

   • Students may take two additional non-clinical nursing graduate courses required by the particular MSN program.

2. Students must complete their MSN degree within five years of completion of the BSN program.

3. Some MSN programs may require work experience before beginning graduate clinical coursework. However, non-clinical coursework may be taken in that interim time.

4. Admission eligibility under the GRE Waiver is contingent upon receipt of a final BSN GPA of 3.2 or higher. If the final GPA is below 3.2, the student will be required to submit GRE scores and the application will be re-evaluated for admission.

5. Progression into the Master's clinical sequence and completion of the Master's degree is contingent upon successful completion of the BSN requirements with a 3.0 GPA, and in accordance with all the undergraduate and graduate policies. Progression into the Master's program is also contingent upon successful completion of the NCLEX and submission of evidence of active RN licensure.
SUBMATRICULATION INTO THE UNIVERSITY OF PENNSYLVANIA LAW SCHOOL

This program offers an opportunity for Nursing students to apply to the University of Pennsylvania Law School (Penn Law) in their junior year, and to submatriculate into the Juris Doctor Program in their fourth year. It is designed for students deeply committed to the study of law. The program allows students to explore law from a set of multiple perspectives over an extended period of study. Students admitted to the program can complete the requirements for both the BSN and JD degrees in six years instead of the usual seven.

1. For the first three years, students should pursue the regular BSN plan of study, with the following exceptions:
   - Do not take a Nursing elective
   - Do not take a Nursing case study
   - Do not take two free electives

   These course units should be saved for later.

2. During the sophomore year, students should begin preparation for the LSAT and plan to take it during the summer following their sophomore year, or in the fall of their junior year. Students apply for admission to the law school during their junior year. For more detailed admissions/application information and deadlines, refer to the following web site: [http://www.law.upenn.edu/prospective/](http://www.law.upenn.edu/prospective/)

3. Students complete their junior year as they continue with the regular BSN plan of study:
   - **Class of 2014:** Nursing 210/220 Nursing 240/270 Pharmacology (NURS 242), Statistics (Nursing 230), Research Methods (Nursing 260), sector requirements, etc.
   - **Class of 2015 and beyond:** Nursing 225/235, Nursing 245/255, Health and Social Policy (Nursing 334), Health Care Ethics (Nursing 330), Statistics (Nursing 230), Research Methods (NURS 547)

   During the summer following their junior year, students (Class of 2014) take Psych (Nursing 321/322) and Community (Nursing 340/341); Class of 2015 and beyond, take Community Clinical (NURS 380).

4. During the senior year, students take all law school courses and, for all intents and purposes, are considered first-year law students.

5. During the first semester of their fifth year, students take four health-related law school courses (pre-approved by the School of Nursing) that apply to the case study, nursing elective, and free elective credit required for the BSN (which the student opted not to take earlier in her/his career). Throughout the semester, students also attend a Nursing Learning Lab to keep their nursing skills sharpened.

6. During the second semester of their fifth year, students take Senior Clinical (NURS 370/371 or NURS 390), Senior inquiry (NURS 385 or NURS 389), and one law school course. At the end of this year, their second year of law school, the student will have completed her/his BSN and can sit for State Boards during the summer following the spring semester.

7. The sixth year is dedicated entirely to law school.

**For more information, please contact:**
Christina Costanzo Clark, EdD
Assistant Dean of Admissions and Academic Affairs, School of Nursing
215-898-6687
costanzo@nursing.upenn.edu

Ms. Renee Post
Associate Dean of Admissions and Financial Aid, Penn Law
215-898-7400
admissions@law.upenn.edu
ACADEMIC HONORS

DEAN’S LIST

Academic honors are awarded annually to any student who, during a particular academic year from September to May, achieves an academic average of 3.70 or higher, provided s/he has completed six or more courses for letter grades, has received no incompletes during those two semesters, and has not been subject to disciplinary action. Students receiving this honor are placed on the Dean’s List, with a special notation made on their transcripts approximately three weeks after the close of the semester. Internal transfer students are also eligible for Dean’s List honors.

UNIVERSITY HONORS PROGRAMS

The University of Pennsylvania offers three opportunities for advanced scholarship and research with some of the institution’s top scholars. All programs are prestigious and competitive; Nursing students are welcome and encouraged to apply.

Benjamin Franklin Scholars Program – Nursing (BFS-N)

Benjamin Franklin Scholars are undergraduates committed to performing at the highest level of intellectualism. By participating in BFS and pursuing research projects of their own creation, BFS, with the help of an advising team, plan and participate in a total education that is both exceptionally challenging and rewarding.

By taking control of their education, BFS are able to expand their learning in those areas in which they are most keenly interested. The exploration-based education of the BFS program naturally positions students to win prestigious grants for independent study and some of the nation's most recognizable fellowships like the Rhodes, Mellon, Truman, and Fulbright.

Students can be admitted as incoming freshmen, but may also apply to the program after one semester at Penn and as late as the end of sophomore year. For more information about the Program and application process, please visit: https://www.curf.upenn.edu/bfs and https://www.nursing.upenn.edu/academics/a-penn-nursing-education/undergraduate-honors-program/

Requirements:

- NUHP Scholars need to complete a minimum of 5 honors courses:
  - Nursing 386H – Nursing Honors Capstone – Fall and Spring of senior year
  - 4 elective honors courses selected from Nursing, Benjamin Franklin Scholars (BFS) Seminars, or Joseph Wharton Scholars (JWS) courses (Minimum of 1 must be a Nursing Honors course)
- NUHP Scholars may not take honors courses pass/fail.
- NUHP Scholars are expected to meet the NUHP minimum GPA requirements (freshman year=3.1; sophomore year=3.2; junior year=3.3; senior year=3.4),
- NUHP Scholars are expected to adhere to the School of Nursing and University policies regarding academic integrity and professional conduct. Violations of academic integrity and/or professional comportment will be reviewed by the NUHP directors and the Assistant Dean for Admissions and Academic Affairs, and may result in dismissal from NUHP.

NUHP courses currently offered by the School of Nursing include:
- Nursing 318 – Race, Gender, Class & the History of American Health Care
- Nursing 324 – Children’s Health in the United States, 1800-2000

NUHP Scholars have the opportunity to interact outside of the classroom through pre-registration advising sessions and the NUHP seminar series. Once or twice each semester, faculty and NUHP Scholars present lunchtime
seminars to the School of Nursing community on various research topics within the field of nursing. Past seminar topics have included the history of the nurse practitioner movement, pediatric critical care, and the state of medical care in post-Soviet Armenia. The NUHP allows Scholars to form relationships with other Nursing students who seek and value intellectual challenges and network with honors students from across the Penn campus. The program also gives its students the opportunity to develop mentorship relationships with leading health researchers within the School of Nursing and across the Penn Campus, participate in collaborative research projects, presentations and publications, contribute to the knowledge base for health and nursing research, and showcase and present their projects at student research symposia within the School of Nursing and across the Penn campus.

**University Scholars Program**

The University Scholars program provides an unusual academic environment for intellectually dynamic students who have already demonstrated their commitment and dedication to research. Through mentoring, research funding and scholarly events, the program encourages and supports students to make the most of their undergraduate years, not only with in-depth research, but also by making an early start in graduate and professional courses, ranging widely, or in some cases focusing narrowly, on their curricular choices.

Each University Scholar has a special mentor from the distinguished faculty who serve on the Council of University Scholars. With the help of this mentor, University Scholars become members of an intellectual network of individuals who help the students explore tailor-made education programs that permit them to progress at their own rate. Council mentors play a supporting role in finding appropriate opportunities with which the Scholars may begin their independent research work.

The focus of the University Scholars program is undergraduate research. In order to aid students in doing creative and in-depth research, the University Scholars has a fund with which to help students defray research expenses. Funding is meant to cover the expense of the research itself; this most often pertains to room and board costs over the summer months. Occasionally, students' research will take them away from Penn. In those instances, the University Scholars program may be able to fund travel expenses as well.

The University Scholars meet weekly for lunches at which they present and discuss their research. Because University Scholars attend all four undergraduate schools, the presentations come from a range of disciplines, and they illustrate a variety of research techniques. University Scholars learn how to approach and conduct effective research projects by participating in the greater community of researchers.

Students can apply to the University Scholars program from the end of their freshman year through the first semester of their junior year. For more information please see: [http://www.upenn.edu/curf/](http://www.upenn.edu/curf/)
HONOR SOCIETIES

**Sigma Theta Tau**
Membership in Sigma Theta Tau implies outstanding leadership and achievement in nursing. Some of the purposes of this society include the fostering of high professional standards, encouraging creative work, promoting the maximum development of the individual, and developing interest in the advancement of nursing. In accomplishing these goals, Sigma Theta Tau increases one’s capacity to serve the profession and, through it, society. Membership in the University of Pennsylvania’s XI Chapter is by invitation from the chapter. For more information, please visit: [http://www.nursing.upenn.edu/stti/](http://www.nursing.upenn.edu/stti/)

**Phi Beta Kappa**
Phi Beta Kappa is a prestigious university honor society honoring exceptional students in the liberal arts and sciences. Those juniors with a 3.85 GPA or higher and seniors with a 3.7 GPA or higher by the end of the fall semester are automatically considered and their transcripts are evaluated by the Board, which also solicits letters of recommendation for eligible students. Students may not apply for Phi Beta Kappa. In addition to grades, the committee looks for independent research, participation in honors programs, advanced work in the major and in cognate disciplines, and evidence of intellectual rigor in an undergraduate program. For more information, please visit: [https://www.college.upenn.edu/pbk/](https://www.college.upenn.edu/pbk/)
AWARDS AND FELLOWSHIPS

The following charts outline major awards within the School of Nursing and the University community, along with competitive post-graduate study abroad fellowships. Students are urged to nominate themselves or others for these awards and to seek information from their advisor, the Center for Undergraduate Research & Fellowships (CURF), or the Office of International Programs. More information about award nominations is disseminated to students during the academic year.

**SCHOOL OF NURSING AWARDS**

<table>
<thead>
<tr>
<th>Award</th>
<th>Criteria</th>
<th>Eligible Nominees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeanne Frances Hopkins</td>
<td>Undergraduate or Graduate nursing student who has achieved academic excellence while embarking on a uniquely Penn curricular opportunity. May include a strong secondary interest evidenced by elective course work and related extracurricular activities, Penn athletics, a coherent cluster or minor, or a dual degree. BSN/MSN is excluded as a dual degree.</td>
<td>Undergraduate or Graduate Student</td>
</tr>
<tr>
<td>Henry O. Thompson Prize in Ethics</td>
<td>Master's or doctoral student - student essay focused on ethical thinking and action</td>
<td>MSN or PhD Graduates</td>
</tr>
<tr>
<td>Ann Wolbert Burgess Endowed Student Award</td>
<td>Honoring demonstrated excellence and leadership in nursing, with a preference for psychiatric or mental health nursing, as evidenced by a doctoral dissertation that holds significant promise as a contribution to nursing knowledge. The student must have successfully defended the dissertation proposal at the time of nomination and have either graduated or be scheduled to graduate in May or August of that year. The student’s chair needs to include a letter indicating this anticipated completion date.</td>
<td>PhD Graduates</td>
</tr>
<tr>
<td>Claire M. Fagin Award</td>
<td>A high level of leadership within the School, University, or larger community (one award will be given)</td>
<td>BSN, MSN, or PhD Graduates</td>
</tr>
<tr>
<td>Dean's Award</td>
<td>Epitomize the philosophy of the School of Nursing. [Student leadership, citizenship, social activism.] (one award to be given)</td>
<td>BSN, MSN, or PhD Graduates</td>
</tr>
<tr>
<td>Ellen D. Baer Award</td>
<td>Excellence and leadership in nursing as evidenced within Hillman Program.</td>
<td>Undergraduate or Masters Hillman Scholar</td>
</tr>
<tr>
<td>Theresa I. Lynch Award</td>
<td>Consistent contribution to the advancement of the School of Nursing. [Criteria similar to that used in selecting the Dean's Award recipient may be implemented in the selection of this award recipient. In addition, Dean's Award nominations may alternately be considered for this award.] (one award will be given)</td>
<td>BSN, MSN, or PhD Graduates</td>
</tr>
<tr>
<td>Norma Lang Award</td>
<td>Undergraduate or master's graduate who has demonstrated excellence in academic/scholarly practice. Preference will be given to graduates that have demonstrated excellence in Penn Nursing Network practices as well as activities with clinician educators in</td>
<td>BSN and MSN Graduates</td>
</tr>
</tbody>
</table>
their practice settings. Specific contributions can include: leadership, innovative practice models, student led research, and/or commitment to a specific community/patient population. Students may be nominated from someone in the practice setting or they may self-nominate (one award will be given).

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Contributions</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary D. Naylor UG Research Award</td>
<td>Contributions to advancing nursing knowledge through research activities. Specific criteria to be included: initiative, creativity, intelligence, and persistence.</td>
<td>BSN Students</td>
</tr>
<tr>
<td>Wealtha McGurn Research Award</td>
<td>Graduate demonstrating excellence in research with a particular focus on pediatric primary care or adult health.</td>
<td>MSN and PhD Graduates</td>
</tr>
<tr>
<td>Teaching Assistant Award</td>
<td>Cognitive Competence includes: constructs course assignments; interprets abstract theories/ideas clearly; utilizes new or unexpected situations to show relationship to subject under study. Professional competence includes: sets achievable goals for students; demonstrates technical skill in nursing activities; shows interest in making contribution to the improvement of nursing; participates w/standing faculty in SON activities. Interpersonal competence includes: respects confidentiality of student relationships; demonstrates confidence in the student; allows expression of diverse points of view; follows through on commitments; gives constructive evaluation without humiliating student; establishes environment conducive to discussion. Research Assistants and Course Assistants are not eligible.</td>
<td>Teaching Assistants</td>
</tr>
<tr>
<td>Joyce E. Thompson Award in Women's Health</td>
<td>Leadership and excellence in maternal and child health. The nomination in the form of a one-page essay, if student is self-nominating, or a one-page letter, if clinical faculty member/instructor is nominating, must address how the nominee demonstrated these qualities.</td>
<td>MSN Graduates</td>
</tr>
<tr>
<td>Dorothy Mereness Award</td>
<td>Exceptional ability in scholarly writing. [Could include, but is not limited to, scholarly writing for a research project.] A writing sample or paper must be submitted along with the nomination (one award will be given).</td>
<td>BSN, MSN, or PhD Graduates</td>
</tr>
<tr>
<td>Marion R. Gregory Award</td>
<td>Distinguished doctoral dissertation. Dissertations are to be considered by doctorally-prepared faculty. A copy of the proposal to be submitted with the nomination. The student must have successfully defended the dissertation proposal at the time of nomination and have either graduated or be scheduled to graduate in May or August of that year. The student’s chair needs to include a letter indicating this anticipated completion date.</td>
<td>Doctoral Graduates</td>
</tr>
<tr>
<td>Sigma Theta Tau Award</td>
<td>Academic achievement and leadership.</td>
<td>BSN, MSN &amp; PhD Graduates</td>
</tr>
<tr>
<td>Award Name</td>
<td>Description</td>
<td>Eligible nominees</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Penn Nursing Alumni Student Award</td>
<td>Given to BSN, MSN, or PhD graduate graduating in the current year who contributes to the achievement of the Alumni Society goals by fostering loyalty to the school and university, maintaining the professional and social bond among their classmates and promoting professional development during their student experience at Penn. May be individual or group.</td>
<td>BSN, MSN, or PhD Graduates</td>
</tr>
<tr>
<td>Ralston Center Award for Gerontology Nursing Excellence</td>
<td>The purpose of the award is to recognize an outstanding graduate nursing student specializing in geriatric nursing. To be eligible, students must have completed at least one-third of the course requirements toward their graduate nursing program in gerontology, with a cumulative grade point average of 3.50 or higher. At least one letter of nomination must be from a clinical instructor or academic advisor. The award recipient will be asked to speak on his/her interest and experience in gerontological nursing at the June meeting of the Ralston Center Board of Managers, at which time the recipient will receive the monetary award.</td>
<td>MSN students in gerontology who have completed at least one-third of their program requirements and who have at least a 3.50 cumulative GPA</td>
</tr>
</tbody>
</table>

**UNIVERSITY OF PENNSYLVANIA AWARDS**

The University of Pennsylvania grants numerous undergraduate awards to outstanding graduating seniors, in addition to some sophomores and juniors. The criteria and eligible nominees vary by award, but some examples are:

- **Alice Paul Award**, granted to undergraduate or graduate students in recognition of their outstanding service to women, in particular women in the Penn community
- **Goddard, Brownlee, Hottel, and Harnwell Awards**, granted to female senior undergraduate students who make contributions to campus life through activities and leadership
- **Spoon, Bowl, Cane, and Spade Awards**, granted to male senior undergraduate students who make contributions to campus life through activities and leadership
- **James Howard Weiss Memorial Award and Penn Student Agencies Award**, each granted to a graduating senior undergraduate student with a distinguished academic achievement (3.7 minimum GPA) and significant leadership in undergraduate activities
- **Sol Feinstone Award**, granted to sophomore, junior, or senior undergraduate students (no more than three) who have contributed to constructive social and educational change within or beyond the Penn community
- **Student Award of Merit**, granted by the Penn Alumni Society to graduating senior undergraduate students (no more than five) for their service to Penn, which, in combination with other activities, strengthens and enhances the University
- **James Brister Society Awards**, granted to graduating students of color who demonstrate leadership, advance diversity at Penn through student activities or community service, and exemplify excellence

For additional information on University awards, please visit the Penn homepage, [www.upenn.edu](http://www.upenn.edu), and search by award name or criteria.

**MAJOR AWARDS FOR POST-GRADUATE STUDY ABROAD**

The Center for Undergraduate Research and Fellowships (CURF) provides information, advice, resources, and support for Penn students seeking funds for graduate study at home or abroad. Please visit CURF’s website for detailed information on scholarships: [http://www.upenn.edu/curf/](http://www.upenn.edu/curf/)
STUDENT ORGANIZATIONS AND LEADERSHIP OPPORTUNITIES

School of Nursing Organizations

For a full list of Penn Nursing student organizations and Nursing related collaborations, please visit http://www.nursing.upenn.edu/about/our-students/organizations/

University of Pennsylvania Organizations

For a comprehensive list of student groups on campus, refer to http://www.vpul.upenn.edu/osa or contact the Office of Student Life at 215-898-6533.

Student Committee on Undergraduate Education (SCUE)
http://www.scue.org/

The oldest existing branch of student government at the University of Pennsylvania, the Student Committee on Undergraduate Education was founded in 1965, a time when Penn undergraduates had little control over their own education. Since its inception, SCUE has remained an autonomous and apolitical organization whose suggestions and proposals have initiated and shaped some of the most significant projects in Penn's history. SCUE takes as its purview any issue which affects undergraduate education or the intellectual atmosphere at Penn. The committee works to enhance and expand curricular opportunities, advising, and the overall quality of the undergraduate academic experience. SCUE serves various roles: both as advocates for the student voice and as advisors to the faculty and administration. Its efforts are predicated on the tenet that undergraduates must have a say in the academic programs of which they are most integrally a part. SCUE's membership consists of approximately 35 to 40 undergraduates from all four schools. Applications for membership from freshmen and sophomores are accepted both in the fall and in the spring semesters. For more information, please contact the SCUE office in the Office of Student Affairs, 200 Houston Hall, 3417 Spruce Street, 215-898-6945, scue@dolphin.upenn.edu

Undergraduate Assembly (UA)
http://pennua.org/

The Undergraduate Assembly is an elected body consisting of thirty-three undergraduate students selected by their respective schools. It is charged with representing undergraduate interests to the administration, faculty, and all other constituent groups at Penn. As the umbrella branch of six different student government organizations, the UA is given the fiduciary responsibility of allocating approximately $1.5 million to itself and the other five branches. This amount is then distributed to almost all student organizations on campus.

The bulk of UA activity stems from its committees. The leadership of the UA consists of a five-member Executive Board and the Chairs of each committee. The organization works closely with the administration to implement its initiatives.

The UA general body meets every Sunday at 9 pm, and discusses proposals brought to the floor from both UA members and the undergraduate community at large. Additionally, the UA works closely with other undergraduate leaders through UA Steering. UA members sit on a number of university committees, including University Council, dining, retail, residential, and safety committees.

For additional information, stop by the UA office in the Office of Student Affairs, 200 Houston Hall, 3417 Spruce Street, http://www.vpul.upenn.edu/osa/index.html. You can contact the UA at 215-898-8908 or chair@pennua.org.
University-Wide Activities

University-wide activities are plentiful and address a large variety of interests. Introductory meetings are usually held in the first few weeks of the fall semester and provide an overview of the activity. For further information, contact the Office of Student Affairs, located in Houston Hall, 3417 Spruce Street, attend the activities fair on Locust Walk (usually within the first two weeks of September), or read The Daily Pennsylvanian's "Campus Events" section (http://www.dailypennsylvanian.com).
UNIVERSITY AND SCHOOL OF NURSING RESOURCES AND SERVICES

For a comprehensive list of University resources consult Penn A-Z (http://www.upenn.edu/penna-z/) and the Penn Community section of the Nursing School website.
### Appendix I: Learning Plan to Complete Course Work

<table>
<thead>
<tr>
<th>Briefly state the mutually agreed upon problems in completing course work:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State what the student needs to accomplish to complete coursework:</td>
<td></td>
</tr>
<tr>
<td>State how the student will accomplish the outstanding coursework including use of campus learning resources.</td>
<td></td>
</tr>
<tr>
<td>State how the student will demonstrate completed course work.</td>
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</tr>
</tbody>
</table>
State the metric for satisfactory completion including specific grading criteria.

<table>
<thead>
<tr>
<th>Date(s) for submission of written assignments and examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) for clinical hours</td>
</tr>
<tr>
<td>Date for review of completed course work and grade assignment</td>
</tr>
</tbody>
</table>
| Student Signature (verifies agreement with this plan)  
  Date: |
| Instructor Signature (verifies agreement with this plan)  
  Date: |
| Outcome of review and grade: |
| Signature of student:  
  Date: |
| Signature of Faculty :  
  Date: |

Updated 4/7/17