



Department of
Nursing
Andrews University

Student Handbook 2017–2018



Student Handbook: 2017–2018

As an Andrews University nursing student, I understand that I must follow the procedures and policies that are included in this 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 the Andrews University Department of Nursing and shall remain in the department files online.



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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 healthcare professionals, in redesigning healthcare 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 mindset 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*, 7th ed. (2011). 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*, 9th ed. (2016). St. Louis, MO: Mosby, Inc.

Degeneration

- 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*, 7th ed. (2011). 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 Bachelor Education for Professional Nursing Practice; Nurse Practice Acts; Institute of Medicine Report; Quality and Safety Education for Nurses; 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 85% of alumni who seek nursing employment will be successful within 6–12 months of graduation

Student Learning Outcomes for Bachelor's Degree

Students who successfully complete the bachelor's 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. Apply leadership concepts, principles of advocacy and decision making in the provision of quality patient care.
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

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. Policies and procedures may be reviewed at Town Hall meetings or classroom meetings. 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 Andrews University email, course management system (LearningHub) or classroom announcements.

*Additional note: policy changes yearly.

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 communicated via Andrews University email, bulletin board, course management system (LearningHub) or classroom announcements 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.

BACHELOR OF SCIENCE PROGRAM

Nursing, BS (Pre-licensure)—125 credits

All students except early admit 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 Bachelor of Science 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 15.

Applications received after May 15 are not guaranteed acceptance for entry in the following fall semester.

Early Admission Track

The Early Admission track is available to incoming freshman students that have not attended college or university as a full-time student who meet the criteria below and complete the additional Department of Nursing requirements for acceptance into this track (medical requirements, background check & drug screen). This track ensures direct admission into the professional nursing program when progression criteria are met. Students must maintain cognate and overall GPA > 3.00 to continue in the program.

High School Cumulative GPA: 3.5

ACT Math, Science, and English & Reading Score: Individual scores of 22 or higher in each subject

Curriculum Guide 2017–2018

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	College Writing I	3	NRSG 215	Introduction to Professional NRSG Concepts (take once, fall or spring)	1
Total		16	Total		16
Fall—Sophomore			Spring—Sophomore		
NRSG 211	Pharmacology I	2	RELB 210	Jesus in His Time and Ours	3
ENGL 215	College Writing II	3	NRSG 366	Complementary Wellness and Restoration I	1
COMM 320	Interpersonal Communication Skills	3	BIOL 260	Microbiology	4
NRSG 216	Fundamentals of NRSG Theory & Practice	5	NRSG 240	Psychiatric Mental Health Nursing	4
NRSG 305	Health Assessment	3	NRSG 315	Pathophysiology	3
Total		16	Total		15
Fall—Junior			Spring—Junior		
HIST 117	Civilization & Ideas	3	RELT 250	Personal Spirituality & Faith	3
	Fine Arts/Humanities	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	Comp Wellness and Restoration II	2
PBHL 440	Fundamentals of Spirituality and Ethics in Healthcare	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—Pre-licensure (Regular admission)

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 or higher is acceptable 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; or SAT 540/ACT 20 or above in math scores.
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. Whether a Math Placement Exam is needed or not needed is determined by the Department of Mathematics.
6. Nelson Denny Reading Test score of 15 or SAT 540/ACT 20 or greater in Reading & English score.
7. An acceptable criminal background check from company recommended by Department of Nursing—<https://portal.castlebranch.com/NS39>.
8. A urine drug screen is required before admission and yearly after. Some clinical sites may require different drug screen times. Drug screens are completed by <https://portal.castlebranch.com/NS39>.
9. 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 MMR1 and MMR2 (Measles, Mumps and Rubella), T-dap (Tetanus, Diphtheria, Pertussis), and Hepatitis B
 - c. Proof of immunization or serum immunity for varicella-zoster
 - d. Annual flu shots taken October–December
10. All students are required to have BLS Healthcare Provider Cardio-Pulmonary Resuscitation (CPR) certification from the American Heart Association (AHA).
11. Depending upon the situation, a student may be required to have an interview.
12. Meeting the minimal requirements does not guarantee admission.
13. All nursing students must be accepted into the nursing program by the Andrews University Department of Nursing Admissions, Progressions, Retention and Grievance (APRG) Committee before entering into any nursing class. Students must apply for admission to the nursing program by May 15. Typically this process is begun while taking NRSG 215: Introduction to Professional Nursing Concepts. Early admission students meeting progression requirements will automatically progress to sophomore year of the nursing program without additional application process

14. All students must complete the following **cognate** courses prior to entering the nursing program:

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

15. 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.

16. Cognates (Anatomy & Physiology, Microbiology, Chemistry, Human Development, Nutrition, Psychology and Statistics) older than five (5) years will not be accepted as credit and will need to be retaken as a class for credit or take a standardized challenge exam, such as the CLEP as approved by the Department of Nursing.

17. 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 or 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. This document is required for accommodation to be granted. Less obvious physical disability requires documentation by University Medical Specialties.

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.

Admission Requirements—Nursing as 2nd Degree

For those students who have earned a previous bachelor's degree, the admission requirements are:

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

- Please note that the above classes cannot be older than five years. If more than five years, the class must be retaken.
- Overall and Cognate GPA of 3.0 or higher.
- An acceptable criminal background check from company recommended by Department of Nursing—<https://portal.castlebranch.com/NS39>.
- A urine drug screen is required before admission and yearly after. Some clinical sites may require different drug screen times. Drug screens are completed by <https://portal.castlebranch.com/NS39>.
- Second degree students are not required to complete general education courses.

Progression

1. A GPA of at least 3.00 overall must be maintained throughout the nursing program.
 - a. 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, Progressions, Retention and Grievance (APRG) Committee.
 - b. If probationary status is granted by the committee, student will continue to progress, but the probationary status is valid for only one academic year and not renewable.
 - c. Students not meeting the 3.00 GPA requirement after the one-year probationary status will be dismissed.
 - d. Probationary status will not be granted for students going into the senior year.
2. Before progressing to senior year, **all** courses on the curriculum guide through junior year must be completed. Only senior level general education courses per nursing curriculum can be completed in the senior year.
3. Only a grade of C and higher is accepted in cognate courses and a grade of B- or higher in nursing courses. Students may be allowed only one C+ grade in nursing courses before dismissal.
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 higher. The test average of 80% is applicable to all nursing classes, except NRSB 215 Introduction to Professional Nursing Concepts and NRSB 445 Nursing Research.

The grading system for each class will be:

100–93	A	80–82	B-	70–74	C-
90–92	A-	77–79	C+	60–69	D
83–86	B	75–76	C	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. Only one (1) C+ grade in nursing courses is permitted in the program. This policy does not apply to courses with clinical failure. The second C+ grade or below will result in dismissal from the program. Students have the option to reapply one (1) time to the program. Reapplication does not guarantee readmission.
 - ii. Readmission is considered on an individual basis only by the APRG 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 APRG 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. All medication calculation and remedial tests must be completed within the first three weeks of course start date. The passing score is 90%. Students are not permitted to attend clinicals until a test is passed. Students will have three 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 result in clinical failure, which translates to course failure. (See course syllabus.) Students then have the option to withdraw from the course.
8. For NCLEX success the recommended “time frame” for completing the undergraduate nursing degree is 3–4 years, beginning with the sophomore year. 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 one year must show competency theoretically and/or clinically with a standardized test passing score as determined by the nursing department in order to progress in the program. The primary nursing instructor for each class will make

an evaluation and recommendation to the Admissions, Progressions, Retention and Grievance (APRG) Committee, who will then make the final decision. Please be aware of the following:

- a. This will require a minimum of at least six 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 bachelor's degree nursing program into the Andrews University bachelor's 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, Progressions, Retention and Grievance (APRG) 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. Petitions may be submitted to the Admissions, Progressions, Retention and Grievance (APRG) Committee.
- A student may petition credit transfer to the APRG Committee through their advisor.
 - Petitions are normally submitted for the purpose of accepting comparable credits earned previously or at another location.
 - Petitions for exemption from prerequisites and specific departmental policies are not normally considered.
 - Students should petition for unusual or uncontrollable circumstances, upon the advice and with the consent of their advisor.
 - Petitions must include the student's signature and their advisor's signature, then be submitted to the chairperson of the APRG Committee. Petitions are placed in the student's permanent file following the final decision.
12. Students are allowed to pre-register for nursing courses pending admission into the program. Adding or dropping courses on time is the student's responsibility.
13. In order to progress in clinical courses, students must renew the following requirements:
- a. Tuberculin skin test (if positive a chest x-ray is required, will be evaluated individually) yearly
 - b. Annual flu shots taken October–December
 - c. Annual background check and drug screen
 - d. American Heart Association Healthcare Provider CPR Certification (every two years)

14. Be expected to complete the BS Pre-licensure program within 3–4.5 years, beginning with NRSG 216—Fundamentals of Nursing Theory and Practice.

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's overall and cognate 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, Progressions, Retention and Grievance (APRG) Committee specific to the reason for probation.
 - 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:

1. Sophomore year in the Fundamentals of Nursing class: blood borne pathogens, fire safety, HIPAA (Health Insurance Portability and Accountability Act) regulations, safety mechanics
2. Castle Branch yearly validations: TB, CPR (every two years), flu vaccine, electronic medical validation, 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

- Except by course instructor’s approval, all cell phones and other mobile devices 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. Failure to abide by this policy will result in the device being 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. Failure to abide by this policy will result in the student not being 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.
- Unexcused absences are not permitted. 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, in the case of an emergency, it is anticipated that students are no more than 10 minutes late, and have proper documentation to support tardiness (i.e., police report, etc.).
- All students are required to provide their own transportation for their clinical practicum. Carpooling is not an acceptable excuse for tardiness or absence.
- 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).

Skills and Simulation 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: Five (5) hours each week outside of class for the first four weeks; then for the remainder of the semester two (2) hours each week outside of class. Juniors and Seniors: Two (2) hours each week outside of class time.
- Students must be ‘Checked Off’ on specific skills for NRSG216 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 Medical-Surgical 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.
- Simulation will be part of each clinical course. Students are required to participate in simulation to pass the clinical course. Simulation time and date will be determined by the simulation coordinator and the course instructor.

Cardio-Pulmonary Resuscitation (CPR)

It is the student’s responsibility to update their BLS Healthcare Provider CPR course, through an **American 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 login to the following website to complete the check: <https://portal.castlebranch.com/NS39>.

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 log into the following website to complete the check: <https://portal.castlebranch.com/NS39>.

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 Department of Nursing Student Activities Committee will plan the programs with student representatives.
- 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

Bachelor of Science students are required to wear full uniform at clinical. Uniforms are purchased and made available for students to purchase at the Department of Nursing during student orientation.

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, **all** white closed shoes, white hosiery/socks that cover the ankles and first ID badge is provided.
 - b. For male students, complete uniform consists of navy uniform, white socks that cover the ankles, **all** white closed shoes, and first ID badge is provided.

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.

All Bachelor of Science nursing students accepted into the nursing program are encouraged to work in healthcare settings as a nursing assistant, nursing technician, or the equivalent. This could be done over the summer.

Externship

Students are encouraged to attend annual health career fairs to seek appropriate externship positions. Students may go online and Google “Formal Externship” programs to apply to.

Externship during the summer is highly encouraged following the junior year and before entering the senior year. Examples of hospitals who have these type of programs include, but are not limited to:

- Mayo Clinic in Rochester, Minnesota
- Johns Hopkins in Baltimore, Maryland
- Glendale Adventist Hospital in Glendale, California
- Vanderbilt in Nashville, Tennessee
- Northwestern in Chicago, Illinois

Fees

Fees are charged to the student that has been accepted into the nursing program. 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 Employee Services in the Office of Human Resources (located in the Administration Building) and fill out a **Personal Accident 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

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. 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.
2. 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.
3. If the matter is not resolved at this point, the student will request an appointment with their advisor to guide the student's grievance process.
4. If still unresolved, the student will request an appointment with the chair of the Department of Nursing and provide a written statement of the problem, documentation of process followed and proposed solutions within seven working days of having seen the involved faculty and advisor. The chair may ask all involved parties to be present.
5. If the matter is not resolved at this point, the student may formally petition in writing that the situation be presented to the Admissions, Progressions, Retention and Grievance (APRG) Committee of the

Department of Nursing. The student must submit to the APRG Committee chair a copy of the original written statement.

- a. The APRG chair will notify all involved parties of date and time.
 - b. If a student requests an advocate to be present at the meeting, he/she must indicate in writing the name of the person and the relationship in the request to the APRG Committee chair.
6. 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.
 7. The student has a right to be present when his or her petition is heard, or the APRG Committee may request the student to be present.
 8. When the chair of the APRG Committee receives a petition, it is examined as to its completeness and appropriateness. The chair then places the student's appeal on the agenda of the next scheduled confidential meeting of the APRG Committee.
 9. If the student requests to be present, the chairperson informs the student of the scheduled date, time and location of the meeting.
 10. 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.

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 Integrated Test is given in the courses listed below. Guideline for Kaplan Integrated Test grading according to benchmark is as follows:

- Scores equal or higher than the course specific benchmark (percentage) will receive 3%
- Scores between one to five percent below the benchmark will receive 2%
- Scores between six to ten percent below the benchmark will receive 1%
- All scores more than 10% below the benchmark will receive 0%
- Score will not be rounded up

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). All students are 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. Students can potentially obtain a maximum grade of 5% [Kaplan Integrated Test (3%) and Remediation (2%)].

Courses	Benchmark
NRS 216 Fundamentals of Nursing Test.....	50/75 (67%)
NRS 240 Psychiatric-Mental Health (Psychosocial Test)	50/75 (67%)
NRS 212 Pharmacological/Parenteral Therapy Test	51/75 (68%)
NRS 305 Health Assessment (Wellness & Physical Assessment Test).....	50/75 (66%)
NRS 331 Med/Surg. I Test	49/90 (54%)
NRS 332 Med/Surg. II Test	50/90 (56%)
NRS 414 Med/Surg. Comprehensive Test	55/75 (73%)
NRS 416 Comprehensive Overview	
Secure Predictor I.....	62%
Readiness.....	62%
NRS 418 Leadership in Nursing Management & Professional Issues Test	56/75 (75%)
NRS 430 Childbearing Family Obstetrical Test (OB Test).....	57/75 (76%)
NRS 440 Developing Child (Pediatrics Test).....	56/75 (75%)
NRS 450 Community Nursing (Community Health Test).....	45/75 (60%)

Kaplan Program and HESI 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 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 a proctored test. 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. 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.

NCLEX-RN Application Procedure

Students will begin their application process, while in the Comprehensive Overview course. After completing the comprehensive overview course requirements, students will submit completed applications to the Department of Nursing administrative assistant. Please note that each State Board of Nursing's requirements are different and may impact the Department of Nursing's input process to State Boards of Nursing. Application and instruction forms can be retrieved from the Internet for each State Board 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. It is advisable to check the Department of Nursing bulletin boards for postings of available scholarships, loans and grants.

Student Representation

Students are provided representation in several ways:

1. A student organization called AUSNA. Students select officers at the end 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 department committees.
3. The committees on which students shall serve as voting members are: The Curriculum, Clinical, Assessment and Student Activities Committees. The chair appoints each student representative to one committee, considering individual preferences of the student representatives.
4. Town Hall meetings or classroom meetings are conducted each semester, which allow students to share concerns, ask for needed clarification and provide feedback for the program.

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Department of Nursing

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