Seattle Pacific
UNIVERSITY

Engaging the culture, changing the world.

School of Health Sciences

Lydia Green Nursing Program

2014-2015

Undergraduate Nursing Student Handbook

Seattle Pacific University

School of Health Sciences

Lydia Green Nursing Program

2014-2015

The School of Health Sciences, based on our commitment to Christian values, seeks to partner with the community, develop graduates who engage the culture, change the world, and: Serve all people with the highest level of personal care, Demonstrate competence in a diverse and changing environment; Act with wisdom, character, and caring; Demonstrate leadership in all aspects of nursing; and Promote optimum health of the body, mind, and spirit.

The baccalaureate program at Seattle Pacific University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036, (202)887-6791. For more information regarding disclosure, please review pages 15-16 of the CCNE *Procedures for Accreditation of Baccalaureate and Graduate Degree Nursing Programs* (amended December 2011) at http://www.aacn.nche.edu/ccne-accreditation/Procedures.pdf.

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SPU ❈ SHS

Lydia Green Nursing Program

August 15, 2014

Welcome to the School of Health Sciences and the Lydia Green Nursing Program! Your decision to pursue a Bachelor of Science degree in Nursing is the first step to becoming a professional nurse and demonstrates your commitment to learning.

This is a wonderful time to be entering the world of nursing. Demand for professional nurses has never been greater. Key messages from the Institute of Medicine report, *The Future of Nursing*, released in 2010 include a call for nurses to achieve higher levels of education and training with a goal for 80% or more nurses to be educated at the baccalaureate level by 2020. You are a part of making that happen!

We are committed to working with you to build a strong foundation in nursing theory, practice and leadership that will position you now and into the future. Each element of the curriculum, whether didactic or clinical, is designed to help you develop the advanced knowledge, skills and characteristics you will need to succeed in your clinical practice today and leadership roles in the future. You will work closely with faculty and classmates to apply your newly attained knowledge and skills to challenges facing nursing and healthcare today.

Excellence, competence, and character matter at Seattle Pacific University. Our standards are high. Your SHS faculty and staff are here to support you in your learning and professional growth. You can expect to find answers to many of your questions in this Undergraduate Student Handbook. We expect that you will use the handbook as your guide for policies and procedures in SHS. I encourage you to explore this and other resources, created to make your experience as unique and fulfilling as possible and to assist you to achieve the highest levels of thinking, knowing, and practice.

Again, welcome to the School of Health Sciences! You've already accomplished a great deal simply by getting to this point in your career. No matter what doubts creep in as you move forward in the nursing program, you are meant to be here. You can and will succeed! We are excited to work and learn together during the coming quarters and as you graduate and enter new career paths.

Sincerely,

Lorie M. Wild

Lorie Wild, Ph.D., RN, NEA-BC

Dean, School of Health Sciences

PREFACE

The Undergraduate Nursing Student Handbook has been written solely to provide the learner with information specific to the curriculum, SHS policies and procedures, campus facilities, and resources. Every effort has been made to ensure its accuracy. However, its contents do not constitute a contract between the School of Health Sciences and its students. This Handbook is subject to change at the University's sole discretion. The Handbook may be revised as policies and procedures are officially changed through administrative and committee processes of the school. Notice of such changes should be distributed to all students through the established communication processes of the school.

This Handbook is intended to be complementary to the current Seattle Pacific University Undergraduate Catalog and Seattle Pacific University Student Handbook. If regulations, program requirements or services described herein conflict with current regulations or practice, the current regulations and practice will prevail. The University reserves the right to amend, supplement, or revise this Handbook at any time without prior notice.

It is suggested that individuals refer to the material that is provided in the Handbook as they progress through the program.

The following terms are used throughout the Handbook:

ASAC: Academic and Student Affairs Committee

ATI: Assessment Technologies Institute; comprehensive study and testing program

CEC: Curriculum and Evaluation Committee

Clinical: Practicum experience in an SHS and faculty pre-approved agency or hospital setting

Nursing Program: Lydia Green Nursing Program

Practicum: Clinical experience in an SHS and faculty pre-approved agency or hospital setting

Program: Lydia Green Nursing Program

SAS: Student Academic Services

School: School of Health Sciences

SHS: School of Health Sciences

SPU: Seattle Pacific University

Standards: All standards of safety, practice, and behavior as cited in course handouts, textbooks, and course evaluation forms.

University: Seattle Pacific University

2.0 OVERVIEW OF UNDERGRADUATE NURSING CURRICULUM

2.1 SHS Mission Statement
The School of Health Sciences, based on our commitment to Christian values, seeks to partner with the community, develop graduates who engage the culture, change the world, and: Serve all people with the highest level of personal care, Demonstrate competence in a diverse and changing environment; Act with wisdom, character, and caring; Demonstrate leadership in all aspects of nursing; and Promote optimum health of the body, mind, and spirit.

2.2 SHS Vision Statement
We strive to create a community that functions within a culturally safe, creative, innovative and healthy environment with our internal and external practice partners, and prepares students to practice the nursing profession with competence, character and grace.

2.3 SHS Philosophy Statement
Within a Christ-centered environment, the School of Health Sciences faculty and staff commit themselves to mentoring students in both the art and science of nursing. These mentoring relationships help foster a passionate spirit of inquiry within the student that becomes the foundation for a practice grounded in competence, caring, and compassion.
Collaboration is at the heart of our pedagogy. Students and faculty work together to deliver holistic care that reflects grace and beauty to individuals, families, and communities.
Within a grace-filled and reflective practice, students and faculty seek to find beauty in all of humanity through a process of self-awareness and reflective practice. We see and honor both suffering and healing as fundamental human experiences.
The School of Health Science's climate of learning supports students in developing character, accountability, responsibility, and honesty.
A sense of greater calling through engagement is achieved as students learn to work collaboratively with communities of interest to promote health and wellness, as well as advocating for social justice. A commitment to social justice helps to create a foundation where individual and group diversity is appreciated and everyone works to create an environment that is culturally safe for all.
As the health needs of society and the health care delivery system continue to change, it is essential that nurses demonstrate leadership in advocating for individuals, families, and communities. Graduates of the School of Health Sciences are engaged in, and take initiative in, that leadership role.

Philosophy of Nursing Education
The best environment for learning is one in which learners can feel challenged, accepted, respected, and supported, and in which they can relate new learning to prior knowledge and life experiences. The learning environment embodies a commitment to collaboration, creativity and leadership. The faculty and students share responsibility for the development of each individual's potential.   A variety of teaching and learning strategies are used. Teachers as role models demonstrate ethical decision making, love and concern for students, and their faith and commitment to the Christian goals of the institution.

2.4 Purpose of the SHS and the Undergraduate Program

The purpose of the School of Health Sciences is to prepare graduates to meet the health needs of a community through promoting wellness and providing illness care for its members.

The purposes of the undergraduate Nursing Program are to:

1. Provide a liberal and professional education that integrates the humanities, sciences, nursing theory, and nursing research with personal faith and values.
2. Foster an appreciation of the nursing profession's historical and future commitment to facilitate change in the service of health promotion.
3. Provide a theory and practice base for using the nursing process to provide primary, secondary, and tertiary preventive care.
4. Foster collaboration with other members of the health care team to provide holistic health care.
5. Provide a basis for graduate nursing study.

2.5 CIVILITY IN NURSING EDUCATION

The School of Health Sciences is a community of staff, faculty and students that is committed to a respectful, safe, and protected environment, founded in civility, in which all can work and learn. The School of Health Sciences requires that all members of our community value and recognize the worth of each person. As a community, all members will make every effort to discourage incivility and protect its individual members from all forms of unacceptable interpersonal aggression including, but not limited to, verbal, written, and physical aggression. All members of the School of Health Sciences will strive to maintain an environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior from each other or from outside persons. All incidents will be taken seriously and will be dealt with promptly and appropriately. The School of Health Sciences will take seriously and deal promptly and appropriately with all incidents to ensure a safe and protected environment.

THEREFORE:

- Students are expected to be on time for class and practicum. The University is preparing students to transition into the professional world. Lateness is unacceptable within the health care setting in which colleagues and patients depend on the student's care.
- Students are expected to remain in class and clinical for the entire designated period and leave when the professor indicates the session is finished. Leaving class or clinical prior to dismissal by faculty demonstrates disrespect, is extremely distracting to others in the class, and may be unsafe for patients. All students deserve to have the best environment in which to learn. Packing up books before the professor has finished is also a distraction and communicates a lack of respect. This behavior is unacceptable in large as well as small classes. The professor may ask the student demonstrating such behaviors to leave the classroom setting.
- Students are expected to turn off cell phones and pagers during class and practicum.
- Disruptive students may be removed from class or practicum at the discretion of the instructor.
- If the student needs to miss class or leave early, it is mandatory to contact the professor beforehand to inform the professor about the need to leave and to leave as unobtrusively as possible.
- Students are expected to refrain from talking during videos, lectures, guest lectures, or PowerPoint presentations. Active listening aids in retention and increases learning potential. The professor may ask the student demonstrating such behaviors to leave the classroom setting.
- Electronic devices being operated within the classroom must be used for direct classroom learning activities only.

2.6 Accreditation
The School of Health Sciences Nursing Program is approved by the Washington State Nursing Care Quality Assurance Commission. The baccalaureate degree in nursing is accredited by the Commission on Collegiate Nursing Education (CCNE).

3 Program Description and Curricular Outcomes
The Seattle Pacific University faculty shares a conviction that the ultimate purpose of a university education is the formation of Christian character. Specifically, a liberal arts education at SPU seeks to build these qualities of heart, mind and action:

- Love of God and neighbor
- Love of God's creation
- Love of learning
- Moral judgment
- Intellectual, moral and spiritual discernment
- Critical thinking
- Aesthetic awareness
- Self-understanding
- Discipline of habits
- Active service in the wider world
- Responsiveness to human diversity
- Responsiveness to change

The Bachelor of Science in Nursing Program prepares graduates to assume entry-level practice and leadership roles in a variety of settings, in keeping with the University model of competence, character, and becoming people of wisdom. The aim is to foster the development of self-understanding, caring, collaboration, ethical thought and action, intellectual curiosity, critical thinking, and judgment, as well as the integration of Christian faith with scientific knowledge and clinical expertise.
Upon completion of the Nursing Program at SPU, the graduates should have developed proficiency in:

Critical Thinking - Demonstrate reflective thinking that is self-directed, self-disciplined, and self-corrective.

Communication - Demonstrate complex, ongoing, interactive processes using a variety of methods: oral, written, nonverbal, and technological.

Assessment - Demonstrate an ability to gather information about the health status of the client and/or community, analyze the data, make judgments about nursing interventions and evaluate outcomes.

Nursing Skills - Use technical skills required for the delivery of nursing care; demonstrate their ability to teach, delegate, and supervise skilled tasks by others.

Role Development - Demonstrate professional behaviors and an integration of faith, spiritual values, and ethics in their nursing practice

Curriculum Pattern

Enter Nursing Program   *It is recommended that students take no more than 15-16 credits/quarter.*

Autumn		Winter		Spring	
	6	NUR 3954 Nursing of Adults I Theory	6	NUR 3952 Basic Nursing Theory	6
NUR 3953 Basic Nursing Practicum	5	NUR 3955 Nursing of Adults I Practicum	5	NUR 3957 Nursing of Adults II Practicum	5
NUR 3958 Health Promotion & Assess.*	5	UFDN 3001 Christian Scriptures**	5	Elective	
Total Credits	**16**	**Total Credits**	**16**	**Total Credits**	**11+**

Autumn		Winter		Spring	
NUR 4000 Child-Bearing Family Hlth Nur Theory	3	NUR 4002 Psychiatric Mental Health Nursing Theory	3	NUR 4899 Prof. Nursing Synth. Theory	3
NUR 4005 Child-Bearing & Family Health Practicum	3	NUR 4007 Psychiatric Mental Health Practicum	3	NUR 4859 Prof. Nursing Synth. Internship	6
NUR 4010 Child Rearing & Family Health Nursing Theory	3	NUR 4012 Community & Family Health Nursing Theory	3	NUR 4848 Leadership & Professional Role Development*	3
NUR 4015 Child Rearing & Family Health Practicum	3	NUR 4017 Community & Family Health Nurs Practicum	3	Elective	3
NUR 4391 Applied Concepts Pathophysiology	3	NUR 4971 Nursing Research	3		
OR		**OR**			
NUR 4002 Psychiatric Mental Health Nursing Theory	3	NUR 4000 Child-Bearing Family Hlth Nur Theory	3		
NUR 4017 Community & Family Health Nurs Practicum	3	NUR 4005 Child-Bearing & Family Health Practicum	3		
NUR 4012 Community & Family Health Nursing Theory	3	NUR 4010 Child Rearing & Family Health Nursing Theory	3		
NUR 4017 Community & Family Health Nurs Practicum	3	NUR 4015 Child Rearing & Family Health Practicum	3		
NUR 4971 Nursing Research	3	NUR 4391 Applied Concepts Pathophysiology	3		
Total Credits	**15**	**Total Credits**	**15**	**Total Credits**	**15**

* "W" courses **Depending on standing at time of transfer (freshman, sophomore, junior)   *180 Total Credits (60 Upper Div)*

See SPU Undergraduate Catalog for additional fees for nursing program.   *are required for graduation*

This publication is certified as true and correct in content and policy as of the date of publication. The University reserves the right, however, to make changes of any nature in programs, calendar, academic policy, or academic schedules whenever these are deemed necessary or desirable, including changes in course content, class rescheduling, and the canceling of scheduled classes or other academic activities.   Students are responsible for consulting with their academic advisor regarding admission, progression, and graduation requirements and are fully responsible for related decisions. Students are responsible to register on date assigned and for removal of all registration holds.

Updated April 2014

2.9 ORGANIZATIONAL FRAMEWORK
Figure 1: The Model of Nursing Action
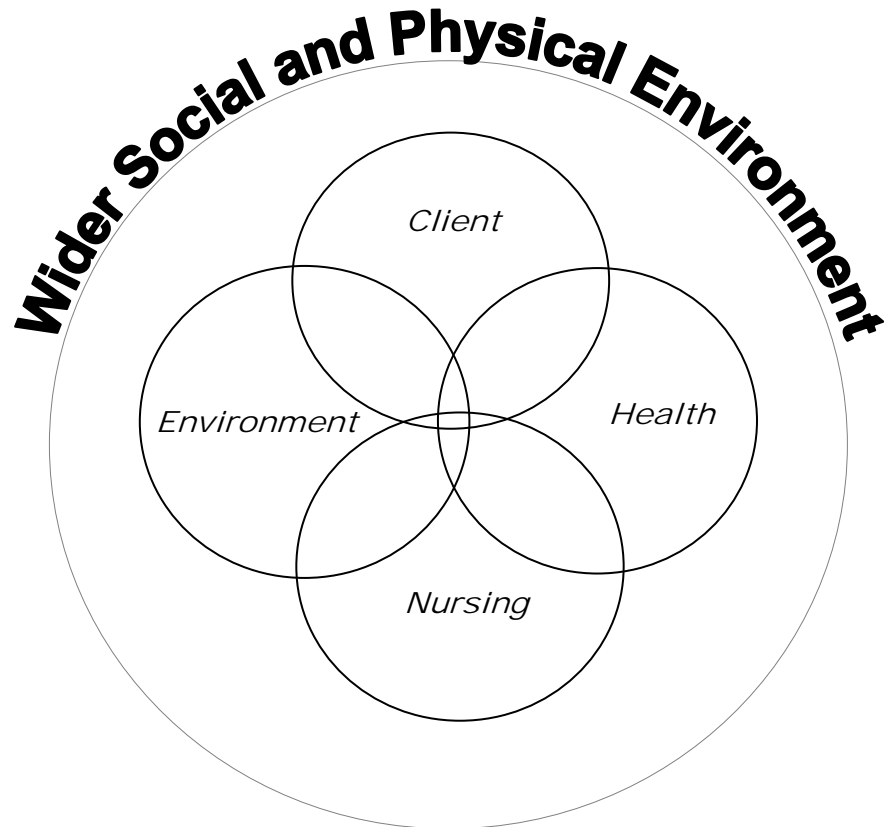
Figure 1: The Model of Nursing Action

For any setting, patients/clients, the immediate environment, the health goal, and the nursing role can be described and used as context for the nursing process. The Model of Nursing Action can be used with any nursing theory, to show how that theory would influence the view of the patient/client, health, the environment, and the role of nursing. This model can also be embedded in a larger environment. For instance, nursing care of a client at home would include the client's condition, the client's interaction with caregivers and the physical environment, the definition of health held by the client and caregivers (thus defining the goal that they would work toward), and the role of the home health nurse, all embedded in the larger health care system and the outside environment that is available to the client and caregivers for support or that increases the difficulty of care. Assessments and interventions would use nursing diagnosis and the six holistic parameters, and would work with integrated content as appropriate.

References:
Fawcett, J. (1989). *Analysis and evaluation of conceptual models of Nursing* (2nd ed.). Philadelphia: McGraw-Hill.
        Gordon, M. (1987). *Nursing diagnosis: Process and application* (2nd ed.). New York: McGraw-Hill.

3.0 ACADEMIC POLICIES AND PROCEDURES

3.1 Admission

3.1.1 Application and Admission

Seattle Pacific University School of Health Sciences welcomes students with all abilities. We are committed to making reasonable accommodations for students with disabilities, giving primary consideration to patient and student safety. Students with disabilities are encouraged to contact the Disability Support Services office a (206) 281-2475 once admission to the nursing program is finalized.

SPU Students: In order to be considered for entry into the nursing major, a nursing application, recommendation form and official copies of all college transcripts of courses not taken at SPU (and not yet posted in Banner), along with course descriptions, must be received in the School of Health Sciences no later than January 15. If the application due date falls on a weekend, your application must be submitted by 4:30pm the Friday prior to the 15th.

Transfer or Post-baccalaureate Students: In order to be considered for entry into the nursing major, students must apply to both the University and the nursing program. Both applications are available on our web site at www.spu.edu/depts/hsc. The University application may be completed on-line. The nursing application must be printed and submitted in hard copy. Transfer students must have a 3.5 or higher GPA in the combined prerequisites and complete 90 transferrable credits by June 30 of the year of nursing program entry. If you are a transfer student, in order to be considered for admission, it is important to have either a direct transfer degree or enough transferrable credits to complete your baccalaureate degree in two years. If you are not sure, please contact a transfer admissions counselor (http://www.spu.edu/depts/ugadm/transfer/) to assist you. All application materials must be received by the Office of Admissions no later than January 15,. If the application due date falls on a weekend, your application must be submitted by 4:30pm the Friday prior to the 15th. You are encouraged to apply early. The Office of Admissions will forward the completed application materials to the School of Health Sciences Lydia Green Nursing Program for final review. For questions regarding the admissions process or to arrange for a visit to Seattle Pacific University, please contact the Office of Admissions at (206) 281-2021 or (800) 366-3344 and request a meeting with a Transfer Admissions Counselor.

3.1.2 Criminal Background Checks

Practicum site agencies require that each student who enters the practicum setting must complete a background check for criminal history and that each student must have a "clean record." Although the University does not disclose to anyone the contents of a criminal record, the University may need to assure practicum agencies that it has conducted a background check and the student has been "cleared." Therefore, the following information is required to be submitted by the student to the School of Health Sciences and received by the School of Health Sciences in a timely fashion before the student may enter a practicum site (for any purpose including but not limited to orientation). The student who misses orientation for any reason will not be allowed to progress in the program. Practicum sites do not provide orientation makeup opportunities. Missing more than 20% of practicum time for any reason also prevents progression in the program.

3.1.2.1 Criminal History Questionnaire. At the time of admission to the program, all students must complete, sign, and return to the Undergraduate Administrative Assistant the Criminal History Questionnaire. Students must indicate the place and date of signing. Answering "yes" to any question on the questionnaire will not necessarily disqualify the student. However, the

University or clinical agency reserves the right to bar students from participating in the practicum setting based on the risk the student presents to patients or others. A student who is not allowed to participate in a practicum experience may not be able to complete the Nursing Program. If answering "yes" to any criminal history question, the student must provide a written explanation, along with a copy of the signed and completed questionnaire.

3.1.2.2 Background Checks. The University conducts a national and state criminal background check on all nursing students through American DataBank.. Students receive instructions on how to complete a national background check on-line. The results are sent via email to School of Health Sciences. Students have access to their results through the American DataBank website. Once reviewed and cleared by SHS, clinical agencies will be notified that the student has a "clear" record. If clinical agencies require a copy of the report, the student must provide the report; SHS will not directly share the results with the clinical agency.

In addition,
If a practicum site agency requires other or additional background check information about the student, the student must comply. The practicum site has the right to refuse entry of students into the practicum setting based on criminal history. Practicum placement assignments are not negotiable. The student must comply fully with the requirements of the assigned practicum placement. Students will not be allowed to participate in practicum placement assignments until these background check requirements have been satisfied. Failure to comply with practicum agency requirements in a timely fashion will result in non-progression in the Nursing Program. Failure to complete any practicum portion of the Nursing Program will prevent the student from graduating.

Prior to the second year of the nursing program, students must complete the Washington State Patrol background check through American Databank.

3.1.3 Math and Writing Skills Competency
As determined by Student Academic Services, all undergraduate students, including transfer students, may be required to demonstrate math and writing competency by taking math and writing competency tests administered by the University. Post-baccalaureate students are not required to take the competency tests. Completion of the tests is a prerequisite for beginning the first quarter of nursing coursework. See the Undergraduate Catalog for baccalaureate degree requirements. **It is the student's responsibility to check for passage of these tests; students will not be notified of the results**. SPU students with deficiencies must complete any required additional coursework or credits by the end of the second quarter of nursing coursework. Transfer students with deficiencies must complete any required additional coursework or credits prior to the onset of the senior year nursing courses. Graduation is dependent upon the completion of this requirement.

3.1.4 Prerequisite Coursework
Each of the prerequisite courses (general college chemistry, organic and biochemistry, general psychology, anatomy, physiology, microbiology, nutrition, statistics, and lifespan developmental psychology) must be completed prior to admission into the Nursing Program with grades that are NOT less than a C. Students receiving a C- or below in one of these courses should contact their faculty advisor immediately. These courses are foundational for nursing courses and students receiving a C- or below will be required to repeat the course(s) (receiving a grade of C or better) in order to be eligible for the Nursing Program, although repeating courses to achieve a C or better does not guarantee acceptance into the program.

3.1.5 Transfer Coursework

All transfer courses must be directly transferrable to the equivalent SPU course. See the equivalency guide http://www.spu.edu/depts/ugadm/transfer/ or if not listed, contact Student Academic Services at sasinfo@spu.edu.

3.2 Progression in the Nursing Program

Progression in the Nursing Program (and graduation) is dependent on satisfactory completion of course assignments, which include both theoretical and practicum performance. Practicum courses are pass/no credit. The University may consider factors in addition to academic performance when determining whether or not a student may continue in the program. These factors include, but are not limited to class and clinical attendance, respect for others, safety concerns, and unprofessional behavior.

The faculty member has the right and responsibility to determine whether or not the student should be allowed to attend class or practicum based on generally accepted standards of nursing practice, practicum agency policies, and standards of safe practice, as well as the well-being of others in the classroom or practicum setting.

On occasion, students are faced with major health problems or changes in personal circumstances that make progression in the Nursing Program difficult. Students are encouraged to seek counsel or advice from a nursing faculty advisor as soon as possible so that there is opportunity to plan how to best meet their educational goals.

3.2.1 Standardized Testing Program

All students admitted to the SHS Nursing Undergraduate Program are required to take selected tests from Assessment Technologies Institute (ATI). The fee for this testing program is collected at the beginning of the Nursing Program and is listed in the Catalog under the section "Tuition and Fees." Information from these tests will be available to students and their nursing advisors to be used to facilitate academic progress in the Nursing Program. In addition, these tests help prepare students for the National Council Licensure Examination-RN (NCLEX-RN). There is a relationship between scores on ATI tests and performance on NCLEX-RN. Low scores on certain ATI exams may require remediation. Failure to achieve passing scores on certain ATI exams in both the junior and senior years may result in failure of the course in which the exams are taken or failure to progress in or graduate from the Nursing Program. Students who do not achieve passing scores, as defined in the course syllabi, will not be allowed to continue in the program and will not graduate, regardless of course grades. Course syllabi outline the tests required in each course, the passing score, the remediation required, if any, and the consequences of not achieving the passing score.

Students must pass the tests and complete the required remediation exercises as indicated to continue in the Nursing Program and be eligible to take NCLEX-RN.

3.2.2 Students of Concern

The School of Health Sciences is committed to providing opportunities for the success of all its students. Students who are of concern are at risk for not successfully completing a course and therefore the Nursing Program, and will be notified by their instructor of the behaviors that place them at risk. Examples of behaviors that place students at risk include (but are not limited to) lateness to class or clinical, low grades, absences (especially in practicum), low exam scores, low scores on national tests, or poor writing skills. The instructor and student should meet to discuss the issues and

to develop a plan to promote student success. Certain student characteristics (e.g., GPA of less than 2.8 on admission; failure of more than one theory exam; the need to rewrite papers; low scores on standardized tests; absences, whether excused or not) increase the risk of a student failing a nursing course. Written documentation of concern becomes a permanent part of the student's file. A letter of concern may be the basis for dismissal from a course and therefore, from the program. If a student receives two or more letters of concern in a given quarter, he or she will be required to meet with the Associate Dean of the undergraduate program. *(sample on next page)*

SPU ⊕ SHS
LETTER OF CONCERN

Name of Student:_____ **Dates of Concern:**_____
Course Number: _____ **Date of Review/Discussion:**_____
Course Name: _____ **Faculty Advisor**:_____
Course Instructors:_____

Faculty Assessment of Behaviors of Concern:

I am concerned over behavior, or a pattern of behavior, that may be indicative of an unidentified or unmet student need. This behavior may put you at risk for not successfully completing this quarter and/or this program. Specifically:

Student Recommendations:

I want to work with you toward the completion of a successful quarter and/or program. Please identify ways that you will work toward achieving success.

Faculty Recommendations:

I understand that signing this form indicates that I have read the form and that I am aware of the potential consequences that may result if this behavior continues.

Student Signature_____ Date_____
Faculty Signature_____ Date_____
Faculty Signature_____ Date_____

cc: Student, Team/Course Leader, ASAC, Student File, faculty advisor

3.2.3 Meeting minimum standards
Progression in the Nursing Program is dependent upon meeting the minimum standards of core nursing courses as outlined in the course syllabi at a C (75%) level or above, as well as other factors. Any student receiving a final course grade of C- or below will be required to satisfactorily repeat that nursing course before progressing further in the Nursing Program. A final course score of less than 75% in any nursing course in the spring quarter of the senior year will be entered as an E grade. Because certain courses must be taken in sequence, failing a course will delay the student by one year. Students who fall behind in the normal progression must schedule an exit interview with the Dean or Dean's designee and follow the exit interview process. The student is not eligible for re-enrollment until the SHS exit interview process is satisfactorily completed, and all conditions for re-enrollment have been satisfied. See also sections on withdrawal and re-enrollment for additional information.

3.3 Withdrawal or Dismissal from Nursing Program

3.3.1 Withdrawal from the Nursing Program
Withdrawal from the Nursing Program may be necessary for various reasons. To withdraw from the Nursing Program for any reason, personal or academic, it is necessary for the student to:
- Notify instructors in all courses for which the student is registered.
- Meet with the nursing instructor and SHS faculty advisor to discuss reasons for withdrawal, future plans, and withdrawal process.
- Withdraw from all nursing courses. There is no guarantee of a refund if the withdrawal does not occur within the University schedule for withdrawal with a refund.
- Schedule an appointment with the Dean of the School of Health Sciences or Dean's designee for an **exit interview** in which the student will discuss plans for the future including possible re-enrollment at a future date. **Re-enrollment cannot be guaranteed.**
- During the exit interview, complete the exit interview form which must be signed by both the student and the Dean or Dean's designee. This form is available from the Undergraduate Administrative Assistant. Re-enrollment requirements may change if the student is absent from the program for a longer period of time than originally anticipated.
- Follow general University policy for withdrawal. See guidelines stated in the SPU Student Handbook as found on the University website and the timelines for tuition refunds.
- At the time of the exit interview, the student is given a Re-enrollment Statement describing the re-enrollment policy and process along with a Re-enrollment Application for future use. See section on re-enrollment.

3.3.2 Dismissal from a Course and the Nursing Program
Faculty members are accountable for assuring that nursing students are safe to practice. This is a responsibility to the public. Failure to provide safe patient care is taken seriously and may result in dismissal from the program. The nursing faculty may dismiss a student from a course at his or her discretion. Dismissal from a course results in dismissal from the Nursing Program. Examples of behaviors that may result in dismissal include, but are not limited to, any of the following:

- Violation of standards of nursing conduct or practice. (See WAC 246-840-710; RCW 18.130.180.)
- Pattern of behavior or conduct or a single incident of serious misconduct or inappropriate behavior that reflects poorly on SPU, the School of Health Sciences, or clinical agencies, including failure or refusal to follow agency or syllabus requirements, standards, or guidelines; boundary violations with patients or staff; or speaking negatively about SPU, clinical agencies, or anyone affiliated with SPU or clinical agencies.
- Academic or other types of dishonesty.

- Lack of safety in practicum.
- Unethical or unprofessional conduct or behavior as outlined in the International Council Code of Ethics, ANA Code of Ethics for Nurses, ANA Scope and Standards of Practice, National Student Nurses Association Code of Professional Conduct, and National Student Nurses Association Code of Academic and Clinical Conduct.
- Aggressive or intimidating behavior to others, including patients, staff, faculty, and peers.
- Disruptive behavior in the classroom. Removal from class for any reason may result in non-progression.
- Dismissal from the University for not following policies and procedures stated in the SPU Student Handbook.
- Lack of preparation for safe patient care such as lack of knowledge about the patient, patient's diagnosis, medication, procedures, or treatments.
- Unsatisfactory clinical performance including failure to communicate appropriately and adequately with patient, staff, or instructor.
- Failure to attend clinical orientation.

The decision to dismiss a student from a course is made carefully. If a student is dismissed for any reason, the professor will submit a grade of E (failing). Dismissal from a course will result in dismissal from the program because the E grade does not meet SHS requirements of a C or better grade required for progression in the Nursing Program. The student may or may not receive a tuition refund, depending on the time in the quarter when refunds are available (see Undergraduate Catalog for refund formula and deadlines). **The student who is dismissed from a course must withdraw from all other SHS Nursing courses, because dismissal from a nursing course results in dismissal from the program.** The School of Health Sciences will retract any notification of good standing to an employer at the time a student is dismissed. Refer to the section titled "Withdrawal from the Nursing Program" for student responsibilities and required steps.

3.3.3 Nursing Technician
According to Washington State law (WAC 246-840-900), the Nursing Program must notify the Nursing Commission of any student working as a nursing technician who is no longer in good standing in the program. Students who leave the program for any reason are no longer eligible to work as nursing technicians. Eligibility for nursing technician resumes once the student returns to the full schedule of nursing courses. Returning students taking less than the full schedule of nursing courses are not eligible to work as nursing technicians.

3.3.4 Re-enrollment in the Nursing Program
The student who does not enroll (for any reason) in nursing courses for one or more quarters (not counting Summer quarter) needs to complete a re-enrollment form available through the SHS Undergraduate Administrative Assistant and submit it to the **attention of the Chair of the SHS Academic and Student Affairs Committee** by Feb 15 for Autumn enrollment, May 15 for Winter enrollment, and November 15 for Spring enrollment. ASAC will require the re-enrolling student to complete NUR 2002, Readiness for Re-Enrollment, the quarter prior to re-enrolling in the nursing program. The early application allows time to complete this course. **Re-enrollment is not automatic, but is dependent upon satisfactory completion of the following: re-enrollment procedures and requirements, clinical space availability, and ASAC's determination of the quality of the student's evidence of preparedness to re-enter the clinical setting.** In order to demonstrate preparedness, the student must achieve satisfactory completion of specific, individualized re-enrollment conditions identified at any time by ASAC, the instructor of the course in which the student was unsuccessful, and the Dean or Dean's designee. Demonstration of preparedness to re-enroll may include, but is not limited to the following: reference letters (from persons other than

relatives), evidence of resolution of precipitating issues, satisfactory retesting of theory and practicum skills, and written documentation of progress as requested. ASAC's decisions regarding re-enrollment are final. See Re-enrollment Application and Policy and Procedure forms available from the Undergraduate Administrative Assistant's office for complete details and requirements. See also sections on withdrawal and re-enrollment for additional information.

The student who has withdrawn or been dismissed from the Nursing Program, and who desires to be re-enrolled and is eligible for re-enrollment, must adhere to the following re-enrollment procedures:

- Review the exit interview the student had with the Dean or Dean's designee. The information from the exit interview should be used to prepare a written statement indicating how the issues that led to withdrawal or dismissal have been resolved, and how the student plans to avoid a repeat of the issues.
- Submit the summary and plan to the attention of the chair of the Academic and Student Affairs Committee (ASAC) by the deadlines listed above.
- ASAC will review the summary and plan and decide if they satisfy the issues. While a student always has the privilege of applying for re-enrollment, ASAC looks for evidence documenting a strong potential for successfully completing the program of study after re-enrollment. The student will only be re-enrolled if satisfactory evidence exists **AND** practicum space is available. Practicum space is at a premium and may not be available.
- If re-enrollment is offered, ASAC will outline a plan for the student to demonstrate preparedness to re-enroll. All conditions of the ASAC plan must be satisfied. Evidence of preparedness to re-enroll may include, but is not limited to the following: reference letters, additional evidence of resolution of precipitating issues, retesting of theory and practicum skills, and written documentation of progress as requested. Generally students will be required to enroll in NUR 2002, Readiness for Re-enrollment prior to entering a regular practicum course.
- The student must agree to the ASAC plan, in writing, and follow all the conditions to re-enroll. Failure to meet any of the conditions may result in the offer of re-enrollment being rescinded immediately and the student may be dismissed from the program.

See the Re-enrollment Application and forms available from the Undergraduate Administrative Assistant's Office for complete details and requirements.

Re-enrollment will be allowed only one time. If a student is re-enrolled after leaving the program for any reason, and does not complete the program for any reason, re-enrollment will not be allowed a second time.

Re-enrollment will not be granted if more than one year has elapsed since the student left. For example, if the student fails winter quarter one year, the student must request re-enrollment into not later than the following winter quarter. Re-enrollment beyond that time will not be allowed. Beyond that time, the student must apply to enter at the beginning of the Nursing Program using the usual Nursing Program application procedures and forms.

3.4 Graduation

3.4.1 Baccalaureate Degree Requirements
Students must take the initiative to carefully review, understand, and meet all requirements listed in the University Undergraduate Catalog. The School of Health Sciences and Student Academic Services endeavor to assist the student, however, the student remains responsible to follow through and complete all graduation requirements.

In order to qualify for a Bachelor of Science degree with a major in nursing, the following must be satisfactorily completed as specified in the University catalog:

1. All required competencies and common and exploratory curriculum courses.
2. All required nursing prerequisites.
3. A total of 80 nursing credits as required by the School of Health Sciences.
4. 180 total credits and all baccalaureate degree graduation requirements.

Transcripts documenting completion of the degree will not be released to the Nursing Commission until all "holds," for whatever reason, have been removed from the student's account. The student is responsible to take actions necessary to remove "holds."

3.4.2 Application for Graduation

Every student anticipating graduation must apply for graduation on-line through Banner. **Students must complete this process during the second quarter of their first year of the clinical Nursing Program in order to plan the correct courses to graduate the following year in June.** A Graduation Requirements Checklist from the catalog for the year in which the student entered the University is the basis for determining completion of graduation requirements, except for any changes required by applicable laws, regulations, or accreditation requirements. Following the application for graduation, an updated Graduation Requirements Checklist is completed by SAS with input from the Associate Dean for Undergraduate Nursing regarding nursing major requirements. The updated Graduation Requirements Checklist is sent to the student by SAS to assist the student in identifying the remaining requirements necessary for graduation. The SHS major requirements review is limited to the nursing major and prerequisites, not to general education requirements. The School of Health Sciences endeavors to be sure that all Graduation Requirement Checklists are accurate; however, **the student remains responsible for completing all requirements** and should ensure that the Checklist is accurate and understood.

3.4.3 Graduation Checklist Evaluation

It is the student's responsibility to carefully review and understand the graduation checklist.

3.4.3.1 It is important for the student to note the section on total credits: number required (180), number completed, and number needed for graduation. Any courses taken with a number below 1000 (or below 100 at most technical and community colleges and other universities) do not count toward graduation. For example, MAT 0121, Arithmetic Review, is not included in credits toward graduation. In addition, not all credits received from other institutions may be accepted by the University as meeting general education requirements of the University. Questions should be directed to the nursing faculty advisor and SAS academic counselor.

3.4.3.2 The student should review the common and exploratory curriculum requirements as described in the Undergraduate Catalog for mandatory categories. Questions should be directed to the nursing faculty advisor and SAS academic counselor.

3.4.3.3 **After receiving the completed Checklist, the student is responsible to make an appointment with the nursing faculty advisor to review plans for completing the requirements.** If there are discrepancies in the common or exploratory curriculum requirements, or total credits requirements, the student is responsible for contacting the SAS academic counselor. If there is a discrepancy in the nursing requirements, the student is responsible for contacting the nursing faculty advisor. **It is the student's responsibility to follow through and complete all requirements as noted on the Checklist.**

3.5 Grading Scale for Nursing Courses

All Nursing Practicum and Internship courses are Pass/No Credit. Students must pass every Practicum and Internship course in order to progress in the program and to graduate.

All other Nursing courses are graded as follows:

Grade		Range	
A	....	94-100	
A-	....	90-93	
B+	....	87-89	
B	....	84-86	
B-	....	81-83	
C+	....	78-80	
C	....	75-77	
C-	………………	71-74	*Students who earn **74 or below** will not progress or graduate*
D+	………………	68-70	*in the Nursing Program.*
D	………………	65-67	
D-	………………	61-64	
E	………………	< 61	

All Nursing students must maintain a minimum of C (75%) in nursing courses to continue in the Nursing Program. (See individual course syllabi for specific application of this policy.) A final non-practicum/internship course score of less than 75% in any nursing course in the spring quarter of the senior year will be awarded an E grade.

3.5.1 Test Taking Policy and low exam scores

In an attempt to limit distractions during exams, students must stow belongings prior to beginning any exam. Faculty will release students who have completed the exam in 15 minute intervals, with the first dismissal occurring at the halfway point of the exam. Once you have completed the exam, please sit quietly and do not remove materials from your backpack; and then you may leave the room at the next release time. Electronic devices (cell phones, computers, etc.) may not be used at any time while testing is in progress. Restroom breaks may be taken after the exam is completed. Please remain quiet in the hallway outside the classroom. For the ATI Comprehensive Predictor, an optional 15 minute break will be scheduled 1 hour and 15 minutes after beginning the exam. Please note, taking a break will decrease your allotted time to complete the exam.

3.5.2 Protocol for Instructors for low exam scores

1. Any student receiving below75% in the first quarter in the program or 80% in subsequent quarters on an assignment or test will need to meet with their faculty instructor within one week.
2. The course instructor will notify the student's faculty advisor via email after the completion of the meeting. The notification will indicate the general steps to be taken by the student and course instructor.   A list of all students/advisors is posted on Matthew. \\Matthew\shs\Undergraduate Program\1-Advising
3. For students who have scored below 80% on 2 or more tests or assignments a letter of concern will be completed and that protocol will be followed

3.6 Changes in Current Address, Phone, or Name

It is very important that the SHS office have current contact information in order to maintain accurate records and to be able to contact the student during school hours and outside those hours if there are issues with clinical agencies. Therefore, **it is the student's responsibility to inform the Undergraduate Administrative Assistan**t in the SHS office, as well as current faculty, of any changes in name, address, or phone number. When changes occur, the student must complete a Change of Directory Information form available from Student Academic Services or on-line from SAS in the "forms rack" section, and provide a copy to the SHS office.

3.7 Class Attendance

Regular attendance at all classes is required unless illness or other emergency prevents otherwise. The student must **notify the faculty member prior to the absence or as soon as possible afterward**. Voice mail messages and e-mail messages can be left 24 hours a day; however, the preferred communication is directly with the professor, not by message. The student is responsible for all knowledge and materials covered during the absence, and is responsible to obtain that information from peers. Course syllabi may set forth additional attendance requirements.

If a student is ill and cannot take an exam at the designated time, he or she must notify the faculty instructor before the examination time. Re-scheduling is at the discretion of the faculty member. The faculty member may require a healthcare provider verification of illness.

3.8 SHS Communications

Timely communication among faculty and students is critical for efficient and effective planning of classroom and practicum activities, as well as for communication of matters of importance to students. Voicemail and email are the primary electronic forms of communication used in the School of Health Sciences. While faculty commit to timely notification to students of any changes or important details, information may change at the last minute, especially in regard to practicum activities. Therefore, students are expected to assume daily responsibility throughout the school year for continuous monitoring of electronic communication systems (including email and voicemail) and for maintaining communication with instructors. Students are expected to carefully monitor email and voicemail during summer in order to be informed about Autumn Quarter matters related to practicum placements. Students are responsible to ensure their email is functioning properly and that their email is handled appropriately such that messages are not rejected, for example if the inbox is full.

Students are also responsible to report in writing changes to name, phone numbers and addresses to instructors, Undergraduate Administrative Assistant, and various departments of the University in a timely manner.

Faculty endeavor to respond to students' emails in a timely fashion. However, many faculty are off-campus one or more days each week for practicum activities and may not access email those days. In general, faculty will respond to student emails within 72 hours Monday through Friday. Faculty are not expected to access email on weekends. Students should communicate clearly with course faculty about the faculty member's preference about contact outside of regular office hours.

Student File Folders: Each student has a "communication folder" located in a filing cabinet in the School of Health Sciences on 3rd floor Marston. The folder is used to return papers and leave messages. Students are expected to check their files on a regular basis. The folder is an important avenue of communication. Therefore, students need to check their files and remove papers on a weekly basis. Students are responsible

to remove all of their materials by the last day of each quarter as specified in the time schedule. All papers that remain in a student folder after the last day of spring quarter will be discarded.

Waiver Allowing Return of Student Papers in Folders: Because of federal legislation (FERPA), it is required that students sign a waiver permitting faculty to return student papers to student communication folders. If the student wants to have papers returned through the student file folder system, the student must sign a waiver at the beginning of the Program. Students who do not sign the waiver will need to arrange to receive their papers directly from their instructor.

Blackboard: This on-line learning platform supports all the nursing courses. The service can be accessed via the web and includes such features as announcements, syllabi, lecture outlines, discussion groups, and e-mail. The student is responsible for reading and downloading this information. It is the policy of the University that students **only use SPU e-mail addresses** when communicating with the University, the School of Health Sciences, or faculty members. Some external e-mail addresses are excluded by virus protection therefore instructors may not receive some messages or attachments sent from those addresses. It is the student's responsibility to maintain communication with instructors and nursing office staff.

Bulletin Boards: Nursing Program bulletin boards are located in the stairwells of Marston Hall. Each student is responsible for checking the bulletin boards for important announcements (class and personal notes, job listings, and other information).

3.9 Clinical/Practicum Attendance

Attendance at practicum course orientation is mandatory. Failure to attend practicum orientation results in non-progression in the program. Attendance at all skills lab presentations, scheduled supervised practice groups, clinical sessions, and scheduled conferences with the instructor is required unless illness or other emergency prevents otherwise. It is the responsibility of the student to know the specific agency requirements related to attendance and absence and to follow those requirements. Individual instructions related to procedures for contacting instructors or agencies regarding illness are available through each course instructor. **It is the responsibility of the student to notify the instructor prior to an absence. Students must complete an alternative assignment for each missed practicum day. Make-up for missed practicum experiences is not available. A student who completes less than 80% of practicum hours, excused or otherwise, will be required to re-take the course before progressing** on to the next courses in the sequence. This requirement to retake a course, especially a practicum course, **will delay the student's progress by a year. If at any time in the quarter the instructor determines that completing 80% of clinical hours is not reasonably possible (based on the lack of instructor pre-approved and available clinical opportunities and instructor availability), the student will not pass the course.** Completion of 80% of the clinical hours **does not guarantee passage of a course**. In addition to attendance, the student must demonstrate satisfactory completion of course objectives as determined by the course instructor. Whether excused or not, absent students may be required to complete additional assignments.

Clinical Absences and alternative assignments
Students must attend 80% of clinical days in order to pass the clinical course (per student handbook). If students are absent because of illness, they must complete a faculty-approved alternative assignment. Faculty approval must be obtained prior to beginning the assignment. Snow days and natural disasters (resulting in university closure) and instructor absences reduce the total number of clinical hours, but do not count against the student in terms of 80% attendance. Instructor absences require a faculty-approved alternative assignment to be completed by the student. Faculty approval must be approved prior to beginning the assignment.

If a student has been ill or suffered an injury, the faculty may require **written documentation from the student's healthcare provider** that he or she can return to practicum work and safely provide care to patients. A list of any restrictions (for example, a restriction in lifting to a certain number of pounds) must be included in the provider's note. While all efforts will be made to accommodate students with restrictions, some restrictions may limit the student's ability to meet the course objectives. In addition, faculty reserve the right to decide that a student may not return to practicum based on the nature of the injury or illness, the restrictions required by the care provider, and conditions of patients and the practicum site, regardless of what the student's health care provider says.

Removal from practicum or absence for any reason may result in non-progression. See section titled "Protocol for Illness/Accidents/Critical Incidents Related to Clinical Practicum".

3.10 Academic Integrity

It is particularly important for Seattle Pacific University students aspiring to the nursing profession to adhere to the highest ethical and moral standards, including exemplary standards of academic conduct. Any breach of generally accepted professional and academic standards is unacceptable. **Both the students and the instructor have obligations to report and to prevent cheating, plagiarism or other academic misconduct. See the SPU Undergraduate Catalog, Academic Integrity.**

Students aware of academic dishonesty by others should be responsible in reporting this to the supervising faculty. Examples of academic dishonesty include cheating on examinations, plagiarism, theft or alteration of another's work for the purposes of academic credit, or failure to give credit for ideas.

Any alleged incident of academic dishonesty should be handled by the faculty member and the student following the guidelines set forth in the SPU Student Handbook, except that all references to the "school dean" shall refer to ASAC. If the student does not agree with the decision of the faculty member or ASAC, the Guidelines for Academic Appeals of the University stated in the University Student Handbook shall apply. **Student academic integrity incidents are reported quarterly to the Associate Vice President for Academic Affairs/Dean of Student Life.**

3.11 Nondiscrimination Policy

It is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities, as required by applicable laws and regulations. If a student feels discrimination, the student should refer to and follow the Nondiscrimination Policy in the Seattle Pacific University Undergraduate Catalog.

3.12 Student Academic Appeals Process

The purpose of the academic appeals process is to provide guidelines for a timely and equitable resolution of problems or complaints of an academic nature when reasonable direct discussions between the parties have failed to do so. **Academic appeals may be made only on the grounds of unfair treatment against stated standards, and not against the professional judgment of the faculty or personality of the faculty.** See the SPU Undergraduate Catalog, Academic Policies section for details regarding policies and procedures related to unlawful discrimination.

Students should understand that the preparation of students for nursing practice includes preparation guided by professional standards and behaviors. The academic appeals process is not an opportunity to complain about a faculty member's personality or communication style. Personality conflicts should be dealt with quickly and in private, and not as a part of an academic appeal, unless the complaint involves unfair treatment against stated standards.

3.12.1 Filing an Appeal
1. First, an effort should be made to resolve the situation between the parties involved. If the situation cannot be resolved between the two parties, the student may file an appeal.
2. Any appeal filed by the student **must be in writing using the Appeal Process Procedure Form.** This form is available in the SHS Front Office. **The student is responsible to provide current and accurate contact information** on the form**.**
3. The student must **complete the entire appeal form ("Appeal") and hand deliver or send by certified mail, the signed original and a copy of the Appeal to the School of Health Sciences Undergraduate Program Administrative Assistant or designee, not to a student or student worker. The appeal should indicate "Attention: Chair, SHS Academic and Student Affairs Committee (ASAC)". The sealed envelope should also be marked "Confidential." The Appeal must be signed and dated by the student.** The student must file the Appeal **within five calendar days** after he or she was informed of the decision verbally or in writing by the faculty member or committee. The student must request that the envelope be stamped with an official date received stamp showing the date of delivery. This is the date of filing ("Filing Date").
4. The chair of ASAC will **appoint an Appeals Committee** to meet within ten University working days after the Filing Date, but may schedule a meeting beyond that date if necessary or deemed appropriate. The Appeals Committee will be chaired by the ASAC chair, unless a different chairperson is designated.
5. **Failure to follow these procedures may result in the dismissal of the student's appeal, which means the original decision will remain in effect.** There have been occasions when students attempted to appeal decisions by circumventing established procedures. These misinformed attempts usually delay and muddy the process, which may jeopardize the student's academic progress.

3.12.2 Procedures
1. The chair of ASAC will notify all parties directly involved of the:
   A. Receipt of the appeal,
   B. Nature and content of the appeal,
   C. Date, time, and place of the Appeals Committee meeting, and
   D. Names of Appeals Committee members and chair (this may be the same as the ASAC chair).
2. The student may (at the sole discretion of the instructor), continue in theory classes until the committee has reached a decision and the written decision is sent to the student.
3. The student will not continue in practicum classes when the appeal issue involves practicum situations or behavior that might impact patients, staff, or practicum settings. This decision will be made by the course instructor, and this professional decision is not subject to review or appeal.
4. The Chair of the Appeals Committee shall decide whether the student will have the opportunity to appear before the Appeals Committee to present the Appeal and additional information relevant to the Appeal.

5. The student should submit in the Appeal the names of persons who have information relevant to the Appeal. Those persons with information may submit written statements to the chair of the Appeals Committee, and such statements must be based on direct involvement or observation (not hearsay). Written statements shall be provided to the Appeals Committee chair at least 48 hours prior to the Appeals Committee meeting. The Appeals Committee chair shall determine the relevance and appropriateness to the Appeal of the persons and their statements, and shall decide whether to make such statements available to the rest of the Appeals Committee. The chair of the Appeals Committee, at his or her discretion, may also limit the number of persons to be heard, and may set reasonable time limits for statements.

6. Staff members at practicum agencies are **not obligated to participate** in student appeals. Some practicum agencies may not allow their staff to participate in such matters. If the student believes practicum site staff may have information relevant to the student appeal, the student will provide the ASAC chair with the name(s) of the practicum site staff. **The ASAC chair (NOT THE STUDENT) will then contact the practicum agency** to determine whether the agency will provide the student and University access to the practicum site staff member(s). The ASAC chair will contact the student and inform the student how to proceed.

7. The chair of the Appeals Committee shall have broad discretion in setting the procedures for the conduct of the meeting, including but not limited to the exclusion of persons who are not witnesses to the student event, who are disrespectful or disruptive, or who fail to follow the instructions of the chair.

8. The decision of the Appeals Committee will be made in writing and delivered to the student electronically within a reasonable time period. Items sent electronically (for example email or facsimile transmission) shall be deemed delivered when sent. An original letter also will be mailed to the student, and sent by certified or registered mail to the student's address set forth in the Appeal. The date the Appeals Committee's decision was electronically sent shall be the date from which the student's appeal rights commence.

9. The decision that was appealed will be overturned by the Appeals Committee only if the Appeals Committee determines that the original decision was unfair against stated standards (whether based on inaccurate or unreliable information or where it is established that the original decision maker did not exercise professional judgment). The Appeals Committee will not reverse the original decision simply because it might have reached a different decision.

10. Until the Appeals Committee reaches its decision, the decision of the original decision-maker(s) remains in effect, subject to items 2 and 3 above. Once the Appeals Committee has reached its decision, its decision remains in effect until all of the appeals processes are completed, subject to items 2 and 3 above.

11. If a resolution is not obtained at this level, the student may appeal to the next level in the school or University administrative structure. See the SPU Undergraduate Catalog regarding Appeals Process and Levels of Appeal.

12. The student is responsible to monitor email daily throughout the appeals process.

3.12.3 SHS Appeals Committee

1. The SHS Appeals Committee will consist of at least three members. The chair of ASAC will select the members of the Appeals Committee from the membership of ASAC and any replacements, if necessary. An ASAC committee member directly involved in the appeal issue is not eligible to serve on the Appeals Committee. The chair of the Appeals Committee will be the ASAC chair or his or her designee.

2. The chair of the Appeals Committee (if different from the ASAC chair) will report the decision to the ASAC chair.

3. The chair of ASAC will convey the Appeals Committee's decision to the student, the involved faculty member(s), and the SHS dean.

4. The Appeals Committee will take all reasonable steps to keep confidential the names of involved parties, and the nature and content of the appeal. The student and witnesses will do the same and will avoid discussing the appeal outside of the Appeals Committee meeting.

4.0 PRACTICUM SITE POLICIES AND PROCEDURES

4.1 Practicum Site Placement and Orientation

Off-campus practicum placement decisions are the **exclusive responsibility of faculty** and are made with concern for the best learning experience for the student according to faculty judgment of the student's past performance. When making practicum assignments, SHS faculty review each student's academic and practicum record to determine the fit between student learner needs and available practicum opportunities. In addition, faculty takes into consideration the conditions, needs, and requirements of the practicum agency as well as the "fit" between learner needs and unit capabilities when making practicum assignments.

4.1.1 Changing practicum placements or changing instructors.
Once the faculty decides on student placements, there will be no student initiated change of placement or instructor due to the complexity of meeting agency orientation requirements. This is due to the potential negative impact on a practicum site and staff and the lack of time and staff needed for re-orientation to a new practicum site as well as limitations of orientation opportunities in practicum sites.

4.1.2 Orientation to each practicum agency is mandatory.
Prior to attending orientation, students must have completed required background checks, health tests, immunizations, and other practicum site requirements as instructed by the School of Health Sciences. Students who have **not completed these requirements as instructed may not attend orientation at the practicum agency** and will not be permitted to progress in the program. **Re-scheduled orientations are not available in practicum agencies.**

4.2 Health-Related Issues

All nursing students are required to follow these general health-related guidelines:

4.2.1 Health History Record
All students must complete the Health History Record from Student Health Services before admission to SPU.

4.2.2 Required TB Testing
All results of tests must be submitted as instructed.
   a. TB test upon admission to the program (2-step testing if student has not received annual testing).
   b. TB test three months after a known exposure to TB.
   c. **TB test following travel outside of the US** 8-10 weeks after return.
   d. **During the month of May of the junior year,** students must have a new TB test to be ready to begin the senior year. **The PPD results must be submitted to Health Services, Suite #110 (not the School of Sciences).**
   e. If TB test is positive or converts to positive on subsequent tests, a chest x-ray is required. Treatment may be required based upon symptoms. Individuals with a positive TB test should see their own health care provider to follow CDC recommendations for treatment.

4.2.3 Immunizations
Care of patients in the practicum setting involves possible exposure to many infectious diseases. These diseases may be a danger to the student as well as to other patients. In addition, infectious diseases may be a risk to the fetus of a pregnant student. Although immunization against infectious diseases incurs some cost, the safety of the student and others is paramount. To protect both students and patients all students must have documented immunity for the following diseases. Immunity may be demonstrated through blood testing or with evidence of immunization. The student will not be allowed on the clinical unit without documented immunity for these diseases:

a. Measles, mumps, and rubella (MMR)
b. Hepatitis A
c. Hepatitis B
d. Varicella (Chicken pox)
e. Tetanus/Diphtheria (1 dose of adult Tdap is required. Must be at least 2 yrs after last Td).
f. Influenza

Documented immunity is required for all listed immunizations. **Practicum facilities may have additional requirements which students must meet.** Immunization series must be completed in a timely fashion to continue in the practicum assignment. Assignment to alternate facilities to avoid requirements is not an available option.
Failure to submit immunization results, PPD results, or any health-related paperwork **by the deadlines will result in dismissal** from the course and the Nursing Program (see "Dismissal from a Course and the Nursing Program" section of the Nursing Student Handbook).

4.2.4 Health Insurance
All students must have health insurance. So-called "co-op" coverage is not acceptable. The student is financially responsible for all costs of diagnosis and treatment of any illness or injury incurred during practicum experiences. **The student must submit proof of health insurance, in the form of a copy of the health insurance card, to the Undergraduate Administrative Assistant prior to starting clinical practicum. Health insurance must be maintained throughout the program and documented any time there is a change to the student's insurance.**

4.2.5 Drug Screening
All students may be required to undergo drug screening at selected agencies as a pre-requisite to practicum. Positive test results may result in a student's exclusion from practicum and dismissal from the program.

4.2.6 Standard Precautions
Students must practice Standard Precautions during all patient contacts. Health agencies provide personal protective equipment such as gloves and gowns; agencies may require students to provide their own goggles .

4.2.7 Illness
If the student becomes ill or is injured during a practicum experience, the "Protocol for Illness/Accidents/Critical Incidents Related to Practicum", below, must be followed.

4.2.8 Communicable Disease
If the student is exposed to or has a communicable disease, such as herpes, chicken pox, hepatitis, strep throat, etc., the student must notify the practicum instructor(s) as soon as possible to determine if it is safe to be in a clinical area.

4.2.9 Safe Practice
Students cannot practice "while affected by alcohol or drugs or by a mental, physical or emotional condition to the extent that there is an undue risk that he or she, as a nurse, would cause harm to him or herself or other persons" (WAC 246-840-710 [5][b]).

4.3 Protocol for Practicum Experiences

The following protocols have been established to maximize the student's learning opportunities, to comply with professional standards and to assure safe care. It is the student's responsibility to check expiration dates of practicum requirements and submit current records to SHS and keep a copy for personal records. If the student does not comply with a protocol the instructor may remove the student from practicum without opportunity for make up time due to the limit of time and space available beyond regularly scheduled practicum hours. This may result in the student's dismissal from the Nursing Program or delay in the student's progress through the Nursing Program.

4.3.1 CPR Documentation
All students must maintain current certification for proficiency in cardiopulmonary resuscitation (CPR), at the Health Care Provider Level (BLS for Health Care Provider). Evidence of initial certification is required prior to the onset of the first nursing course. It is the student's responsibility to acquire this certification. **Students without evidence of Health Care Provider CPR will not be allowed to enter the program, even if previously offered admission.** Courses are available through the American Heart Association and through many hospitals and other health care organizations. It must be an Amercian Heart Association course (the only one approved for some clinical sites). The cost of the course is the responsibility of the student. To ensure proficiency throughout the program, the CPR course must be completed **after June 1**of the year the student plans to begin nursing coursework. The CPR card must not expire before June of Graduation. If a student drops out of the program for a period of time and CPR lapses, he or she must recertify and submit an updated card for documentation to the Undergraduate Administrative Assistant in the School of Health Sciences. The student may not enter practicum with an expired card or until certification is confirmed.

4.3.2 Information
The student is responsible to check the appropriate SHS bulletin boards, Blackboard, and e-mail for information that is made available prior to the beginning of the quarter specifying where to meet on the first practicum day and throughout the quarter.

4.3.3 First Performance of a Procedure
When the student is performing a procedure for the first time, the instructor or designee MUST be present. The designee is appointed by the instructor. When the student has mastered the skill, the instructor will inform the student when he or she may perform the skill independently. Until then, the instructor or designee must be present when the student performs procedures. In order to ensure patient safety, the instructor has the right at any time in the entire program to ask the student to demonstrate the ability to perform procedures, even if other instructors have approved the student's skill performance. This applies to courses throughout the program of study including those in the senior year. Students will follow all agency policies and procedures particularly those related to patient safety.

4.3.4 Administering Medication
The student is expected to know the appropriate and complete information for each medication that is ordered and administered to each patient assigned to the student's care. This includes action, dose, route of administration, side effects, contraindications, and patient teaching points. A student who does not know the information may be determined to be unsafe and dismissed from the practicum setting and from the course.

4.3.5 Practicum Agency Policies and Procedures
Each student must follow all policies of the practicum agency regarding procedures and documentation. Policies and procedures differ among practicum sites. When performing a procedure,

students cannot assume that because a procedure has been performed safely in one agency, student performance of the same procedure will be approved in another.

4.3.6   Patient Confidentiality
Patients and clients are entitled to confidentiality of their medical information. Federal legislation, the Health Insurance Portability and Accountability Act (HIPAA) mandates that no personally identifiable patient information be released without the patient's permission. All SHS practicum policies and procedures are in compliance with HIPAA. While students may share non-identifiable information for course and learning purposes, no patient information of any kind should be shared outside confidential settings in the practicum site or classroom. Absolutely NO reference to a patient, even if de-identified, should ever be shared electronically via email or on social networking sites such as Facebook. Additionally, no facility or facility staff information should be shared via email, on social networking sites, or by other means outside the learning environment. The instructor may direct students to share select de-indentified patient information via email for course preparation or learning purposes. Sharing on Blackboard is permissible, as directed by the instructor, because Blackboard access is password-protected. Pictures of patients must never be taken, whether a patient gives permission or not. If patient pictures are being considered for an educational purpose, the student must check with the instructor who will determine policies at the practicum site.

4.3.7   Leaving the Unit
The student is expected to report to the appropriate agency personnel and instructor before leaving the unit or agency for any reason. Failure to do so is a form of **patient abandonment**, causing possible jeopardy of patient safety and is grounds for dismissal. If the student leaves the agency with keys to the medication cabinet, the student has the responsibility to inform the unit immediately, return these keys immediately and keep them secure until returned.

4.3.8   Guest Status
We are guests in the practicum site. Therefore:
Students are not to criticize or question practices, observations, or feedback of agency or hospital personnel or offer unsolicited advice or criticism to agency or hospital personnel without the SPU instructor's permission.
Students are not to challenge hospital or clinical agency personnel about their care delivery, personal, or personnel issues.
Students should inform instructors in writing if the student has any changes in personal circumstances or any conditions on the clinical unit that may adversely affect the student's performance during practicum.

4.3.9   Compliance with Rules, Protocol, and Procedures
Each practicum site has its unique rules, protocol, and procedures. The student is responsible to review and to comply with the course syllabus each quarter for specific expectations and processes required for that rotation or practicum site. Students are expected to be at the practicum site promptly and prepared prior to the start of their experience per course expectations and to seek clarification of all requirements imposed by the assigned practicum site. If the student has questions about these matters, he or she should talk with the course instructor. Failure to attend practicum orientation results in missing critical agency and course information that may be impossible to make up due to faculty and practicum schedules. Therefore, absence on orientation day(s) may result in dismissal from the course and the program. Furthermore, the student is expected to know all agency and syllabus requirements and expectations and assigned patient conditions, medications, and treatments.

4.4 Protocol for Illness/Accidents/Critical Incidents Related to Practicum

4.4.1 Illness/Accident

If the student is ill, the student is required to notify the instructor as directed in the specific course syllabus and to notify the practicum site agency as directed by the instructor. Absence in a practicum rotation is difficult to make up. If make up arrangements are possible, those arrangements must be made directly with the instructor and approved by the instructor prior to the make up. Students who become ill during practicum or have an accident at or on the way to the practicum experience must follow the procedures outlined below. If a student goes to a hospital emergency room or personal health care provider for diagnosis and treatment, the hospital or care provider will bill for the care. **The student is financially responsible for all costs involved with this diagnosis and treatment. (See health insurance handout given at orientation.)**

4.4.2 Procedure for Illness Occurring During Practicum

4.4.2.1 **Immediately notify the SPU instructor.** Instructors may carry pagers or are available by phone or email. If the student is unable to reach the instructor, call 281-2233 during regular office hours and ask to talk with the SHS Undergraduate Administrative Assistant who will attempt to notify the instructor immediately. The student must provide the Undergraduate Administrative Assistant the phone number at the practicum agency where she or he may be reached and the instructor's name. The student must not leave the practicum agency without notifying the instructor as to the destination and a phone number at which to be reached and a general plan for safe transportation, if possible.

4.4.2.2 Under the direction of the instruction, also **notify the supervisor/nurse manager** of the unit or agency.

4.4.2.3 The instructor will identify agency forms to complete if the student is ill or injured.

4.4.2.4 If the student has had an automobile accident, and is unable to attend practicum, police and insurance reports should be filed as necessary. Automobile accident, insurance reporting, and healthcare appointments are the responsibility of the student.

4.4.3 Return to Practicum

If a student has been ill or suffered an injury, the faculty may require **written documentation from the student's healthcare provider** that he or she can return to practicum work and safely provide care to patients. A list of any restrictions (for example, a restriction in lifting to a certain number of pounds) must be included in the provider's note. While all efforts will be made to accommodate students with restrictions, some restrictions may limit the student's ability to meet the course objectives. In addition, faculty reserve the right to decide that a student may not return to practicum based on the nature of the injury or illness, the restrictions required by the care provider, and conditions of patients and the clinical site, regardless of what the student's health care provider says.

4.4.4 Injury or Potential Injury Incident

For any incident involving potential injury to the student or the student's patient, the following steps should be taken:

THE STUDENT:

4.4.4.1 Immediately report the occurrence to the staff nurse or preceptor.

4.4.4.2 Inform the nursing instructor as soon as emergency measures have been taken.

4.4.4.3 Immediately consult with health care providers at the site to take measures to reduce or reverse any injury or potential injury.

4.4.4.4 Immediately file a written report, using the practicum agency protocol, before leaving the site, and **give a signed and dated copy of the report to the instructor**. **Do <u>NOT</u> include patient identifiers.**

4.4.4.5 Immediately write a report, using the same information that the practicum agency requires and give a signed and dated copy to the nursing instructor and **the SHS Dean**. **Do NOT include patient identifiers.**

THE INSTRUCTOR:

4.4.4.6 Within **24 hours** prepare a written summary of all the relevant data about the injury or potential injury and discussions of these data with the nursing student. Include a statement of corrective action taken and the current health status and stability of the patient and student. **Immediately notify the SHS Dean about the injury or incident.**

4.4.4.7 Within **48 hours** of the incident, submit a copy (without patient identifiers) of the agency report referred to above, signed by both student and instructor to the SHS Dean. Also submit the written summary referred to above.

4.4.5 Percutaneous, Non-Intact Skin, and Eye-Splash Exposures

NOTE: Students are required to follow standard precautions. Failure to do so constitutes a violation of safety requirements.

Exposures are defined as needle-stick injuries with a contaminated needle or other sharp; blood or body fluids sprayed or splashed in the eyes, nose or mouth; blood or body fluids on open cuts or sores; and human bites with broken skin. Body fluids include blood; semen; vaginal secretions; peritoneal, pleural, amniotic, pericardial, synovial or cerebrospinal fluids; or any other bloody fluid (saliva, urine, stool, etc.) containing visible blood (http://aidsinfo.nih.gov/contentfiles/HealthCareOccupExpoGL.pdf) .

All students who experience a percutaneous injury (e.g., contaminated needle-stick, cut with sharp object) or mucous membrane, non-intact skin, or eye contact with a patient's body fluids in which there is visible blood must report this exposure immediately to the instructor. **Non-contaminated needle sticks need to be written up for the instructor, even if the agency does not require it**. The write-up should contain name, date, agency, unit, a description of how the needle-stick happened, precautions that had been taken to prevent the needle-stick, and how the protocol had or had not been carried out. The following protocol is to be followed:

4.4.5.1   Gloves for all contact with blood, body fluids, and moist body surfaces.
4.4.5.2   Gowns if soiling of clothing is likely.
4.4.5.3   Masks and eye protection if spraying the face is likely.
4.4.5.4   Sharps safety, not recapping used needles, and prompt disposal in the sharps box.
4.4.5.5   All suctioning, irrigating, and intubation procedures require face and eye protection.

IF EXPOSURE OCCURS:

4.4.5.6   Perform usual wound care.
4.4.5.7   Notify instructor who will check agency protocol.
4.4.5.8   Notify supervisor or nurse manager.
4.4.5.9   Fill out quality assurance report or other form(s) per agency protocol.
4.4.5.10   With instructor, evaluate patient's risk status for HIV, hepatitis B, and hepatitis C. Following agency procedures, obtain as much information as possible about the patient, e.g., diagnosis and pertinent lab data (HIV status, HBsAG status). Confidentiality of the patient's identity and information should be maintained at all times. Inquire if HIV and Hepatitis B and C screens can be run by the clinical agency and inquire as to the cost. Take all available information to own health care provider.
4.4.5.11   All care is the financial responsibility of the student.

4.5 On-Campus Practicum (Skills Lab) Policies and Procedures

Students and faculty may use the skills lab during hours when course-related activities are not scheduled.

4.5.1 Supplies for Individual or outside SHS use

4.5.1.1 Supplies are in labeled cupboards. Students should limit their use of supplies and any necessary linens to those that have been set up for practice. Refold and reuse linens whenever possible.

4.5.1.2 When supplies are low, replacements can be obtained by notifying the Team Leader or Lab Coordinator.

4.5.1.3 Various clinical equipment is available for practice or teaching purposes and should be checked out at the SHS front desk. Any borrowing of lab equipment should be arranged with the lab coordinator at least 72 hours in advance of use . Checkouts and returns will take place only Mondays and Thursdays from 11am-3pm. The lab coordinator will prepare the equipment for checkout and place it in the lab equipment tub in the reception office, along with a Medical Equipment Checkout Form signed by the lab coordinator. When the students picks up the equipment, the students will leave a $50 deposit check (made out to SPU) with the Undergraduate Administrative Assistant or the person covering the front desk. The AA/student worker will put the student's name, date, name of equipment on the Lab Checkout Sheet (available at the front desk). Upon return of the equipment, the AA/student worker will check that the student has cleaned the equipment and if equipment is not lost or damaged his/her name will be crossed off the form and the deposit check will be returned to the student.

4.5.2 Use and Clean Up

Sit on chairs, not beds during classes. After finishing skills lab, users must:

4.5.2.1 Close windows and blinds.

4.5.2.2 Remake any beds when used.

4.5.2.3 Ensure all beds are 12" from the wall.

4.5.2.4 Stack all chairs.

4.5.2.5 Return over-bed tables to the foot of the beds.

4.5.2.6 Wipe off whiteboard (except for messages to be saved).

4.5.2.7 Leave all set-up equipment in order.

4.5.2.8 Return all cleaned equipment to cupboards if removed for practice.

4.5.2.9 Turn off lights.

4.5.2.10 Inform Team Leader or Lab Assistant when laundry bag is full.

4.6 Equipment for Checkout

4.6.1 Individual Use

Various clinical equipment is available for practice or teaching purposes and should be checked out at the SHS front desk. Any borrowing of lab equipment should be arranged with the lab coordinator at least 72 hours in advance of use . Checkouts and returns will take place only Mondays and Thursdays from 11am-3pm. The lab coordinator will prepare the equipment for checkout and place it in the lab equipment tub in the reception office, along with a Medical Equipment Checkout Form signed by the lab coordinator. When the students picks up the equipment, the students will leave a $50 deposit check (made out to SPU) with the Undergraduate Administrative Assistant or the person covering the front desk. The AA/student worker will put the student's name, date, name of equipment on the Lab Checkout Sheet (available at the front desk). Upon return of the equipment, the AA/student worker will check that the student has cleaned the equipment and if equipment is not lost or damaged his/her name will be crossed off the form and the deposit check will be returned to the student.

4.6.2   Class Use

When equipment is used by a class and supervised by a professor and checked out directly from the lab, the professor will fill out an Instructor Lab Equipment Checkout Form and tape the form to the shelf or box where that item came from so that it can easily be put back once the equipment is returned.

4.7 Dress Standards

The complete student uniform will be worn when caring for patients in a health care agency setting as directed by the course instructor. The uniform is both symbolic and practical. The uniform creates an image of who the student is and what the student represents. Wearing the uniform is related to the safety of patients and the student. It should be worn only in the practicum agency or lab setting. The SPU approved student identification badge is to be displayed prominently on the outside of the uniform. Patients, families, and other health care workers recognize a student by the approved uniform and identification badge.

The dress code, unless otherwise notified, is full uniform as described in this Student Handbook. Failure to follow the SPU dress code could be grounds for being sent home from practicum and could result in not meeting required practicum contact hours of the course, which could result in failure of the course delay of program completion.

More and more clinical agencies are implementing rules regarding wearing of uniforms out of the agency. School of Health Sciences has adopted the following procedures:
1. Students may only wear the SPU uniform when they are assigned to be in a practicum site agency that requires the uniform, or for specified on-campus practicum sessions.
2. If students go directly home after practicum, they may wear the uniform home. Students should NOT go out in public in the uniform.
3. After each day's wear, launder the uniform using laundry soap; tumble dry on a hot setting (http://www.cdc.gov/h1n1flu/homecare/). Wash the uniform separately from other clothing or linens.

Given the nature of infectious diseases and resistant organisms, nurses should not be spreading organisms to others through the uniform.

The professional nurse should always demonstrate a healthy lifestyle with a neat, clean appearance. Hair is to be clean, neatly combed, and fastened away from the face with discrete clips rather than bows or scarves.

Hair should be off the front part of the collar so that it does not interfere with patient care. Uniforms are to be freshly laundered and pressed. Shoes are to be kept clean. **Open-toed, open-heeled, or high heeled shoes are prohibited**. All-white or all-black leather or athletic shoes without colored brand name insignia must be worn. Bare midriffs are not acceptable. Long fingernails, artificial nails, nail polish (even clear), gum chewing, and excessive makeup are prohibited. Every attempt should be made to cover visible tattoos. Due to allergies and odor sensitivity, use of perfume or scented products is prohibited. **The only acceptable jewelry to be worn is one single gold or silver post earring in each ear.** Wedding and engagement rings are allowable exceptions only when wearing them conforms to regulations of the clinical area in which the student is working. Opportunity will be provided in nursing classes for discussion of the uniform policy and practices.

The SPU uniform or lab coat and identification badge must be worn to practicum sites when assignments are made the day prior to giving care. **The student should never wear jeans or other casual clothing to practicum sites at any time, even if changing into facility scrubs on arrival.** Whether in uniform or street clothes, professional attire is required at all times. Even in street clothes, all other appearance requirements are in effect (e.g., jewelry, shoes, gum, etc.).

4.7.1 Uniform
The **complete** nursing student's uniform is as follows:
1. Navy blue top and scrub pants and white lab coat.
2. Plain long-sleeved white t-shirt or turtleneck may be worn under the scrub shirt if a student is cold.
3. Skin-toned or white hose or socks, not blue, green, black, yellow, red, or argyle.
4. White or black clinic style shoes or plain white or black athletic-type shoes with no color or brand name insignia; no open-toed or open-heeled shoes.
5. SHS nursing practicum identification badge.
6. Bandage scissors.
7. Blood pressure cuff
8. Penlight
9. Stethoscope.
10. Watch with sweep second hand.
11. Hemostat and pocket protector are recommended, but not required.

Some practicum experiences will require clothing different than described above. In these instances, course instructors will discuss appropriate attire with the students prior to entering the practicum site.

In all cases, students must wear the SHS nursing practicum identification badge. No clothing or equipment with logos or insignias of institutions other than SPU may be worn with the uniform.

In all cases, students are to project a professional image in dress and in behavior. **A student who appears unprofessional in dress or behavior or whose uniform is incomplete as specified above, may be sent home or barred from practicum sites.** Make up sessions may not be available and program completion could be delayed.

4.7.2 SHS Nursing Practicum Identification Badges
Nursing identification badges are requested from University Services during the first week of the quarter. The Campus Card Request Form must be completed to obtain the badge. Pictures will be taken as directed by University Services. The required nursing ID badge is **in addition to** the University Student ID cards. Nursing student badges will have the words "Nursing Student" and the student's picture and first name on it. $6.00 will be charged to the student account for this badge.

4.8 Documentation Signature

When documenting on patient records, the student should sign as follows: "Name, NS, SPU", e.g., J. Smith, NS, SPU.

4.9 Liability Insurance

The University's general liability insurance includes coverage for claims against students arising from nursing activities that are part of an authorized instructional program. This coverage does NOT extend to nursing activities beyond those assignments required by and under the supervision of the University's nursing faculty. Students should obtain their own malpractice insurance to cover nursing employment or to supplement the coverage provided by the University. One source of such coverage is the National Student Nurses Association.

4.10 Employment Issues During the Academic Year

The SPU Nursing Program is rigorous and requires careful attention to personal and patient well-being and safety.

4.10.1 It is important that employment (hours of work) not become such a high priority that it interferes with the educational process. While it is understood that employment may provide invaluable supplemental learning, the student must also remember that he or she is preparing for a professional career. The student's learning at this time will have a major influence on success and effectiveness later. If finances are the major issue behind employment, the student should inquire about tuition reimbursement programs, especially if employed by a healthcare agency. Students are encouraged to apply for as many scholarships as possible for which they are qualified. Scholarship information is available at the SHS Front Desk.

4.10.2 The student may not work the shift before any assigned practicum activity. For example, if the practicum is scheduled for day shift, the student may not work the night shift prior to the scheduled practicum shift. **If the student appears to be unprepared for practicum or unsafe to care for patients, the student will be asked to leave the practicum site. Make up sessions may not be available and program completion could be delayed.**

4.10.3 It is recommended that the student work **no more than 16 hours per week.**

4.10.4 Good physical and mental health require consistent physical and recreational activity. While studying is essential to succeed in this challenging program, the student should schedule sufficient time to "get away from it all" and enjoy him or herself! This will help build the student's much needed coping resources.

5.0 GENERAL INFORMATION AND OTHER POLICIES

5.1 Policy for Writing Papers

APA standards apply to all student papers for NUR and HSC courses. Refer to the required text, *Publication Manual of the American Psychological Association*, for specifics. Generally, all formal papers are to be double spaced throughout. All papers should have a "face sheet" and a reference page. The need for headings and subheadings will depend upon the length and complexity of the outline of the specific paper. Correct spelling and punctuation are expected. Peer review is a helpful resource. The student may also use the SPU Writing Center located in Lower Moyer Hall as part of the Center for Learning. Call (206) 281-2475 or go to Lower Moyer for an appointment. The Writing Center typically opens the 3rd week of the quarter.

5.2 Policy Guidelines for Arranging an Independent Study

The School of Health Sciences offers two course numbers for independent study:

HSC 4900 - Independent Study (1-5 credits)
NUR 4900 - Independent Study (1-5 credits)

Select the appropriate one with the assistance of the instructor. Complete the course information and agreement portions to correspond with the proposal. This form requires signatures by the student, the instructor, and the SHS Associate Dean for Undergraduate Nursing. Registration must be completed by the 1st day of the quarter in which the credit is desired.

Detailed information about Independent Study is available in the SHS main office. Several kinds of Independent Studies are described: Research, Readings, and Projects. Guidelines are given for the amount of work per credit and the variability of requirements for each type of independent study.

5.2.1   ***Definition***: Independent study is a student-directed learning project. The student determines the particular area of study, and assumes responsibility for initiating the project, its progression and completion. The independent study must be approved by the School of Health Sciences faculty prior to the student engaging in the independent study.

5.2.2   ***Purpose***: The purpose of the School of Health Sciences' independent study option is to allow a self-directed student to explore, with guidance of qualified faculty, an area of interest not offered as a course within the SHS curriculum.

5.2.3   ***Credits***: The course may be taken for 1-5 credits depending upon the study suggested and recommendation of the faculty.

5.2.4   ***Eligibility***: Students who have:
a. Completed the first quarter in the nursing curriculum
b. Maintained a 3.3 or higher GPA
c. Demonstrated ability to work independently

5.2.5   ***Procedure for Independent Study in the School of Health Sciences***: Within the first two weeks of the quarter preceding the project quarter, the student will ask his or her faculty advisor to confirm eligibility for independent study and to suggest an appropriate faculty member to serve as instructor. The student is responsible to ask this faculty member to serve in this capacity. The student

must complete the SHS application form for independent study and submit it to the instructor. The instructor will forward copies to two additional faculty members who will review the proposal. The instructor and reviewers will make the decision regarding acceptability of the proposal and appropriate number of credits. When the study has received final approval by the instructor and reviewers, the student can proceed with registration through Student Academic Services. (Independent Study forms are available in SAS or on-line in the SAS "Forms Rack.")

5.2.6 **Registration:** Complete an Independent Study Agreement form. Fill it out with the course instructor, obtain the Instructor's and the Associate Dean's signatures, and submit it to the Registration Office.

5.3 Transcultural Experience

The School of Health Sciences (SHS) offers an opportunity during the Pre-Fall Quarter of the Senior year to have a transcultural practicum experience. The purpose is to learn about nursing in other cultures.

1. During February* of the **junior year**, the student may obtain an application packet in SHS, fill it out and return it to the Study Abroad Office, as directed.

2. During March* the SHS faculty will review applicants for this experience and recommend applicants based upon good academic standing (3.0 and above), professional deportment and integrity in the practicum setting, and application materials. A prioritized list of applicants is forwarded to the faculty traveling with the students.

3. During early April*, prospective participants are interviewed by course faculty participating.

4. By the end of April*, when the list is finalized, a letter and packet of information are sent to the selected students outlining the coursework and the next steps in planning for the experience.

   *Specific dates will vary with the calendar year. Note carefully the application due date indicated on the application form.

5.4 Resources

5.4.1 Nursing Program Advising
If not already assigned, the student should select through Banner a nursing faculty advisor in the School of Health Sciences during winter quarter of the junior year. The advisor will aid the student in the planning of a class schedule, registration, and answering questions of an academic nature. The student is responsible for course registration. Although the main function of nursing faculty advisors is to give academic counsel, they also serve as a resource person. The advisor can refer the student to other support services (career counseling, financial aid, counseling center, etc.) available on campus.

As soon as the registration materials are available each quarter, the student is responsible to make an appointment to meet with the nursing faculty advisor to discuss course plans and registration matters. If the student is currently assigned to a non-nursing advisor, the student must complete an Advisor Change Form available through Banner. It is wise to plan ahead and schedule an advising appointment so that registration occurs in a timely manner.

5.4. 2 Counseling
Students are encouraged to visit the Student Counseling Center (SCC) for help with decision-making, personal problems, or dealing with the rigors and demands of the Nursing Program. A nominal fee is charged for each session. See the SPU Catalog or the SPU website for details.

5.4.3 Center for Learning
If the student is having difficulty with classes and believes it may be due to study habits and skills, the Center for Learning in Lower Moyer Hall offers resources and services such as testing and skills advising for students experiencing difficulties. Professional staff is available to support the student. See the SPU Catalog or the SPU website for details.

5.4.4 Writing Center
The SPU Writing Center can assist students with their writing at any step in the process: getting ideas, leaping writer's block, organizing thoughts, focusing an argument, and revision. The Center is located in Lower Moyer Hall in the Center for Learning. Assistance with writing is available on a sign-up basis. Visit the center and sign up early in the quarter for assistance.

5.4.5 Additional Nursing Skills Lab Time
An SHS faculty member or a graduate MSN student with a focus on nursing education is often available in the Skills Lab for additional help. The schedule of availability is announced on a quarterly basis.

5.4.6 Peer Mentoring
The greatest support will come from other nursing students. The student is encouraged to develop relationships with others in the Nursing Program to study, prepare for a test, or support one another.

5.4.7 Communication
See section 3.8 titled SHS Communications

5.4.8 Scholarship Webpage/Bulletin Board:
Some nursing scholarship information is posted on-line on the SHS website. The address is: http://www.spu.edu/depts/health-sciences/undergrad/scholarships.asp. Another web site that identifies scholarships is: www.nursingworld.org, the website of the American Nurses Association.

5.4.9 Undergraduate Nursing Blackboard Site
SHS maintains an Undergraduate Nursing Blackboard site. All nursing students are entered into the site. Program documents, resources, scholarship information and job postings are listed there.

5.4.10 Nursing and Pre-nursing Students (NAPS) Club
NAPS is an ASSP sponsored club that brings together people interested in nursing and nursing students. Activities center around service and fun.

5.4.11 Nurses' Christian Fellowship (NCF) is a department of Inter-Varsity Christian Fellowship, which endeavors to reach men and women in the nursing profession. At SPU, NCF is an open cadre fellowship designed to meet the spiritual needs of pre-nursing and nursing students as they grow and increase awareness of their potential as Christian nurses. Leadership is facilitated by nursing faculty. Cadre announcements are published through SHS and the Office of Campus Ministries (OCM) on a regular basis.

5.4.12 Nursing Cadre is a small group that meets weekly to explore issues of Christian faith in relationship to nursing. Open to all nursing and pre-nursing students.

5.4.13 Class Officers
Two class co-presidents will be elected by each class level at the beginning of each academic year (by end of second week for seniors, by end of fifth week for juniors). Co-presidents will serve one year terms. If persons who served as co-presidents during the junior year wish to serve in the senior year, they will need to run for re-election.

Co-presidents will:
1. Serve as liaison to the ASSP Health Sciences Senator.
2. Serve as liaison to NAPS, the Nursing and Pre-Nursing Students club, attending at least one meeting per quarter.
3. Coordinate activities between junior and senior levels.
4. Assist with student activity committees: Consecration for juniors; Pinning for seniors.
5. Serve as liaison between SHS and class members upon graduation (Class Captains for Alumni Council).

Student issues will be brought to the faculty through the structure of student representatives to the Curriculum and Evaluation Committee (CEC) and the Academic and Student Affairs Committee (ASAC). Issues not addressed by those committees will be brought to the faculty through the faculty junior or senior team leader.

5.4.14 Living Well
The Living Well Initiative, Dickinson Fellowship Program provides specialized training for students pursuing vocations in nursing and psychology who are interested in learning about severe and persistent mental health issues. Students work collaboratively under the guidance of faculty scholars. Generous financial support is available to individuals selected as Fellows. For more information, go to www.spu.edu/livingwell.

5.5 Participation on SHS Committees

5.5.1 Committee Opportunities
Two major committees in the School of Health Sciences have student representation: Academic and Student Affairs Committee (ASAC) and Curriculum and Evaluation Committee (CEC). In the autumn quarter, students are invited to serve for the academic year. It is the responsibility of each committee to recruit student members. Student members of committees are responsible to protect anonymity and privacy of individuals and topics discussed. Unless specified otherwise, **all** committee discussions are confidential.

 5.5.1.1 ASAC is responsible for admission, progression, and graduation standards, policies, and procedures for all basic and RN to BS nursing students and for student welfare in the areas of academic status, financial aid and scholarships, health, special events, and policies and procedures related to clinical assignments. In addition, this committee oversees international nursing studies and exchanges.

 5.5.1.2 CEC is primarily responsible for the undergraduate Nursing Program curriculum development, monitoring, and evaluation. It also reviews and evaluates learning resources, learning needs, and continuing education offerings.

 5.5.1.3 Cultural Safety committee works to create an inclusive, mutually respective space where decision making is shared and we see each other as a community of equals.

In addition to these committees, there are task forces appointed throughout the year. These taskforces are responsible for planning student activities such as Consecration and Graduation celebrations. Students are strongly encouraged to participate in these planning opportunities.

5.5.2 Policy on Student Responsibilities as Committee Members

1. The undergraduate student on a committee represents the ENTIRE undergraduate Nursing student body in committee deliberations. Therefore, open communication channels must be maintained between the committee representative and other students. Student committee members should discuss communication plans and processes with the committee chair.

NOTE: Committee discussions and decisions are confidential unless specified otherwise. **Student representatives MUST maintain strict confidentiality. Failure to do so could result in dismissal from the school.** At times the committee may meet in an executive session and students will be excused.

2. Student representatives are expected to actively participate in committee discussion, decisions, and activities.
3. If the student representative cannot attend a committee meeting, the student must contact the committee chair. It may not be appropriate to find a substitute, so this should be discussed with the committee chair.
4. The role of a committee member, including the student member, is to render fair and unbiased judgment based on the facts presented. The role is not that of "advocate".

5.6 Celebrations and Awards

5.6.1 Consecration

The nursing experience at SPU begins with a worship service planned by junior nursing students and the junior level faculty. It is a time set apart for prayer and praise, which is shared by family, friends, nursing faculty, and nursing students for God's blessing on nursing study. Students may be asked to serve on a planning committee. Nursing uniforms are worn for the service. A class picture is taken and individual portraits may also be available.

5.6.2 Graduation Celebration

The graduation celebration service is a final quarter ceremony for graduating seniors. It marks the passage from student to professional nurse. Family and friends are invited to share this occasion with the students. Planning begins in winter quarter. It is the responsibility of senior students and a faculty advisor to form a senior celebration planning committee. The role of the committee is to plan the celebration program. The focus of the celebration has traditionally been the receiving of the SPU nursing pin, which represents completion of the Seattle Pacific University Nursing Program.

Special awards are given to graduating students and are announced at pinning. The award policies are as follows:

1. **University Honors**. Honors are based on GPA and are established by Student Academic Services. Summa Cum Laude is 3.9-4.0; Magna Cum Laude is 3.75-3.89; Cum Laude is 3.5-3.74. (See the University Catalog.)
2. **Outstanding Academic Achievement in Nursing**. The student(s) who have the highest GPA in the nursing major (80 credits) coursework.
3. **Outstanding Clinical Practitioner**. The student demonstrating the highest level of performance in clinical settings is chosen by the faculty.

4. **Outstanding Student of Competence and Character.** This award is given to the student who has demonstrated excellence in scholarship as well as exhibiting honesty and integrity and who values serving others. Student peers choose the recipient.

5.6.3 Sigma Theta Tau International
Sigma Theta Tau is the international honor society for nursing. Its purposes are to (a) recognize superior achievement, (b) encourage the development of leadership qualities, (c) foster high professional standards, (d) encourage creative work, and (e) strengthen commitment to the ideals and purposes of the profession. It is active at the local, regional, national, and international levels. Psi-at-Large Chapter is a collaborative chapter with Seattle Pacific University; Pacific Lutheran University; and the University of Washington's Seattle, Bothell, and Tacoma branches. Membership is by invitation. Undergraduate candidates for STT must have completed at least one half of their Nursing Program.

Eligibility requirements according to Sigma Theta Tau policy include:

1. Minimum 3.0 cumulative GPA.
2. Demonstrated superior scholastic achievement, evidence of professional leadership potential, or marked achievement in the field of Nursing.
3. No more than 35% of a graduating class may be selected.

SHS faculty screen potential candidates according to the above criteria and select the persons to be invited from SPU. Interested invitees affirm their acceptance of the invitation and prepare their application materials. The Eligibility Committee of Psi Chapter-at-Large does the final screening. A special induction ceremony is held during spring quarter in which the new members are pinned and honored. Families and friends are also invited.

5.7 Employment in Health Care
Upon graduation, **the student may request** a professional job reference form from the potential employer and ask a specific nursing faculty for a clinical reference prior to leaving school. If the student does not know where he or she will be employed, the student may ask a specific nursing faculty member to write a general reference. Clinical evaluation forms **are not sent out** from the University because they are educational tools whose purpose is to identify learning needs and areas for improvement. They are not an appropriate reference for human resources departments.

5.7.1 Employment During the Program
If the employing agency requests a summary of skills upon employment as an undergraduate nursing student, a standard form called "Checklist for Employers" is available in the School of Health Sciences office for this purpose. The student is responsible for picking up the form from the SHS Front Desk, having it completed, and mailing it to the agency. The recommendation portion should be completed by a faculty member who has recently supervised the student's practicum work. Most agencies will require that SHS send a verification letter that indicates that the student is "in good standing" every quarter of employment; if this is the case; nursing students need to sign a "release of information" form in order for SHS to confirm the student's status. Two statutes under which students may work in a healthcare setting, according to Washington State Law, include:

5.7.2 Nursing Assistant Certification
The student may achieve this status after successful completion of one quarter of nursing.
To obtain certification, the student should:
> 1. Submit a copy of the official school transcript to the OBRA-NA Registry by faxing to 360-493-2581.

2. Include in the cover sheet the student's current mailing address and phone number.
3. For questions about this process, the student should call the OBRA-NA Registry at 360-725-2597.
4. If, upon receipt of the official transcript, the OBRA-NA Registry office approves the request to take the examination for nursing assistant, the student will be sent a Nursing Assistant testing packet with instructions.
5. The web site for information is: http://www.doh.wa.gov/hsqa/Professions/Nursing_Assistant/forms.htm.
6. There is a testing fee.

5.7.3 Nursing Technician
The student can achieve this status on or near the completion of the autumn quarter of the junior year. Washington State law outlines a special category of worker in certain hospitals and nursing homes called nursing technician.   Nursing technicians are nursing students employed for pay in facilities that use this job classification.   This allows nursing students currently enrolled in a nursing program to gain work experience within the limits of their education, which is often beyond the scope of nursing assistants. There is an application fee. The application form and instruction sheets are available at: http://www.doh.wa.gov/hsqa/professions/NurseTech/forms.htm If a student is dismissed from the Nursing Program, the School of Health Sciences will notify the program that the student is no longer in good standing and not eligible to be employed as a nursing technician.

5.7.4 Student Dress Standards for Employment or Volunteer Experiences
If the student works in a health care agency as an employee or as a volunteer while enrolled as an SPU nursing student, the student must inquire about the uniform the agency expects the student to wear. The student is NOT to wear any part of the SPU nursing student uniform that identifies him or her as a student of Seattle Pacific University. **The SPU identification badge is NOT to be worn when working as an employee or volunteer.**

5.8 Applying for Licensure in Washington State

5.8.1 Eligibility
Eligibility to apply to take the licensure exam for initial licensure occurs when **ALL** requirements for the Bachelor of Science degree in Nursing have been completed. A license will not be granted until the degree is posted and the state board receives the transcript.
There are two application processes: (a) State application for Registered Nurse License and (b) application for National Council Licensure Examination-RN (NCLEX-RN).

5.8.2 Application Materials
Application materials and information about procedures, fees, etc. will be distributed during Winter Quarter of the senior year. Each student will receive a packet of information about NCLEX-RN and Washington State licensure. Students wishing to be licensed in other states should go to the National Council of State Boards of Nursing web site, www.ncsbn.org, for specific information for that state.

5.8.3. Application Process
The application process for students applying for licensure in Washington State requires that the official SPU transcript with degree posted be sent to the Nursing Commission. This will be sent to the Nursing Commission by the SHS Undergraduate Administrative Assistant at the end of spring quarter for those students who are completing the BS degree in nursing. (If the student is completing the degree in the summer quarter, it will be sent in September after grades are posted for summer quarter.) If the student's degree is not posted or "holds" cleared by June 30th, contact the SHS Undergraduate AA at the time your

transcript is ready to be released (degree posted and "holds" cleared). She will send your official transcript at that time.

5.8.4 Authorization to take NCLEX-RN

Once the graduate's completed application materials and transcript have been received and processed by the state, the graduate will be authorized by the state to make an appointment to take the NCLEX-RN exam. The NCLEX-RN exam is taken by computer and may be scheduled for any day throughout the year (with a few exceptions). The testing organization will likewise be notified; they will not allow the candidate to make an appointment until they have been so authorized by the state.

> *5.8.4.1*   **The graduate is responsible for completing all University requirements and taking steps to have all "holds" removed**, including meeting financial obligations, before Student Academic Services will release the final transcript.
>
> State law and licensure requirements are subject to change and SHS may not necessarily be notified of these changes. It is the graduate's responsibility to complete the application process in effect at the time of program completion.

APPENDIX A

SPU Policies and Procedures

2014-15 Undergraduate Catalog:
http://www.spu.edu/acad/UGCatalog/20145/
Academic Policies and Procedures
http://www.spu.edu/acad/UGCatalog/20145/GeneralInfo/policies.asp
Community Standards and Policies:
http://www.spu.edu/acad/UGCatalog/20145/GeneralInfo/StudentLife/standards.asp
Behavioral Expectations
Appeals
Sexual Harassment
Lifestyle Expectations
Drug-Free Workplace and Drug-Free Schools and Communities
Other University Policies

Computer Acceptable Use Policy:
http://www.spu.edu/cishelpdesk/policies/user/

Disability Support Services:
http://www.spu.edu/depts/cfl/dss/

Notice of Non-Discrimination Policy and Discrimination Complaint Procedures:
http://www.spu.edu/depts/studentlife/Non-DiscriminationPolicy.ComplaintProcedures.htm

APPENDIX B

Statement on Parental Involvement

Our goal at SPU is to help students realize their full potential as independent people who are well equipped to make wise choices. Because our primary relationship is with the student, SPU has a university policy to encourage students to tackle problem-solving as much as possible and to take responsibility for their choices. SPU policies do not include direct parental presence in proceedings dealing with academic, residential, or lifestyle matters.

Although families may be separated now in distance, they are still the major influence on students' lives and success. Parents can help their students by making sure students understand SPU policies and processes and by providing family emotional support.

SPU follows all federal and state regulations on information sharing about students. Family members may view the full text of the FERPA (Family Educational Rights and Privacy Act) policy from the Student Academic Services website: http://spu.edu/depts/sas/. Additional information about this federal law may be found at the United States Department of Education web: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. SPU also follows HIPAA policies (The Health Insurance Portability and Accountability Act) and information may be found at http://www.spu.edu/depts/healthservices/HealthServicesPrivacyPractices.pdf.

Parents will find various sources of information about how they can support their students' goals at SPU from these sources:

- Parent & Family Information http://spu.edu/depts/parents/resources/index.asp
- Activities for student involvement- Office of Student Life website http://spu.edu/depts/studentlife/
- Career Development Center resources for parents http://www.spu.edu/depts/cdc/
- Campus events calendar http://spu.edu/calendar-and-events.aspx

In addition, a Handbook for SPU parents is given out at New Student Registration or a copy may be viewed online at http://www.spu.edu/parents-and-families.

APPENDIX C

Laws related to Nursing Professions:

Instructions for accessing the **Law Relating to Nursing Care and Regulation of Health Professions**.

1. Go to the Washington State Department of Health web site http://www.doh.wa.gov/.
2. Choose **Licensing Requirements for Health Professionals** under Quick Links.
3. On the menu on the left side, choose Healthcare Professional Credentialing Requirements.
4. Scroll down and choose Registered Nurse.
5. Choose **Laws** on the right hand side under Nursing Resources.
6. This will give you a list of relevant laws relating to Health Professions.

You can also access the State Government Web Site:
http://www1.leg.wa.gov/legislature

APPENDIX D

2.5 Baccalaureate Degree Program for Registered Nurses (RN to BSN Program)

The following information describes the Baccalaureate Degree Program for Registered Nurses at Seattle Pacific University including coursework for nursing and general education requirements. The University reserves the right to make changes of any nature in the Program; the student is responsible to follow the (online) SPU Undergraduate Catalog in effect at the time of admission.

The Bachelor of Science Degree in Nursing

- Bachelor of Science degree in Nursing requires a minimum of 180 credits consisting of 82 nursing credits (NCLEX and Nursing and Health Sciences courses) and 98 University Foundation and General Education credits. For students in the RN to BSN Program, these credits can be earned in several ways:
    - ➢ College transfer credits from other accredited educational institutions (maximum 90 credits from a community college)
    - ➢ Advanced placement credits granted for prior NCLEX Exam (45 credits)
    - ➢ Credits from required program courses taken off-campus through the RN to BSN Program (35-37 credits), and also from General Education and University Foundation courses taken at SPU.

RN to BSN Program Required Coursework
The following nursing, foundation, and statistics courses are required.

NUR 3050 Professional Nursing Concepts: RN	5 credits
NUR 3947 Family and Community Nursing: RN	5 credits
NUR 4051 Professional Nursing Role: RN	4 credits
NUR 4944 Health Care Delivery Models: RN	3 credits
NUR 4971 Nursing Research: RN	2 credits
NUR 4899 Professional Nursing Synthesis Theory	5 credits
NUR 4860 Professional Nursing Synthesis Internship- Project Planning	4 credits
NUR 4861 Professional Nursing Synthesis Internship- Project Implementation and Evaluation 4 credits	
UFDN 3001 Christian Scriptures	5 credits
UFDN 3100 Christian Theology	5 credits
HSC 4044 Biomedical Statistics*	5 credits
TOTAL	**47 credits**
UFDN 1000 - Christian Formation**	5 credits

** Students who enter SPU with a Freshman or Sophomore standing may be   required to take additional course work. Please see the undergraduate catalog.

HSC 4044 Biomedical Tests, Measurements & Statistics (5 credits) is part of the RN to BSN Program curriculum and is required prior to taking NUR 4971, Nursing Research. If student has taken a transferable Statistics course at another college, they will need to take three (3) additional SPU credits to make up the required 45 credits for the Nursing Major.

RN to BSN Program
Sample Curriculum Plan

If you are admitted to SPU as a Junior (90 transfer credits), or have a Community College Direct Transfer Degree in addition to your Associate Degree in Nursing, your part-time program of nursing coursework study would look like this, however the sequence of courses in quarters 2, 3, 4, 5 and 6 might be different. Students are advised to plan ahead for a heavy course load in quarters 7 and 8.

Quarter 1 Spring	Quarter 2 Summer	Quarter 3 Autumn	Quarter 4 Winter
NUR 3050: Professional Nursing Concepts: RN (5 credits)	HSC 4044: Biomedical Tests, Measurements and Statistics (5 credits) NUR 4971: Nursing Research: RN (2 credits)	NUR 3947: Family and Community Nursing: RN (5 credits)	UFDN 3001: Christian Scriptures (5 credits)

Quarter 5 Spring	Quarter 6 Summer	Quarter 7 Autumn	Quarter 8 Winter
UFDN 3100: Christian Theology (5 credits)	NUR 4051: Professional Nursing Role: RN (4 credits) NUR 4944: Health Care Delivery Models: RN (3 credits)	NUR 4860: Professional Nursing Synthesis Internship-Project Planning (4 credits)	NUR 4861: Professional Nursing Synthesis Internship-Project Implementation and Evaluation (4 credits) NUR 4899: Professional Nursing Synthesis Theory: RN (5 credits)

Total = 37 required Nursing credits. Additional University Foundations credits (10-15) are a requirement for graduation.
The BSN degree requires a total of 180 credits, including at least 60 upper division credits. At least 45 credits must be completed at SPU, including the last 15 credits. Additional General Education requirements are not listed in the above curriculum pattern and should be taken into consideration when planning for graduation.
The University reserves the right to make changes of any nature in programs, calendar, academic policy, or academic schedule whenever these are deemed necessary. 5/2010

3.0 ACADEMIC POLICIES AND PROCEDURES

3.2 Satisfactory Progression in the Program

Progression in the nursing program (and graduation) is dependent on satisfactory completion of course assignments, which include both theoretical and internship performance. The University may consider factors in addition to academic performance when determining whether or not a student may continue in the program. These factors include class attendance, respect for others, and professional behavior.

Progression in the nursing program is dependent upon meeting the minimum standards of core nursing courses as outlined in the course syllabi at a **C** (75%) level or above, as well as other factors. **Any student receiving a final course grade of C- or below will be required to satisfactorily repeat that nursing course**. Because certain courses must be taken in sequence, repeating a course may delay the student by at least year. Students who fall behind in the normal progression must schedule an advising appointment with the Director of the RN to BSN Program. The student is not eligible for progression until all conditions for progression have been satisfied.

3.3.4 Re-enrollment in the RN to BSN Program

The enrolled student who has withdrawn or been dismissed from the nursing program *and desires to be re-enrolled,* must adhere to the following re-enrollment procedures:

- Review the exit interview the student had with the Director of the RN to BSN Program. The information from the discussion with the Director should be used to prepare a written statement indicating how the issues that led to withdrawal or dismissal have been resolved, and how the student plans to avoid a repeat of the issues.
- Submit the summary and plan to the Director of the RN to BSN Program who will submit it to the chair of the Academic and Student Affairs Committee (ASAC) no later than the fourth week of the quarter prior to the desired re-enrollment quarter.
- ASAC will review the summary and plan and decide if it satisfies the issues. While a student always has the privilege of applying for re-enrollment, ASAC looks for evidence documenting a strong potential for successfully completing the program of study after re-enrollment. The student will only be re-enrolled if satisfactory evidence exists.
- The student must agree to the re-enrollment plan, in writing, and follow all the conditions to re-enroll. Failure to meet any of the conditions may result in the offer of re-enrollment being rescinded immediately and the student may be dismissed from the program.

Re-enrollment is not automatic, but is dependent upon satisfactory completion of the following re-enrollment procedures and requirements, and ASAC's determination of the quality of the student's evidence of preparedness to re-enter the program. In order to demonstrate preparedness, the student must achieve satisfactory completion of specific, individualized re-enrollment activities identified by ASAC, the instructor of the course in which the student was unsuccessful, and any other re-enrollment requirements imposed at the time of withdrawal. Demonstration of preparedness to re-enroll may include, but is not limited to the following: reference letters (from persons other than relatives), evidence of resolution of

precipitating issues, and written documentation of progress as requested by ASAC. ASAC's decisions regarding re-enrollment are final. See Re-enrollment Application and Policy and Procedure for complete details and requirements. See also sections 3.1.9 and 3.1.10 for additional information.

On occasion, students are faced with major health problems or changes in personal circumstances that make progression in the nursing program difficult. Students are encouraged to seek counsel or advice from the Director of the RN to BSN Program as soon as possible so there is opportunity to plan how to best meet their educational goals. The faculty member has the right and responsibility to determine whether or not the student should be allowed to attend class based on generally accepted standards of nursing practice, and standards of safe practice and the well being of others in the classroom setting.

3.4 Graduation Requirements

In order to qualify for a Bachelor of Science Degree in Nursing, the following must be satisfactorily completed:
- ✓ All required general education and foundation curriculum courses as listed in the University Undergraduate Catalog for Special Programs.
- ✓ All required nursing coursework as required by the School of Health Sciences.
- ✓ 180 total credits and all baccalaureate degree graduation requirements listed in the University Undergraduate Catalog.

Transcripts documenting completion of the degree will not be released until all "holds," for whatever reason, have been removed from the student's account. The student is responsible to take actions necessary to remove "holds."
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5.4 Resources - Advising and Support

5.4.1 Program Advising
RN to BSN Advisor: The RN to BSN Director is the faculty advisor who aids the student in the planning of a class schedule, registration, and answers questions of an academic nature. The student is responsible for course registration. Although the main function of nursing faculty advisors is to give academic counsel, they also serve as a resource person. The advisor can refer the student to other support services (career counseling, financial aid, counseling center, etc.) available on campus.

Student Academic Services Advisor (SAS): Each student has an assigned SAS advisor who keeps track of the student's progression toward completion of degree requirements, sends periodic reports to the student and RN to BSN advisor, and is available for consultation on any questions related to academic progression and graduation.

5.7 Celebrations and Awards

5.7.1 Pinning Celebration
The pinning celebration is a final quarter ceremony for students completing the SPU portion of the RN to BSN Program. Family and friends are invited to share this occasion with the students. The   focus of the celebration has traditionally been the receiving of the SPU Nursing pin, which represents completion of the Seattle Pacific University nursing program. (SPU provides RN to BSN students a nursing pin at no charge.)

Special awards may be given to completing students and are announced at this ceremony. The award policies are as follows:

5. *Outstanding Academic Achievement in Nursing.* The student (s) who have the highest GPA in the nursing major (80 credits) coursework.

6. *Outstanding Student of Competence and Character.* This award is given to the student who has demonstrated excellence in scholarship as well as exhibiting honesty and integrity and who values serving others.

7. *H. Jean Byers Visionary Leadership Award.* This award is given to the student who has demonstrated the highest level of vision and leadership behavior during the program.

8. *Lucille Kelley Lifelong Learning Award.* This award is given to the student who has demonstrated exemplary professionalism within and outside of the classroom, who has demonstrated consistent leadersip qualities, and who has a demonstrated commitment to lifelong learning.

APPENDIX D