



Student Handbook: 2014–2015

As an Andrews University nursing student I understand that I must follow the procedures and policies that are included in the Department of Nursing Student Handbook as well as the Andrews University Bulletin.

I acknowledge that I am responsible for this material.

Student's Name (please print): _____

Student's Signature: _____

Date: _____

This page is the property of Andrews University and shall remain in the files of the Department of Nursing, Andrews University, Berrien Springs MI 49104-0200.

TABLE OF CONTENTS

Undergraduate Nursing

Introduction/Welcome	3
Vision	3
Mission Statement	3
Philosophy	4
Conceptual Framework	4
Conceptual Definitions	5
Program And Student Learning Outcomes	6
Program Outcomes	7
Student Learning Outcomes For Baccalaureate Degree	7
Policy Statements	8
Notice Regarding Policies and Procedures	8
Unrestrictive Policies	8
Restrictive Policies	8
Academic Integrity	8
Baccalaureate Program	10
Admission & Progression Policies	10
Curriculum Guide 2014–2015	11
Admission Requirements—NCLEX-Prep	12
Progression	13
Baccalaureate Completion Program	16
Admission & Progression Policies	16
Curriculum Guide 2014–2015	16
Admission requirements	17
Progression Requirements	17
Policies for the Undergraduate Programs	18
Academic Probation	18
Annual Validations	18
Attendance	19
Classes	19
Cell Phones, Personal Laptops, Recording Devices and Other Electronic Devices	19
Clinical	19
Skills Laboratory	20
Cardio-Pulmonary Resuscitation (CPR)	21
Criminal Background Checks	21
Fingerprinting	21
Drug Screening	21
Dedication and Senior Pinning Policies	21

Dress Code	22
Specifics of the Andrews Look:	23
Uniform Policy	23
Employment while in Nursing School	24
Employment: required (500 hours acute care setting)	24
Externship	24
Fees	25
General Health Policies	25
Grievance Policy	26
Policy	26
Procedure	26
Kaplan Integrated Testing Program	27
Kaplan Exit Tests	28
Kaplan NCLEX-RN Review Course	28
Kaplan Remediation Policy	28
Nursing Portfolio	29
Purpose of the Portfolio	29
The Artifacts	29
NCLEX-RN Application Procedure	30
Petitions: Exemptions from Policy	31
Petition Procedure	31
Taking Courses at Another College	32
Sabbath Policy	32
Scholarships and Financial Aid	32
Student Representation	33

UNDERGRADUATE NURSING

Introduction/Welcome

Welcome to the Andrews University Department of Nursing. The Andrews University Nursing program is approved by the Michigan Board of Nursing and holds accreditation from the Accreditation Commission for Education in Nursing (ACEN).

This handbook is designed to orient you to policies used throughout the nursing courses.

Vision

To prepare professional nurses to reflect Christian spirituality, caring attitudes, clinical excellence, and cultural competence for service and practice in concert with the four main initiatives from the Institute of Medicine and the Robert Wood Johnson Foundation's report on the future of nursing (October 5, 2010):

- Nurses should practice to the full extent of their education and training
- Nurses should achieve higher levels of education and training through an improved education system that promotes seamless academic progression
- Nurses should be full partners, with physicians and other health care professionals, in redesigning health care in the United States
- Effective workforce planning and policy making require better data collection and information infrastructure

Mission Statement

The Andrews University Department of Nursing, a program based on Seventh-day Adventist precepts and Restoration to the Image of God, provides transformational nursing education which equips students to function as professional nurses in direct care, advanced practice, research and education. Through the following activities, the department of Nursing encourages students to Seek Knowledge, Affirm Faith, and provide Changes that impact the World of healthcare:

SEEK KNOWLEDGE	AFFIRM FAITH	CHANGE THE WORLD
<ul style="list-style-type: none">• Prepare nurses that provide culturally competent, high quality, evidenced-based patient-centered care• Prepare nurses for first-time licensing and certification success• Encourage lifelong learning	<ul style="list-style-type: none">• Prepare nurses to practice within the Christian context of "Restoration to the Image of God"• Promote personal spiritual growth• Teach theoretical underpinning of wellness, illness, and disease within the context of the great controversy	<ul style="list-style-type: none">• Teach with service/mission focus, Medical evangelism• Teach current whole-person nursing care across the life span which addresses wellness and illness• Prepare nurse leaders with a mind set for professional and ethical practice which incorporates communication (all venues), teamwork and collaboration

Philosophy

The Department of Nursing believes in the Great Controversy between good and evil. We believe that in the beginning, God created the heavens and the earth; the crowning act of creation was man and woman in His Image. When Adam and Eve sinned, they began a process of total degeneration in spiritual, mental, physical, social and emotional health that continues today. In order to interrupt this degeneration, Jesus came to this earth to live a perfect life and die for the sins of humanity, thus providing for perfect Restoration to the Image of God and consequent eternal life which will be actualized at the second coming of Jesus. For the individual, this is possible only through accepting Jesus Christ as Savior and maintaining an ongoing relationship with Him.

The student who enters this nursing program accepts the educational environment in which they will be prepared to deliver nursing care that demonstrates the goodness, grace and forgiveness of God. They will also be able to express how the presence and saving power of Jesus Christ has positively affected their personal and professional life.

This philosophy will influence education and learning, curricular development, and teaching strategies. In addition, it is anticipated that this philosophy will influence the personal health, character, professional performance, ethical judgments and moral integrity of faculty, staff and students.

Conceptual Framework

Key Concept: Restoration

Restoration to the Image of God is the ultimate goal of Christian nursing practice. Christian nurses believe that any improvement in spiritual, mental, physical, social or emotional health is a part of restoration to the Image of God. Christian nurses acknowledge that, in spite of effort, perfect restoration will not be complete on this earth, and illness and degeneration will continue to occur until the second coming of Jesus. Despite this, God has given a Biblically-based formula for health and a degree of restoration as allowed on earth. The goal of Christian nursing is to utilize this formula in all nursing activities to promote and maintain health, prevent disease, and treat acute and chronic illness.

This formula is based on the original Eight Natural remedies/laws of health (White, 1905): pure air, sunlight, abstemiousness, rest, exercise, proper diet, the use of water, trust in Divine Power. This formula has been a springboard for other representations such as NEWSTART (Weimar, 1978):

Nutrition

Exercise

Water

Sunshine

Temperance

Air

Rest

Trust in Divine Power

and C.R.E.A.T.I.O.N. Health (Reed, 2007) which includes:

Choice
Rest
Environment
Activity
Trust in Divine Power
Interpersonal relationships
Outlook
Nutrition

Conceptual Definitions

Restoration

- Returning to an ideal state.
- Returning to a previous state of wellbeing, or achieving a state better than what is currently experienced.

Image of God

- A multi-dimensional concept related to all aspects of human existence.
- The ultimate goal is enhancing the divine image in persons, families, communities, institutions, and systems in ways that promote health and prevent disease.
- Restoration may be related to physical, mental, social or spiritual health. While ideally nurses strive to restore clients in all dimensions, improvement in any area helps move a client toward restoration. Therefore, even an individual with a terminal illness may be “restored” toward the image of God through other dimensions of health. The same holds true with any deficit that is keeping an individual from being in complete health.

Disease

- An interruption, cessation, or disorder of body functions, systems, or organs. Source: *Stedman's Medical Dictionary for the Health Professions and Nursing*, 5th ed. (2005). Baltimore, MD: Lippincott Williams & Wilkins

Illness

- Illness is a state in which a person's physical, emotional, intellectual, social, developmental, or spiritual functioning is diminished or impaired compared with previous experience. Source: Potter, P.A. & Perry, A.G., *Fundamentals of Nursing*, 7th ed. (2009). St. Louis, MO: Mosby, Inc.

Degeneration

- 1. Deterioration; passing from a higher to a lower level or type. 2. A worsening of mental, physical, or moral qualities. 3. A retrogressive pathologic change in cells or tissues, in consequence of which their functions are often impaired or destroyed; sometimes reversible; in the early stages, necrosis

results. Source: *Stedman's Medical Dictionary for the Health Professions and Nursing*, 5th ed. (2005). Baltimore, MD: Lippincott Williams & Wilkins

Promote and Maintain Health

- Involves individuals or aggregates in a process of self-determination of practices and choices enhancing global wellness.
- Health promotion is based on knowledge and understanding of laws of health and the active choice of improvement of personal health habits.
- Resources and skills must be developed so that current health is maintained or a higher level of health can be achieved.

Prevent Disease

- Associated with behaviors that assist at-risk individuals or aggregates in avoiding development of or complications related to specific conditions.
- Primary prevention relates to protection against specific health problems, with the focus on increasing a person's resistance to specific illness.
- Secondary prevention involves early identification of and prompt intervention for health problems.
- Tertiary prevention/disease management is concerned with restoration and rehabilitation within limits imposed by a health problem, once a condition is already present.

Treat Acute and Chronic Illness

- Associated with behaviors that assist at-risk individuals or aggregates in avoiding development of or complications related to specific conditions.
- Primary prevention relates to protection against specific health problems, with the focus on increasing a person's resistance to specific illness.
- Secondary prevention involves early identification of and prompt intervention for health problems.
- Tertiary prevention/disease management is concerned with restoration and rehabilitation within limits imposed by a health problem, once a condition is already present.

Program and Student Learning Outcomes

The purpose of the Department of Nursing is to prepare nurses to serve the global community. The curriculum of the department is based on the framework of Seventh-day Adventist precepts and the concept of Restoration to the Image of God. The department also supports the ANA Standards of Care, the AACN Essentials of Baccalaureate Education for Professional Nursing Practice, Nurse Practice Acts, and NLN Hallmarks of Excellence in Nursing Education as a basis for preparing nurses to meet societies evolving healthcare needs.

PROGRAM OUTCOMES

Andrews University Department of Nursing program outcomes are as follows:

1. At least 90% of graduates will be successful in their first-time performance on a licensing and certification examination
2. At least 55% of students will complete the program within 3–4 years after beginning NRS216 Fundamentals in Nursing course.
3. At least 90% of alumni who respond to survey will express satisfaction with the nursing program
4. At least 85% of alumni who seek nursing employment will be successful within 6–12 months of graduation
5. At least 90% of employers of alumni who respond to survey will express satisfaction with alumni's professional performance

STUDENT LEARNING OUTCOMES FOR BACCALAUREATE DEGREE

Students who successfully complete the baccalaureate program, will:

1. Reflect in their nursing care the application of Christian values and formula for health for the purpose of “Restoring humans to the image of God”
2. Be culturally aware, sensitive, and appropriate in their nursing practice
3. Foster open and effective communication using verbal, non-verbal, written, and technological methods
4. Utilize critical thinking, clinical reasoning, judgment, evidence-based practice and research in implementation of the nursing process, while delivering patient-centered care
5. Participate in nursing leadership opportunities (i.e., completion of the University Leadership Certificate program)
6. Demonstrate knowledge, skills and attitude necessary for managing whole person, patient-centered care according to standards outlined by the American Nurses Association, AACN Essentials of Nursing, QSEN and IOM report
7. Function effectively as part of intra and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care
8. Demonstrate personal spiritual growth
9. Be prepared to successfully pass the NCLEX examination at the first sitting (except for BS Completion)

Policy Statements

NOTICE REGARDING POLICIES AND PROCEDURES

All nursing majors are expected to be familiar with and observe the policies and procedures of Andrews University and the department. These policies and procedures can be found in:

1. *Andrews University Bulletin*
2. *Andrews University Department of Nursing Student Handbook*
3. *Andrews University Student Handbook*

The *Andrews University Department of Nursing Student Handbook* is available at the beginning of each school year online and in hard copy. It can be found at: www.andrews.edu/shp/nursing/resources. Policies and procedures may be reviewed at Town Hall meetings scheduled once each semester. Students are responsible for attending these meetings and for the information discussed there. In addition, new policies and procedures implemented during the school year will be communicated via email and/or classroom announcements.

UNRESTRICTIVE POLICIES

Unrestrictive policies (those which do not disadvantage students) take effect upon approval, after being communicated to nursing students by announcement in classrooms and/or emails.

RESTRICTIVE POLICIES

Policies which may have a restrictive impact upon students' progress into and through the nursing programs shall be implemented according to the following schedule:

Approved policies shall take effect at the beginning of the academic year of the bulletin in which they are published unless it has to do with curriculum/program changes that affect the integrity of the program. Policies will be posted on student emails following approval by the appropriate council, with the expected date of implementation.

ACADEMIC INTEGRITY

In harmony with its mission statement (*Andrews University Bulletin*), Andrews University expects that students will demonstrate the ability to think clearly for themselves and exhibit personal and moral integrity in every sphere of life. Thus, students are expected to display honesty in all academic matters.

Academic dishonesty includes (but is not limited to) the following acts:

- Falsifying official documents;
- Plagiarizing, which includes copying others' published work, and/ or failing to give credit properly to other authors and creators;
- Misusing copyrighted material and/or violating licensing agreements (actions that may result in legal action in addition to disciplinary action taken by the University);

- Using media from any source or medium, including the Internet (e.g., print, visual images, music) with the intent to mislead, deceive or defraud;
- Presenting another's work as one's own (e.g., placement exams, homework assignments);
- Using materials during a quiz or examination other than those specifically allowed by the teacher or program;
- Stealing, accepting, or studying from stolen quizzes or examination materials;
- Copying from another student during a regular or take-home test or quiz; assisting another in acts of academic dishonesty (e.g., falsifying attendance records, providing unauthorized course materials).

Andrews University takes seriously all acts of academic dishonesty. Such acts as described above are subject to incremental discipline for multiple offenses and severe penalties for some offenses. These acts are tracked in the office of the Provost. Repeated and/or flagrant offenses will be referred to the Committee on Academic Integrity for recommendations on further penalties. Consequences may include denial of admission, revocation of admission, warning from a teacher with or without formal documentation, warning from a chair or academic dean with formal documentation, receipt of a reduced or failing grade with or without notation of the reason on the transcript, suspension or dismissal from the course, suspension or dismissal from the program, expulsion from the university, or degree cancellation. Disciplinary action may be retroactive if academic dishonesty becomes apparent after the student leaves the course, program or university.

Departments and faculty members may publish additional, perhaps more stringent, penalties for academic dishonesty in specific programs or courses.

BACCALAUREATE PROGRAM

Admission & Progression Policies

Nursing (NCLEX-preparatory) BS—125 credits

Students may enter the University as declared nursing majors, but the first year is typically spent in general education requirements, cognate courses and NRS 215 Introduction to Nursing Concepts. Students are encouraged to apply for admission into the nursing program prior to completion of the spring semester of their freshman year so as to be prepared to enter NRS 216 Fundamentals of Nursing Practice the following fall semester.

- Step One:** Declare nursing as a major
- Step Two:** Meet with nursing advisor and become familiar with classes required for admission into Nursing.
- Step Three:** Take your course work seriously. Strive to obtain the highest GPA possible.
- Step Four:** Apply for acceptance into the Baccalaureate degree program in the spring of your first year or after completion of your cognates if you are a transfer student. Applications and all supporting materials must be in by May 1.

Applications received after May 1 are not guaranteed acceptance for entry in the following fall semester.

Curriculum Guide 2014–2015

Fall—Freshmen			Spring—Freshmen		
PSYC 101	Introduction to Psychology	3	BIOL 222	Anatomy & Physiology II	4
BIOL 221	Anatomy & Physiology	4	PSYC 301	Human Development	3
CHEM 110	Chemistry	4	FDNT 230	Nutrition	3
NRSG 215	Intro Professional Nursing Concepts	1	RELT 100	God & Human Life	3
FTES	Fitness & Exercise Studies	1	MATH 145	Reasoning with Functions	3
ENGL 115	English Comp I	3			
Total		16	Total		16
Fall—Sophomore			Spring—Sophomore		
NRSG 211	Pharmacology I	2	RELB 210	Jesus in His Time and Ours	3
NRSG 366	Complementary Wellness and Restoration I	1	ENGL 215	English II	3
BIOL 260	Microbiology	4	COMM 320	Interpersonal Communication Skills	3
NRSG 216	Fundamentals of Nursing Theory and Practice	5	NRSG 240	Psychiatric Mental Health Nursing	4
NRSG 315	Pathophysiology	3	NRSG 305	Health Assessment	3
Total		15	Total		16
Fall—Junior			Spring—Junior		
HIST 117	Civilization & Ideas	3	RELT 250	Personal Spirituality & Faith	3
PHIL 224	Introduction to Philosophy	3	FTES	Fitness & Exercise Studies	1
NRSG 331	Medical-Surgical I	5	STAT 285	Statistics	3
NRSG 212	Pharmacology II	3	NRSG 445	Nursing Research	3
NRSG 408	Families in Stress/Crisis	2	NRSG 332	Medical-Surgical II	6
Total		16	Total		16
Fall—Senior			Spring—Senior		
NRSG 440	Developing Child Nursing	4	NRSG 450	Community Nursing	4
NRSG 430	Childbearing Family	4	NRSG 416	Comprehensive Overview	2
NRSG 418	Leadership in Nursing	3	NRSG 414	Critical Care Nursing	3
NRSG 438	Intl Mission Service in Nursing	2	NRSG 466	Complementary Wellness and Restoration II	2
RELP/RELT		3	NRSG 480	Senior Internship	3
Total		16	Total		14
General Education credits					32
Cognates required for Nursing					28
Nursing credits					65
Total credits for bachelor's degree in Nursing					125

ADMISSION REQUIREMENTS—NCLEX-Prep

Admission requirements are as follows:

1. Minimal overall GPA of 3.00
2. BIOL 221, 222, PSYC 301, FDNT 230, PSYC 101, CHEM 110
3. Minimal combined GPA for cognates of 3.00. A grade of C- is unacceptable for any cognate course.
4. A math placement score of P2 or above; or successful completion of College Algebra MATH 145 or a higher level math class with a grade of C or better.
5. If you are a transfer student, evidence of taking a college algebra class with a C grade or higher will satisfy the nursing program admission requirements. However, you will still need to make sure your college class is acceptable to the department of mathematics. Whether or not you still need a Math Placement Exam is up to that department.
6. Nelson Denny Reading Test score of 15 or greater
7. An acceptable criminal background check from company recommended by Department of Nursing—to include Berrien County.
8. Finger printing is required. Must be done through Livescan.
9. A urine drug screen must be completed 20–30 days prior to the start of the first clinical rotation (check with Nursing office).
10. Physical examination report that must include:
 - a. Tuberculin skin test (if positive a chest x-ray is required, will be evaluated individually) and yearly evaluation thereafter
 - b. Proof of immunization or serum immunity for measles, mumps, rubella, rubeola (MMRI, MMR II), diphtheria, pertussis, tetanus, and hepatitis B
 - c. Proof of either having had chickenpox (dates of disease or tested for varicella-zoster antibodies) or the immunization
 - d. Annual flu shots taken October–December
11. All students are required to have Health Care Provider Cardio-Pulmonary Resuscitation (CPR) certification from the American or Canadian Heart Association (AHA). Specifically the BLS Healthcare provider course.
12. Depending upon the situation, a student may be required to have an interview.
13. Must complete KAPLAN Pre-Admission exam with pre-established score as determined by the Department of Nursing.
14. Meeting the minimal requirements does not guarantee admission.

15. All nursing students **must be accepted** into the Nursing Program by the Andrews University Department of Nursing Admissions & Progressions Committee before entering into any nursing class with a practicum. Students must apply for admission to the Nursing Program by May 1. Typically this process is begun while taking NRSG 215: Introduction to Professional Nursing Concepts.
16. All students must complete the following **cognate** courses prior to entering the fall semester of the second year (NRSG 216: Fundamentals of Nursing Theory and Practice)

Course		Semester Credits
BIOL 221	A&P I	4
BIOL 222	A&P II	4
EDPC 301	Human Development	3
PSYC 101	Introduction to Psychology	3
FDNT 230	Nutrition	3
CHEM 110	Chemistry	4

17. NRSG 215: Introduction to Professional Nursing Concepts—needs to be completed during the freshman year at Andrews University or during the first year of residency as a transfer, LPN* or 2nd degree student.
18. Please note that if any cognates (Anatomy & Physiology, Microbiology, Chemistry, Human Development, Nutrition, Psychology and Statistics) are older than 5 years they will not be accepted as credit and will need to be retaken as a class for credit or the student may take a standardized challenge exam, such as the CLEP exam as approved by the Department of Nursing
19. ADA Accommodations: Andrews University accepts and appreciates diversity in its students, including students with learning and other disabilities.

If you feel that you have a learning, psychological, emotional disability it is mandatory that it be formally documented by the Andrews University Counseling & Testing Center, Berrien Regional Education Service Agency or other source recommended by the above two agencies. **Without this document, no accommodation will be granted.** If you feel you have a physical disability that is not obvious to us, it will have to be documented by the Medical Specialties Center.

If you qualify for accommodations under the American Disabilities Act, please see your instructor and advisor as soon as possible for referral and assistance in arranging such accommodations.

PROGRESSION

1. A GPA of at least 3.00 overall must be maintained throughout the nursing program. Should the GPA fall below 3.00, the student will be placed on departmental academic probationary status and may not be allowed to progress based upon a decision by the Andrews University Department of Nursing Admissions and Progression Committee. Students will not be permitted to register for any of the last semester nursing courses with a GPA below 3.00.

2. Before progressing to senior year, **all** courses on the curriculum guide through junior year must be completed.
3. No grade lower than C is accepted in cognate courses or lower than a B- in nursing courses.
4. To better enable all nursing students in the continual pursuit of excellence in nursing, all students must:
 - a. Pass each nursing class with a grade of 80%, equivalent to a “B-” or higher, **and**
 - b. Have a test grade average of 80% or above. The test average of 80% is applicable to all nursing classes.

The grading system for each class will be:

100–93	A	77–79	C+
90–92	A-	75–76	C
87–89	B+	70–74	C-
83–86	B	60–69	D
80–82	B-	Below 60	F

Nursing courses with a practicum component will require the student to successfully pass both the theory and practicum sections in order to receive a passing grade for the course.

5. When a student fails the clinical portion of a course, the student has failed the entire course. If a student withdraws from a nursing course, or changes from credit to audit due to potential failure, the student must understand that withdrawal is considered failure of the course.
6. Repeating courses:
 - a. Required cognates may be repeated only once
 - b. Nursing courses:
 - i. A student will be asked to withdraw from the nursing program if one or two nursing courses are failed at any time. Students have the option to reapply one time to the program. Reapplication does not guarantee readmission.
 - ii. Readmission is considered on an individual basis only by the Admissions and Progression Committee. The application should be accompanied by a letter from the applicant showing evidence of professional growth achieved during the time out of the program (i.e. Nurse tech/ CNA, mission work, improving cognate, remedial study skills with student success) and employment.
 - iii. The student may be interviewed by the Admissions and Progression Committee before a final decision is made. If a student is readmitted and he/she fails one more nursing course or voluntarily withdraws from any nursing course they will be dismissed from the program.
 - iv. May be repeated only once if the student is readmitted to the program.
7. A medication dosage calculation test is required at the beginning of each clinical course beginning with NRS216 Fundamentals of Nursing Theory and Practice. The passing score is 90%. Students are

not permitted to attend clinicals until a test is passed. Students will have two opportunities to pass a medication dosage calculation test. If two failures occur, the student must demonstrate evidence of remedial training before attempting a third test. Failure to pass the test after the third try will be discussed by the Andrews University Department of Nursing Admissions and Progression Committee and may result in delayed progression in their nursing program. The grade students receive on the first test will be the one integrated in the overall grade.

8. For NCLEX success the recommended “time frame” for completing the undergraduate nursing degree is 3–4 years, beginning with the NRS216 Fundamentals in Nursing course. To this end students are provided a curriculum guide, to follow as advised.
9. Any student returning to the program that has been absent for two or more years, must show competency theoretically and/or clinically with a passing score in order to progress in the program. If a standardized test is administered, a passing score as determined by the Department of Nursing is required. The primary nursing instructor for each class will make an evaluation and recommendation to the Admissions and Progressions Committee, who will then make the final decision. Please be aware of the following:
 - a. This will require a minimum of at least 6 weeks processing time.
 - b. If a student does not pass the evaluation, they are required to retake the class(es) before progressing in the program.
 - c. Competency may be evaluated only once.
 - d. Students will be responsible for the testing fees.
10. Any student that is transferring from another accredited baccalaureate degree nursing program into the Andrews University baccalaureate degree nursing program, may have their Fundamentals, Pathophysiology and/or Health Assessment transferred. However, they must first undergo an evaluation of this class work to determine if the requested transfer of credits is adequate and/or appropriate. The primary nursing instructor for each class will make an evaluation of theoretical and clinical knowledge of the transfer course(s) and make a recommendation to the Admissions and Progression Committee that will then make the final decision.

Methods of evaluation may include:

- NLN, Kaplan or other valid and reliable standardized tests
 - Final grade for the nursing class (minimum score of 80% required)
 - Course syllabus
 - Clinical skill assessment (if determined by course content)
11. Once admitted into the nursing program, all nursing classes must be taken from Andrews University unless granted permission by A & P Committee.
 12. Once admitted into the nursing program, all students must retake a urine drug screen and a criminal background check at the beginning of the new academic year.

BACCALAUREATE COMPLETION PROGRAM

Admission & Progression Policies

Nursing (Completion) BS—125 credits

This program guides the RN with an associate's degree to complete their Bachelor of Science. The curriculum focuses on the professional and leadership roles of the baccalaureate-prepared nurse. As students come from varying school backgrounds, the program of completion is individualized. Normally, students complete in 2–3 years (4–6 semesters). The program requirements will involve clinical activities that cannot be carried out in the student's normal work setting.

Up to 31 credits of lower-division nursing may be accepted from the associate degree transcript after review and petition from the Admissions and Progressions Committee.

Curriculum Guide 2014–2015

Fall Semester—Year 1			Spring Semester—Year 1		
HIST 117	Civilizations & Ideas I	3	NRSG 305	Health Assessment	3
MATH 145	Reasoning with Functions	3	NRSG 445	Nursing Research	4
NRSG 315	Pathophysiology	3	FTES 138	Cardio Development	1
NRSG 320	Prof Nursing Concepts for RN	3	RELT 100	God & Human Life	3
NRSG 366	Complementary Wellness I	1			
Total		16	Total		14
Fall Semester—Year 2			Spring Semester—Year 2		
PHIL 224	Intro to Philosophy	3	FTES	Fitness & Exercise Studies	1
NRSG 408	Families in Stress/Crisis	2	NRSG 414	Critical Care Nursing	3
NRSG 418	Leadership in Nursing	3	NRSG 450	Community Nursing	4
NRSG 438	Intercul Mission Service in Nursing	2	NRSG 466	Complementary Wellness II	3
RELP/RELT/ RELB	Religion course of choice	3	NRSG 480	Senior Internship	3
Total		13	Total		14
GE/Cognates transferred in					37
GE/Cognates taken at Andrews University					23
Lower division nursing courses transferred in					31
Upper division nursing courses taken at Andrews University					34
Total credits for bachelor's degree in Nursing					125

Admission Requirements

All registered nurses must meet Andrews University entrance requirements and be accepted for admission to the University before being admitted to the nursing program.

Admission requirements are the same as for the Baccalaureate program in general with the following exceptions:

1. A current United States RN license (No exceptions are granted to this policy)
 - Unregistered nurses are required to enroll in the traditional Baccalaureate program. Where appropriate transfer credit will be granted for GE course work previously done.
2. A passing score on the Andrews University math placement exam or the transferring in of an equivalent math course to or greater than MATH 145.
3. Up to 31 credits of lower division nursing may be accepted from the associate degree transcript.

Progression Requirements

1. Passing of nursing courses is the same as for the baccalaureate degree students. All students must:

Pass each nursing class with a grade of 80% = "B-" or higher, and

Have a test grade average of 80% or above.

The test average of 80% is applicable to all nursing classes.

The grading system for each class will be:

100–93	A	77–79	C+
90–92	A-	75–76	C
87–89	B+	70–74	C-
83–86	B	60–69	D
80–82	B-	Below 60	F

2. Students who took Pathophysiology in their associate's degree program are not required to retake it if they passed with a grade of B- or higher.
3. Be aware that independent studies cannot replace required nursing courses and only one may be taken.
4. ADA Accommodations: Andrews University accepts and appreciates diversity in its students, including students with learning and other disabilities.

If you feel that you have a learning, psychological, emotional disability it is mandatory that it be formally documented by the Andrews University Counseling & Testing Center, Berrien Regional Education Service Agency or other source recommended by the above two agencies. **Without this document, no accommodation will be granted.** If you feel you have a physical disability that is not obvious to us, it will have to be documented by the University Medical Center.

If you qualify for accommodations under the American Disabilities Act, please see your instructor and advisor as soon as possible for referral and assistance in arranging such accommodations.

5. Prior to taking the final year nursing courses, the baccalaureate degree (completion) student will successfully pass:

NRS 305	Health Assessment
NRS 315	Pathophysiology
NRS 320	Professional Nursing Concepts for the RN
NRS 366	Complementary Wellness I
NRS 445	Nursing Research

Policies for the Undergraduate Programs

Academic Probation

1. How is a student placed on nursing academic probation?

- A student is automatically placed on nursing academic probation by earning a grade in a nursing course which causes the student nursing GPA to fall below 3.00
- A student is automatically placed on nursing academic probation by: 1) engaging in unethical, unprofessional, or other behavior(s) that are unacceptable in either the classroom or the clinical setting; 2) demonstrating evidence of behavior patterns that are unsafe to patients, faculty or peers; and 3) indicating to faculty and/or staff other signs of maladaptive behavior(s)

2. Students who are on nursing academic probation are:

- Required to follow recommendations of the Admissions and Progressions committee specific to the reason for probation
- Expected to limit extracurricular activities and part-time employment
 - i. Restricted to taking no more than 12 credits per semester if GPA falls below 3.00 overall
 - ii. Required to enroll in some type of academic success training

Annual Validations

Each year nursing students are required to attend and pass competency tests or to show evidence of the following items, as required by OSHA standards:

- TB status
- CPR
- Fire Safety
- Infection Control
- Blood borne pathogens
- Safety Mechanics
- HIPPA (Health Insurance Portability and Accountability Act)
- Flu Shots
- EMR Training (Electronic Medical Records)
- Confidentiality

The hospital OSHA Safety Validation exams are an acceptable substitute for annual validations. Sophomore students will need to do the initial safety validation listed above as part of the Fundamental of Nursing class at the beginning of the semester.

Attendance

Classes

- Formal class and clinical hours have been arranged to provide time in which students are given the opportunity to demonstrate satisfactory academic and clinical achievement. It is expected that students will be on time. Students should not make any outside commitments during hours that they are required to be in class or practicum.
- The Department of Nursing upholds the Andrews University policy regarding absences and tardiness which is in the *Andrews University Bulletin*. The syllabus for individual courses states the policy for that particular course. In case of absence or tardiness, quizzes or tests are (or are not) made up according to the class policies written in the relevant syllabus, or by permission of the instructor.
- The student is responsible for announcements or material missed as a result of class absence/tardiness.

Cell Phones, Personal Laptops, Recording Devices and Other Electronic Devices

- Cell phones and other mobile devices such as MP3 players must be powered off before entering the classroom, nursing skills lab, simulation lab, healthcare facility for clinical experiences, and departmental meetings. No phone calls or text messaging are allowed during the sessions listed above. In addition, no cell phones are to be used during exams or quizzes. Calculators will be provided by the instructor during exams or quizzes for which math calculation is required. Any cell phones found on a student during an exam or quiz will be considered cheating and the student will receive a zero for the exam or quiz. This includes any form of electronic devices that have not been pre-approved by instructor for use during an exam or quiz.
- Picture-taking during class or clinical is not allowed (only if pre-approved for special presentations or activities). Recording devices are allowed only if pre-approved by instructor, and if approved, under no circumstance are recordings—visual or verbal—to be posted on a public website. If a student is caught recording, or taking pictures without the instructor's permission, the device will be confiscated and content erased.
- Laptops should not be used for surfing the Web or watching movies during class. It is disrespectful and unprofessional to use these devices inappropriately during class. If a student is caught surfing the Internet or watching movies, etc., the student will not be allowed to use the laptop in class.

Clinical

- Students are expected to demonstrate professionally responsible behavior in their practicum experiences. Attendance at all practicum sessions, whether on or off campus, is required. Any

deviation from the schedule must be arranged with the instructor in advance of the scheduled experience.

- In the event of an unexpected delay or absence, notify the instructor at the earliest opportunity. If the Instructor cannot be reached, notify the appropriate person at the agency. Make-up labs for excused absences are arranged directly with the instructor and normally completed prior to the end of the semester. There will/may be a charge to the student for makeup days.
- Unexcused absences are not permitted. Failure to make appropriate arrangements for an absence from the clinical practicum is irresponsible. Should such an incident occur, the student may be required to withdraw from the course or accept a failing grade.
- Tardiness for clinical practicum is not acceptable. However, if you have an emergency, it is anticipated that you are no more than 10 minutes late, and have proper documentation to support it (i.e., police report, etc.).
- All students are required to provide their own transportation for their clinical practicum. However, if you carpool with someone, expect to pay for gas and more; also expect that the driver will leave on time, to be on time, and if you are not there you will be marked tardy or absent.
- Depending on the class, students are required to go to the healthcare facility and get information to prepare for clinical. This may occur the day before or a few hours before the actual clinical begins. Be aware that time spent getting patient information and preparing for clinical DOES NOT count as actual clinical time (time spent providing patient care).
- All students are responsible for their own transportation to clinical sites.

Skills Laboratory

Students are responsible and required to learn specific nursing skills throughout their matriculation in the program. To that end the following must be adhered to:

- Formal skills lab hours are required at each level—Sophomores: 5 hours each week outside of class for the first four weeks; then for the remainder of the semester 2 hours each week outside of class. Juniors and Seniors: 2 hours each week outside of class time.
- Students must be ‘Checked Off’ on specific skills for NRS216 Fundamentals. Students are required to be prepared before coming to be “Checked Off.” This preparation includes: having watched videos, practiced the skill, and completed a quiz. These must be completed or students WILL NOT be checked off. Students who are not checked off, will not be allowed to attend clinical practicum; and students not attending practicum will fail the class.
- Each Fundamentals student will be assigned a 30-minute period for “Check Off” twice a week. Each Med-Surg I & II student will be assigned a 30-minute “Check Off” time twice a week. Each Senior student will be assigned a 30-minute “Check Off” time twice a week.
- Students will be provided with a list of skills at each level.

Cardio-Pulmonary Resuscitation (CPR)

It is the student's responsibility to update their BLS Healthcare Provider CPR course, through an **American or Canadian Heart Association** (AHA) Program, every two years or as indicated by their certificate.

Criminal Background Checks

All students are required to have a criminal background check performed prior to entry into the Nursing Program at Andrews University and at the beginning of each new academic year until graduation. Expense for this background check is the student's responsibility. Please check with the Nursing office for the current recommended company.

The criminal background check is to include the following:

1. Seven year multi-county or multi-state criminal background.
 - Please include a Berrien County address as local hospitals require a Berrien County criminal background check
2. Social security verification
3. Two employment history references (if previously employed)
4. Office of Inspector General (OIG) check for government exclusion list
5. Sex offender check
6. Government suspect list

Fingerprinting

Some clinical facilities require fingerprinting for all nursing students, therefore, it is done prior to the start of the nursing program during orientation when students begin Fall semester of their Sophomore year. Fingerprinting must be done through LIVESCAN and students will be responsible for any fees.

Drug Screening

Healthcare facilities now require drug testing of all nursing students before allowing them to provide care for patients. A urine drug screen must be completed prior to the start of the first clinical rotation, at the beginning of each new academic year, and any time as required by the healthcare facility. Students will be responsible for any fees. At the beginning of the semester, please check with the Nursing office for the current recommended facility.

Dedication and Senior Pinning Policies

- Dedication service will be held fall semester in the month of November for students newly admitted into the program. Family and friends are invited.

- Pinning is to be scheduled for Sabbath afternoon of the May commencement weekend for graduating students.
- Students will be chosen, from either the class being dedicated or pinned, to work with the Student Activities Committee. These students are to present the preferences of the class members to the committee.
- Who is eligible to pin students? Anyone who has an RN license, i.e. faculty, family, preceptors, coworkers, etc.
- All students will wear white nursing uniforms for the pinning ceremony.
- The speaker may be a professional nurse or experienced Christian speaker.
- Students may choose members of the class, nursing faculty, or a family member to give scripture reading, invocation and benediction.
- If the class decides to have a response, the class may choose a class member to give the class response. The response must be written out beforehand and be approved by the Student Activities Committee and student representatives.
- Special music may be chosen by the class, and must be approved by the Department of Nursing.
- The Department of Nursing Student Activities Committee will plan the programs and arrange for the reception and printing of the programs, and will be responsible for the reception.
- Students with 6 credits outstanding to completion of requirements may participate in pinning.

Dress Code

Andrews University's philosophy of dress is grounded in biblical ideals and the professional standards expected of a university. As members of a Christian community, we aspire to glorify our Creator and to show respect for self and others in our dress.

The specifics of the "Andrews Look" illustrate the fundamental principles of modesty, simplicity and appropriateness.

- Modesty—Appropriately covering the body, avoiding styles that are revealing or suggestive.
- Simplicity—Accentuating God-given grace and natural beauty rather than the ostentation encouraged by the fashion industry.
- Appropriateness—Wearing clothing that is clean, neat and suitable to occasion, activity and place.

As a Seventh-day Adventist university, we interpret these principles in accordance with our faith tradition. While respecting individuals who may view them differently, we ask all who study, work or play on our campus to abide by our dress code while here.

Specifics of the Andrews Look

- Men's Attire—Pants or jeans with shirts or sweaters are the most appropriate dress for everyday campus wear. Examples of inappropriate attire are tank tops, bare midriffs and unbuttoned shirts. Modest shorts are acceptable; however, athletic shorts are appropriate only for sporting activities.
- Women's Attire—Dresses, skirts, pants or jeans with shirts, blouses, sweaters and/or jackets are appropriate for most occasions. Examples of inappropriate attire are sheer blouses, tube tops, low necklines, bare midriffs, spaghetti straps or no straps, tank tops, short skirts and two-piece bathing suits. Modest shorts are acceptable; however, athletic shorts are appropriate only for sporting activities.
- Sabbath Attire—When dressing for Sabbath, attention should be given to neatness and appropriateness. Shorts are not permitted in the cafeteria.
- Accessories—These should be minimal and carefully chosen after considering the principle of simplicity above. Examples of jewelry and accessories that are not appropriate at Andrews University are ornamental rings and bracelets, necklaces and chains, and piercing of all kinds. Modest symbols of a marital commitment, such as wedding and engagement rings, are acceptable.

Students not conforming to these standards of dress should anticipate being asked to come into compliance. This is especially true in the workplace, in leadership positions and when taking a role in activities representing Andrews University.

Uniform Policy

Baccalaureate degree students are required to wear full uniform at clinical. Uniforms are purchased and made available for students at the nursing department.

When the student is in uniform, the uniform is to be complete, clean, neat, in good repair and of modest fit. A plain wedding ring without stones may be worn with the uniform.

- Required accessories: a watch with a second hand, a pen with black ink, scissors, penlight, ID badge and stethoscope.
- Unacceptable: Engagement rings, necklaces, earrings or bracelets; visible body piercing; excessive make-up; any nail polish, (cologne and aftershave are frequently nauseating to postoperative or ill clients and are not to be worn in the clinical areas).
- Underclothing which shows through outer clothing is inappropriate.
- Hair must be neatly arranged and off the collar.
- A plain white or navy cardigan sweater, or a pullover worn under uniform top, or a navy lab coat with name pin, is acceptable when additional warmth is necessary. For students wearing the navy blue uniform, a navy blue jacket must be worn if additional warmth is desired.
- For pre-clinical assignment preparation, such as obtaining clinical assignment or chart reviews, full uniform including ID badge should be worn. A professional appearance is to be maintained at all times.

- Appropriate dress for community health must be confirmed with the instructor.
- a. For female students, complete uniform consists of a clean navy uniform, white closed shoes, white hosiery/socks that cover the ankles and ID badge provided by the department.
- b. For male students, complete uniform consists of navy uniform, white socks that cover the ankles, white closed shoes, and ID badge provided by the department.

Employment while in Nursing School

Student employment must not conflict with class or laboratory requirements, or with study time. See the Andrews University Bulletin for the maximum work load according to number of credit hours for which students have registered. Work requirements are not accepted as excuses for absences, tardiness, missed or late assignments.

Employment: required (500 hours acute care setting)

All baccalaureate degree nursing students accepted into the nursing program will be required to work in healthcare settings as a nursing assistant, nursing technician, or the equivalent. Students will be required to achieve a minimum of 500 additional clinical hours while enrolled in the nursing program. This could be done over the summer. The breakdown of hours are as follows:

- 75–80 hours prior to beginning NRS 331- Medical-Surgical I
- Externship during the summer after completing NRS 332 Medical-Surgical II prior to entering NRS 430/440 The Childbearing Family and The Developing Child (hours will vary between 200–300)
- 120 hours during NRS 480 Senior Nursing Internship

Students may not be allowed to progress in the nursing program unless these qualifications are met. Documentation signed by the facility where the student works must be submitted to their advisor prior to registering for all courses.

However, for students who are unable to secure the 75-80 hours or the externship hours, three (3) rejection letters must be submitted to their advisor prior to registering for the new semester. Alternative methods for achieving these hours will be considered.

Externship

It is an expectation that during the junior year of nursing classes, students will seek an outside externship to further enhance their learning and application of nursing knowledge during the summer following their junior year. Students are to go online and Google “Formal Externship” programs to apply to. Examples of hospitals who have these type of programs include, but are not limited to:

- Mayo Clinic in Rochester, Minn.
- Johns Hopkins in Baltimore, Md.
- Glendale Adventist Hospital in Glendale, Calif.
- Vanderbilt in Nashville, Tenn.
- Northwestern in Chicago, Ill.

Fees

Fees are charged to the student that has been accepted into the Nursing Program and participating in clinical courses. These fees cover your maintenance of skills lab equipment and supplies, malpractice insurance, externalized standardized testing such as KAPLAN, and more.

Please refer to the current *Andrews University Bulletin*, under School of Health Professions Charges, to determine the fee you can expect to see on your bill.

General Health Policies

Students who become injured at a healthcare agency are to receive emergency care per agency policy and complete an incident report at the agency. The student may be required to make the payments in connection with this injury. Immediately upon returning to the university, the student should go to Risk Management in the Office of Human Resources (located in the Administration Building) and fill out a **Personal Injury Report Form**.

If you are injured while practicing at an Andrews University off-campus clinical assignment, please follow the following procedure:

Seek medical treatment right away if:

- a. You have had contact with blood or body fluids to an open wound, to mucous membranes or an invasive exposure
 - b. You have been injured; for example, a fall, sprain, over-stretch, fracture, etc.
 - c. Your on-site supervisor or Andrews University instructor/coordinator ask you to seek medical evaluation/treatment
 - d. You personally feel that medical evaluation/treatment is needed
1. Report the incident to your on-site supervisor. Also fill out the Incident report form required by the clinical site **and** Andrews University incident report.
 2. Report the incident to your Andrews University instructor/coordinator. Send her/him copies of each completed incident report form listed above.
 3. Follow all instructions given by your on-site supervisor, your Andrews University instructor, and your medical care providers.

4. The student may be responsible for the fees incurred for the medical treatment.
5. The faculty reserves the right to require a student to seek professional advice when there is a question of the student's psychological, behavioral, emotional, or physical fitness to participate in class or clinical.
6. Students with prolonged illness or health maintenance problems should make periodic progress reports to the class instructor. However, if the illness or problems interfere with meeting class requirements, students may be asked to take a medical leave.
7. Students with a cough, fever, or a feeling of general illness should not attend class and/or clinical until consulting with the instructor.
8. Students who miss classes/and or clinical for health reasons such as an illness, accident, surgery, pregnancy, or delivery etc. must show proof from a healthcare provider who confirms the health problem, visit, or fitness for returning to class/and or clinical.

Grievance Policy

Policy

Students shall have access to a process by which he/she may formally discuss a problem.

In order to initiate the process, the student/group representative must describe the problem and the rationale for seeking a resolution, and follow the process outlined below.

Procedure

1. If a student has a problem which he/she feels should be resolved, the individual must first meet with the faculty member with whom there is a disagreement.
2. If the matter is not resolved at this point, the student will request an appointment with their advisor.
3. If still unresolved, the student will request an appointment with the Chairperson of the Department of Nursing and provide a written statement of the problem and proposed solutions within seven working days of having seen the faculty members. The Chairperson may ask all involved parties to be present.
4. If the matter is not resolved at this point, the student may request that the situation be presented to the Admissions and Progressions Committee of the Nursing Department.
 - a. The student must formally petition the department Chairperson to call a meeting of the Admissions and Progressions Committee. The Chairperson will notify all involved parties of date and time.
 - b. The student must submit to the committee members a copy of the original written statement.
 - c. If a student wishes an advocate present at the meeting, he/she must indicate, on the request to the Chairperson, the name of the person and the relationship.

5. If the final departmental faculty decision is not to the student's satisfaction, he/she may request that the matter be presented to the Dean of the School of Health Professions. If the grievance remains unsatisfied, the matter would then be presented to the Office of the Provost using their grievance policy. If the matter is still unresolved, then it is presented to the President.

Kaplan Integrated Testing Program

In preparation for the NCLEX-RN exam which all students must take to become Registered Nurses, the Kaplan integrated testing program is administered. Kaplan specialty exams are computerized with test interface similar to the test interface used on the NCLEX-RN exam. The tests are timed according to the timing allowed on the NCLEX-RN exam. Tests are given one to two weeks before the semester ends to evaluate overall nursing knowledge and comprehension, to identify weaknesses and knowledge deficits, and help students focus for the NCLEX-RN exam. Review for this test can be done utilizing all available Kaplan online resources and course materials.

The Kaplan exam is given in the following courses and must be passed the first time with minimum score(s) listed below to receive the 3% toward the final grade (except for NRS 416, see Kaplan exit tests below).

This 3% is included in the required course activities to meet the 100% for the final overall grade (see "Evaluation of Student Performance" section in the course syllabus). If passing scores are not achieved, the student is required to remediate in order to progress to the next nursing course. Upon completion of remediation, the student will receive 2% toward the final overall grade.

If a student passes the Kaplan with the minimum score and remediates they will receive an additional 2% toward overall their grade for a total of 5%. The following are the required minimum score(s):

NRS 216	Fundamentals of Nursing Test.....	53/75 (70%)
	Critical Thinking Test	60/85 (70%)
NRS 240	Psychiatric-Mental Health (Psychosocial Test)	53/75 (70%)
NRS 212	Pharmacological/Parenteral Therapy Test	53/75 (70%)
NRS 305	Health Assessment (Wellness and Physical Assessment Test)	53/75 (70%)
NRS 315	Pathophysiology Test	53/75 (70%)
NRS 331	Med/Surg. I Test	66/90 (73%)
NRS 332	Med/Surg. II Test	66/90 (73%)
NRS 414	Med/Surg. Comprehensive Test	56/75 (75%)
NRS 445	Nursing Research	66/90 (73%)
NRS 416	Comprehensive Overview Secure Predictor I	113/150 (75%)
	or Secure Predictor II (2nd option)	113/150 (75%)
	Diagnostic Test (Take-home)	135/180 (75%)
	HESI Exit	900

NRSG 418	Leadership in Nursing Management and Professional Issues Test	56/75 (73%)
NRSG 430	Childbearing Family Obstetrical/Gynecological Test	56/75 (75%)
NRSG 440	Developing Child (Pediatrics Test).....	56/75 (75%)
NRSG 450	Community Nursing (Community Health Test).....	56/75 (75%)

Kaplan Program Exit Tests

The Kaplan Secure Predictor exam is given at the end of Comprehensive Overview and the HESI RN exit exam is given at the end of the Comprehensive Overview course. The Diagnostic Test may be given as a take-home prior to the beginning of the Kaplan live NCLEX-RN Review course. The Readiness exam is given at the end of the live review course.

Kaplan NCLEX-RN Review Course

The Kaplan NCLEX-RN review course is a live review course that will be given as part of the Comprehensive Overview course. The 180-question Readiness Test will be given as a take-home on the third day of the live Kaplan NCLEX-RN Review course. The live review course begins the last week of the semester during finals week. Students are expected to take this review course seriously because they are expected to pass the NCLEX-RN test at the first sitting. In that Kaplan is an expensive system paid for by the department, if students do not pass at the first sitting and want continued access to KAPLAN in support of future success the department may ask that they pay a fee of \$100 before access is granted. Students will have 90-day access to Kaplan after completing the Kaplan NCLEX-RN Review course.

Kaplan Remediation Policy

Remediation is required for all students. For all courses except Comprehensive Overview—in which remediation is done throughout the course—remediation must be completed by the end of the semester. The remediation must be completed using the Kaplan remediation process and submitted by the end of the semester in the format required by the instructor as a requirement for progressing in the nursing program.

Remediation explanations do not show the original test question and answer choices. Instead, students see the three levels of nursing content relevant to the topics of the question. Students have access to all question topics for remediation. Students are encouraged to view remediation for questions answered correctly as well as those questions that were missed. The analysis of exam results gives valuable insight into the strengths and weaknesses of the student.

- Go to Nursing.Kaplan.com
- Student login
- Under integrated testing click on View results
- Click on Analysis for the test you want to see
- Review and document strengths and deficits under all categories listed
- Discuss your plan for addressing deficits found
- Return to View Test results and click on Review

- Once in Review you will see the incorrect questions. Click on the remediation topic for the incorrect questions.
- Select and read Kaplan Overview, Essential Nursing Care and background for Nursing Care

The student is expected to write a minimum of five (5) pages double-spaced 12 pt. font in APA format.

Nursing Portfolio

As part of the requirements for the Baccalaureate Degree program at Andrews University, all nursing students are required to develop and maintain a portfolio that documents professional preparation and implementation of new learning throughout the course of study. Portfolio development is an on-going process that begins in the first year of the nursing program, completed in the final year of nursing, and evaluated during the portfolio presentation as part of the NRS 418 Leadership in Nursing course during fall semester.

Purpose of the Portfolio

The portfolio is more than a “collection” of work. It gives the student the opportunity to provide evidence of attainment of nursing knowledge, nursing skills, critical thinking, and personal growth developed during the course of study. It allows them to document real-life implementation of what has been learned in the nursing classes and to reflect on the connections of theory with practical experiences in clinical and community settings.

The portfolio fulfills several purposes:

- The portfolio provides a tool to help students engage in thoughtful, substantive reflection on professional growth, including both successes and challenges during the academic program.
- The portfolio allows students to demonstrate competency in student learning outcomes in a concise, comprehensive format.
- The portfolio gives students the opportunity to document achievement of personal and professional goals, and to articulate future goals.
- The portfolio serves as a basis for showcasing professional nursing knowledge, nursing skills, and personal growth to prospective employers.

The Artifacts

The students’ portfolio should contain nine sections reflecting the seven student learning outcomes and artifacts in each of the sections. Each of the core areas should have its own title page/section divider which includes a definition of the role and a rationale for including the role in the portfolio. The title should be a concise and clear description of the artifact. The evidence is the artifact itself. The rationale for each artifact describes how the artifact documents mastery of learning outcomes for this role. The artifacts themselves, while they may reveal knowledge of the desired outcomes for the different roles, should ultimately demonstrate competence in each of the roles prior to the final portfolio assessment.

Nursing portfolios can be developed using an e-portfolio template found online or by using available technology such as a PowerPoint template. Online resources provide many examples of other potential artifacts. [Conduct an Internet search for electronic portfolio, nursing portfolio template, (or similar terms) to access the most current online resources and information.] The student's portfolio should reflect the individual and the nursing program.

The following are the nine sections of the portfolio reflecting the student learning outcomes with examples of artifacts demonstrating achievement:

1. Restoration, including Christian Service: Application of Christian principles in various course projects, papers, spiritual diagnosis in nursing care plans, clinical day review reflection papers, journaling eight laws of health, self- application, mission trip, health fair, health education, church offices.
2. Cultural Awareness, Sensitivity, & Appropriateness: Application in assignments, projects, care plans, cultural assessment assignment, cultural presentations.
3. Communication: Evidence-based research projects, class presentations, certificates for computer charting, process recordings, STTI symposium poster presentations, research papers, publications.
4. Nursing Process and Clinical Expertise: Externships, positive commendations from preceptors or clinical instructors, letters of recommendation, letters of appreciation from patients or their family, care plans, critical thinking exercises and exams, concept maps.
5. Leadership: Leadership apprentice assessment form and reflection paper, clinical team leader assessment form & reflection paper, leadership activities, leadership certificates, memberships in professional organizations, web-site development, event/program planning, positions on student clubs or committees, student association, work as a student assistant, service work, etc. (e.g. sophomore orientation, Amazing Race, nursing pinning and capping ceremonies).
6. Nursing Care: Certificates of Honors/ Awards/ Recognitions/ Scholarships for nursing knowledge or clinical care, clinical performance evaluation tool, preceptor evaluation form (externship & internship).
7. Testing: Achievement of nursing knowledge (successfully passing nursing courses), critical thinking exams, Kaplan specialty tests and remediation, Kaplan Assessment & NCLEX predictive tests, etc.
8. Teamwork: Written experience about group assignments, group tests. Document ability to collaborate intra and interprofessionally
9. Personal spiritual growth: Reflect on spiritual journey in the Nursing Program.

NCLEX-RN Application Procedure

Students will begin their application process, while in the Comprehensive Overview course. In addition students will work with individual mentors during their application process. After graduation, they will submit completed applications to the Department of Nursing Administrative Assistant. Once

the department of Nursing's input is complete, it will be forwarded to respective Boards of Nursing. Application forms can be retrieved from the internet.

Petitions: Exemptions from Policy

- a. The Department of Nursing defines a petition as a request submitted by a student for exemption from the stated policies or regulations of the department. Petitions are submitted to the Admissions and Progressions Committee.
- b. A student may petition the Admissions and Progressions Committee only once for a specific situation
- c. Petitions are normally submitted for the purpose of accepting comparable credits earned previously or at another location.
- d. Petitions for exemption from prerequisites and specific departmental policies are not normally considered.
- e. Students should petition for unusual or uncontrollable circumstances, upon the advice and with the consent of their advisor.

Petition Procedure

Written petitions must be submitted to the chairperson of the Admissions and Progressions Committee six working days prior to expected action.

Petitions must be in writing and delineate precisely:

- The course, policy or regulation being appealed.
- The situations which lead to the request for release from normal application of the policy or regulation.

Petition forms are available in the Department of Nursing office and should be used for each request. Petitions must include the student's signature and their advisor's signature, then be submitted to the chairperson of the Admissions and Progressions Committee through the departmental office. Petitions are placed in the student's permanent file following the committee's decision.

Students are encouraged to type their petition(s). Any petition that is not neat or in correct grammatical format will be returned to the student for resubmission without action being taken on it.

The student has a right to be present when his or her petition is heard, or the committee may request the student to be present.

When the chairperson of the Admissions and Progressions Committee receives a petition, it is examined as to its completeness and appropriateness. The chairperson then places the student's appeal on the agenda of the next scheduled confidential meeting of the committee.

If the student requests to be present, the chairperson informs the student of the scheduled date, time and location of the meeting.

When the student's petition is being considered, the student will be given the opportunity to present material related to the petition. If the student is present s/he should be prepared to answer some questions related to the petition.

Decisions of the Admissions and Progressions Committee are final. The decision may be appealed to the chairperson of the Department of Nursing as a final step within the Department of Nursing.

Taking Courses at Another College

Any student wishing to take a course or courses at another school must complete the **Transient Form** and it may be obtained from the Department of Nursing office. Form must be accompanied by the description of the course or courses to be taken and completed prior to leaving campus.

Sabbath Policy

Andrews University and the Department of Nursing believe that the Sabbath is a day of rest, worship and freedom from academic pursuits. The Sabbath, as it is celebrated on the Andrews University campus, begins at sundown on Friday and ends at sundown on Saturday.

The Department of Nursing respects the personal beliefs of each student enrolled in nursing, and the freedom to make personal choices about when and how to worship. However, it is the expectation that the students uphold the values of Andrews University and the Department of Nursing in this respect and **not** schedule course-related clinical practice during the Sabbath hours as defined above.

No coursework will be accepted if sent during Sabbath hours.

Scholarships and Financial Aid

1. Scholarships and financial aid are awarded to nursing students at the end of the spring semester for the following school year.
2. Types of nursing scholarships and financial aid change frequently. Students are encouraged to check with the nursing department main office and student finance office for the most current information.
3. Examples of scholarships designated for nursing students are:
 - a. The Donna Louise Arnold Scholarship Memorial Fund is awarded to a junior or senior nursing student who is in regular standing and demonstrates financial need.
 - b. The Kinsman Nursing Scholarship is given to a sophomore or junior nursing student who evidences a commitment to service and clinical expertise.

- c. The Mary Ann Krause Scholarship is awarded to junior or senior nursing students in regular standing who are single parents, demonstrate financial need, and evidence commitment to service and clinical expertise.
- d. The Wilton and Marjory Ashton Scholarship is awarded to junior or senior nursing students in regular standing who are non-American citizens who demonstrate financial need, and evidence commitment to service and clinical expertise.
- e. It is advisable to check the Department of Nursing bulletin boards for postings of other available scholarships, loans and grants.
- f. The Michigan Board of Nursing scholarship, Baccalaureate Nursing Degree program and BS: Nursing (Completion).

Student Representation

Students are provided representation in several ways:

1. Student organization called AUSNA. Students select officers at the beginning of each academic year. Offices include president, vice president, secretary, treasurer, religious vice president, and social vice president.
2. Officers are invited to sit on two standing department committees, such as Undergraduate Curriculum and Student Activities. On these committees students serve as voting members.
 - a. Student Activities Committee deals with standards and protocols affecting students.
 - b. Undergraduate Curriculum Committee deals with formulation of criteria concerning curriculum.
3. Town Hall meetings are conducted each semester which allows students to share concerns, ask for needed clarification and provide feedback for the program.

Andrews  University
Department of Nursing

8475 University Blvd
Berrien Springs MI 49104-0200
269-471-3311 ■ nursing@andrews.edu
andrews.edu/shp/nursing