

Revised 8/29/2011



Nazareth
COLLEGE

*Department of Nursing Student Handbook
2011-2012*

Revised 8/29/2011

**NAZARETH COLLEGE
Nursing Department**

Verification of Receipt of Nursing Student Handbook

I, _____ (print first and last name), have received and read a copy of the **Nazareth College Nursing Department Student Handbook**.

I understand that I am responsible for the information contained within this document. I will abide by the policies, guidelines, and procedures as stated. I also understand that at any time the Nursing Department may adapt, delete, add and/or otherwise modify contents within this document. When content changes are made to the **Nursing Student Handbook** by the Nursing Faculty, I will be notified in writing and asked to replace the current information with new or revised information.

Concerning the **Nursing Student Handbook**, I also acknowledge that it contains information that is helpful to me as a new student in the Nursing Program, but that it also contains information about my academic and professional progress as a nursing student. Therefore, since this may be the only source of such information and will be referred to by Nursing Faculty, I will keep this **Nursing Student Handbook** safe but available for use throughout my enrollment in the Nursing Program.

This document is revised and updated on a regular basis. The most recent version of the document is always available on the world-wide web at <http://www.naz.edu/dept/nursing>.

Signature

Date

Welcome to the Nazareth College Department of Nursing

The Nursing Faculty, we'd like to extend a warm welcome to the College and the Nursing Department. We expect that your time in this learning community will be enriching and challenging.

Earning a degree in nursing requires a great deal of effort, time and commitment. Given the complexity of today's health care, the need for quality education in the nursing profession is greater than ever before in history. It is our hope that your days as a member of this learning community will be enjoyable. We hope that your enthusiasm for the profession will outweigh the challenges associated with learning; that you will walk with Faculty and other nurses in the mutual exploration of truth and the development of caring skills. Good luck to you as you embark on this important journey.

This **Nursing Student Handbook** is intended as your guide to expectations of the Faculty in the Nursing Department and includes those areas of concern specific to nursing and which are not included in the Undergraduate Bulletin of Nazareth College or the Graduate Handbook, or in the general handbook.

We know that no document ever contains all the answers. Furthermore, we appreciate that you have individual needs and questions. To meet your individual learning needs, we have assigned you a faculty advisor, who, along with the Nursing Faculty, is available to respond to your concerns and questions.

Best wishes as you set out on this most important journey.

TABLE OF CONTENTS

Nazareth College	Page
Nondiscrimination Policy and Procedures	iv
Nursing Faculty and Staff	vi
Nursing Department	
Mission Statement	2
Undergraduate Program Goals	3
Undergraduate Program Outcomes	3
Graduate Program Goal	4
Graduate Program Outcomes	4
Organizing Framework	4
Organizing Framework Concepts	6
Nursing Department Level Objectives	10
Policies and Procedures for Students	
Health and Certification Requirements	12
Infection Control Policies and Procedures	14
Uniform Regulations	14
Clinical Agencies	17
Students' Rights and Responsibilities	18
Notification of Disabilities	20
Student Grievance Procedure	21
Governance	21
College Support Services	23
Progression in the Nursing Department Undergraduate Program	24
Registration Procedure and Advisement	28
NLN Achievement Exams	29
RN Credit by Portfolio	32
Comprehensive Examination (NSG 499) Policy Information	33
Appendices (Nursing Advisement Forms)	
Licensure-Qualifying BS Program in Nursing	
RN to BS in Nursing Program	
LPN to BS in Nursing Program	

NAZARETH COLLEGE NONDISCRIMINATION POLICY AND PROCEDURES

Statement of Respect and Diversity

We, the Nazareth community, embrace both respect for the person and freedom of speech. The College promotes civility and denounces acts of hatred or intolerance. The free exchange of ideas is possible only when concepts, values and viewpoints can be expressed and challenged in a manner that is neither threatening nor demeaning.

It is the policy of Nazareth College, in keeping with its efforts to foster a community in which the diversity of all members is respected, not to discriminate on the basis of race, religion, color, sexual orientation, gender identity or expression, national or ethnic origin, sex, age, marital or veteran status, disability, carrier status, genetic predisposition or any other protected status. Respect for the dignity of all peoples is an essential part of the College's tradition and mission, and its vision for the future.

Nondiscrimination Policy

It is the policy of Nazareth College of Rochester not to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition or any other protected status in the admission of students to the college; in any of the rights, privileges, programs, and activities generally accorded or made available to students at the college; in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other programs administered by the college; or in the employment practices of the college.

Sexual Harassment

It is the policy of Nazareth College of Rochester, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when the behavior falls within the following definition:

Sexual harassment of employees and students at Nazareth College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- B. submission to or rejection of such conduct is used as the basis for employment or other decisions affecting that individual; or

C. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Other Discriminatory Harassment

Harassment or intimidation of another person, limiting another person's right to equal opportunity or otherwise denying another person equal treatment because of his or her race, color, religion, sex, sexual orientation, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition or any other protected status is prohibited.

Grievance Procedures for Discrimination, Harassment, and Victimization Complaints

Faculty, staff and students who want further information or assistance in discussing or filing a complaint of harassment or discrimination on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition or any other protected status should contact any of the Advisors for Concerns of Discrimination and Victimization. Advisors will assist in trying to resolve the problem informally and/or explain the steps of the formal grievance procedure. You may also contact the Department of Human Resources for assistance.

NURSING FACULTY AND STAFF

Marie J. Bell Clinical Assistant Professor

Sharon R. Bidwell-Cerone Associate Professor

Lori A. Breitmaier Lecturer

Patricia Caballero-Schillaci Lecturer

Patricia J. Capellazzi Clinical Laboratory Coordinator

Nancy J. Chernak Clinical Assistant Professor

Katherine S. Detherage Associate Professor

Debra Finley-Cottone Lecturer

Lynn Eckl Lecturer

Sandra A. Fischer-Kierecki Clinical Assistant Professor

Deborah A. Forth Lecturer

Maureen M. Friedman Professor

Akhtar E. Ghassemi Assistant Professor

Linda M. Janelli Professor

Judith B. Kiley Lecturer

Helene M. Lovett Secretary

Mary Dahl Maher Assistant Professor

Joanne McMaster Lecturer

Rosemary A. Roth Lecturer

Jeanine T. Santelli, Chair and Professor of Nursing

Diane Shirley Assistant Clinical Laboratory Coordinator

Ruth S. Stork Visiting Instructor in Nursing

Marguerite A. Wirth Lecturer

NURSING DEPARTMENT

MISSION STATEMENT

The mission of the Nazareth College Nursing Department is to educate students in the profession of nursing within a transcultural context and to advance students' abilities to integrate the liberal arts and sciences within the discipline. Students will be educated to provide the highest quality of nursing care to individuals, families, groups, communities, and institutions and to critically examine and effectively respond to changing health care needs. The faculty is committed to preparing students for culturally congruent nursing practice, leadership in service to the community, and commitment to a life informed by intellectual, ethical, and aesthetic values. To fulfill this mission in the undergraduate and graduate programs, the Nursing Department Faculty:

- provides curricula which challenge students to high academic achievement
- facilitates in students the intellectual development necessary for critical thinking, cultural competence, aesthetic understanding, effective communication, and lifelong learning
- prepares students to be effective and ethical professionals who provide culturally congruent nursing care
- fosters commitment to teaching which is complemented by recognition of the value of scholarship, professional development, and concern for the student as a whole person
- strives for an environment which welcomes diversity and respects the intellectual freedom of each individual
- encourages commitment to informed values by providing opportunities for cultural, ethical, legal, and spiritual exploration
- fosters an aesthetic sense in students
- develops in students an appreciation of the natural environment and respect for its resources
- encourages students to promote habits of healthful living in self and others
- prepares students to become active and informed leaders within their profession, as well as the local, national, and global communities
- sustains a dynamic collaboration between the department and the community for the extension and enrichment of the students= educational experience and the health of the surrounding community

UNDERGRADUATE PROGRAM GOALS

The goals of the baccalaureate program for both the pre-licensure students and registered nurse students are to prepare professional nurse generalists who:

1. Provide culturally congruent nursing care to individuals, families, groups, communities, and institutions in and across all environments.
2. Possess a broad knowledge of the humanities, biological and social sciences, and nursing.
3. Are prepared for graduate study.

UNDERGRADUATE STUDENT OUTCOMES

In accordance with the mission of the Nursing Department and the undergraduate program goals, the baccalaureate curriculum for both the pre-licensure students and registered nurse students provide educational opportunities which will enable the graduate to:

1. Demonstrate critical thinking, communication skills, cultural competence, and use of technology in professional nursing.
2. Demonstrate the criteria necessary to fulfill the ANA (2004) Standards of Care and Standards of Professional Performance.
3. Provide culturally congruent nursing care to individuals, families, groups, communities, and institutions.
4. Apply knowledge from the arts, sciences, and humanities in the care of the sick, in health promotion, and population-based health care in and across all environments.
5. Design, manage, and coordinate the delivery of culturally congruent care to diverse populations in a variety of health care systems and according to health care policy
6. Collaborate with health care colleagues to promote holistic health for individuals, families, groups, communities, and institutions in diverse settings.
7. Assess own learning needs and evaluate ongoing professional development.

GRADUATE PROGRAM GOAL

The goal of the post-master's Nurse Educator certification program is to prepare nurses who already possess a master's degree, or those pursuing a master's degree, for the opportunity to enhance their ability to teach in a variety of health care settings.

GRADUATE STUDENT OUTCOMES

Graduate students will demonstrate:

1. Familiarity with the historical and philosophical path nursing education has followed to become a legitimate member of the community of scholars.
2. An overview of the major theoretical approaches to teaching.
3. Knowledge of key skills inherent in teaching and evaluating students.
4. An understanding of how evaluation results can be used to implement program or institutional changes.
5. The ability to adapt classroom and clinical learning experiences to a wide variety of students and settings.

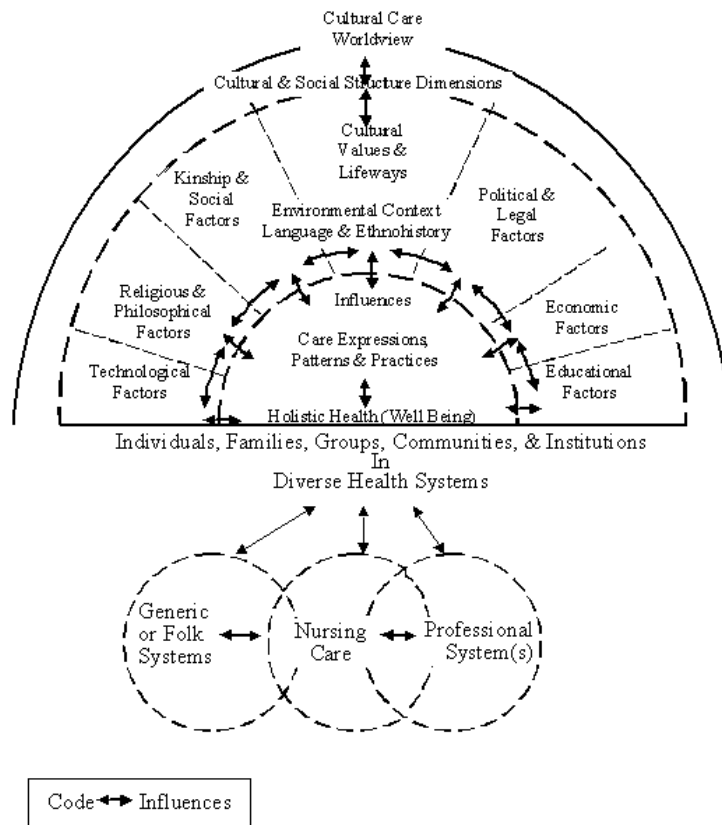
ORGANIZING FRAMEWORK

In keeping with the mission of both the College and the Nursing Department, the faculty identify culturally congruent care as the cornerstone of the undergraduate and graduate nursing programs. The provision of culturally congruent and competent care by nurses improves the holistic health of individuals, families, groups, communities, and institutions. In order to achieve the goal of cultural congruent care the organizing framework for the undergraduate and graduate programs consists of Leininger's *Theory of Cultural Care Diversity and Universality* (2002) and Andrews and Boyle's *Conceptual Model for Understanding Cultural Influences on Nurse-Client Interactions* (2003). The Faculty support Leininger's assumptive premise that "care is the essence of nursing and a distinct, dominant, central, and unifying focus" (Leininger & McFarland, p.79).

The faculty define care as "an abstract or concrete phenomenon related to assisting, supporting, or enabling experiences or behaviors toward or for others with evidence for anticipated needs to ameliorate or improve a human condition or lifeway" (Leininger & McFarland, p.47). Culturally congruent nursing care is defined as those assistive, supportive, facilitative or enabling acts or decisions that include culture care values, beliefs, and lifeways to provide meaningful, beneficial, and satisfying care for the health and well-being of people, or for those facing death or disabilities (Leininger & McFarland, p.58). The development of cultural competence in students refers to the complex integration of knowledge, attitudes, and skills that enhance cross cultural communication and enables nurses to interact with others in appropriate and effective ways (American Academy of Nursing, 1995; Andrews & Boyle). The undergraduate and graduate goals of providing culturally congruent and competent nursing care are expedited by the organizing framework.

Andrews and Boyle's (2003) Conceptual Model for Understanding Cultural Influences on Nurse-Patient Interactions is included in the organizing framework. The faculty deem Leininger's theory as requiring further exegesis with respect to the nurse-patient interaction. The Andrews and Boyle's Conceptual Model for Understanding Cultural Influences on Nurse-Patient Interactions explicates this relationship.

The organizing framework is depicted through the Sunrise Model and the Conceptual Model for Understanding Cultural Influences on Nurse-Patient Interactions.



ORGANIZING FRAMEWORK CONCEPTS

NOTE: All concepts, unless otherwise indicated, are from Leininger and McFarland (2002).

Culture

Refers to the patterned lifeways, values, beliefs, norms, symbols, and practices of individuals, groups, or institutions that are learned, shared, and usually transmitted intergenerationally over time (p.83).

Caring

Refers to actions and activities directed toward assisting, supporting, or enabling another individual or group with evident or anticipated needs to ease, heal, or improve a human condition or lifeway or to face death or disability (p.47).

Worldview

Refers to the way an individual or a group looks out on and understands their world about them as a value, stance, picture, or perspective about life or the world (p.83). The three worldviews addressed through the curriculum will be western, holistic/naturalistic, and magic/religious.

Cultural and Social Structure Dimensions*

Refers to the dynamic, holistic, and interrelated patterns of structured features of a culture (or subculture), including religion (or spirituality), kinship (social), political (legal), economic, education, technology, cultural values, philosophy, history, and language (p.83).

Environmental Context*

Refers to the totality of an environment (physical, geographic, and sociocultural), situation, or event with related experiences that give interpretative meanings to guide human expressions and decisions with reference to a particular environment or situation (p.83).

Culture Care

Refers to the synthesized and culturally constituted assistive, supportive, and facilitative caring acts toward self and others focused on evident or anticipated needs for the clients' health or well-being or to face disabilities, death, or other human conditions (p.83).

Culture Care Diversity

Refers to cultural variabilities or differences in care beliefs, meanings, patterns, values, symbols, and lifeways within and between cultures and human beings (p.83).

Culture Care Universality

Refers to commonalities or similar culturally based care meanings ("truths"), patterns values, symbols, and lifeways, reflecting care as a universal humanity (p.83).

Communication*

Is a system of interaction involving verbal and nonverbal expression. All human beings use communication to interact with others, express sentiments, and as a means of controlling the environment. Nursing uses communication in order to develop therapeutic relationships and provide nursing care.

Holistic Health*

Refers to a state of well-being or restorative state that is culturally constituted, defined, valued, and practiced by individuals or groups that enable them to function in their daily lives (p.84) Health includes physical, psychological, developmental, social, cultural, and spiritual dimensions.

Individuals, Families, Groups, Communities, and Institutions

Nursing serves individuals, families, groups, communities, and institutions.

Diverse Health Contexts

Professional care

Refers to formally or informally taught, learned, and transmitted culturally based professional knowledge focused on human caring, healing, and wellness practices that are used to assist or facilitate well-being (p.147).

Generic care

Refers to the oldest or firstfolk, lay, naturalistic, and traditional cultural ways of assisting, helping, or facilitating the healing and caring process of human beings (p.147).

Technology

Is the practical application of science. Health care technology encompasses the drugs, devices, and procedures used in health care as well as the organizational and support systems within which such care is delivered.

Leadership

Involves interacting and responding in a web of relationships in such a way that influences the activities of either an individual or group in an effort to achieve goals in a given situation. The approaches to goal attainment encompass but are not limited to empowerment, cooperation, networking, and a willingness to act (Barker & Young, 1994; Collins, 2001; Hersey, Blanchard & Johnson, 1996).

Nursing Care Decisions and Actions

Culture care preservation and/or maintenance

Refers to those assistive, supporting, facilitative, or enabling professional actions and decisions that help people of a particular culture to retain and/or maintain meaningful care values and lifeways for their well-being, to recover from illness, or to deal with handicaps or dying (p.84).

Culture care accommodation and/or negotiation

Refers to those assistive, supporting, facilitative, or enabling creative professional actions and decisions that help people of a designated culture (or subculture) to adapt to or to negotiate with others for meaningful, beneficial, and congruent health outcomes (p.84).

Culture care repatterning and/or restructuring

Refers to the assistive, supportive, facilitative, or enabling professional actions and decisions that help clients reorder, change or modify their lifeways for new, different, and beneficial health care outcomes (p.84).

Critical thinking*

The critical thinker is habitually inquisitive, well-informed, trustful of reason, open-minded, flexible, fair-minded in evaluation, honest in facing personal biases, prudent in making judgments, willing to reconsider, clear about issues, orderly in complex matters, diligent in seeking relevant information, reasonable in the selection of criteria, focused inquiry, and persistent in seeking results which are precise as the subject and the circumstances of inquiry permit.

Scholarly Inquiry*

Encompasses the search for knowledge, understanding, and wisdom. Scholarly inquiry utilizes multiple methods and is used to test theory, create new theories, and expand knowledge. Research is one form of scholarly inquiry that is "diligent systematic inquiry or investigation to validate and refine existing knowledge and generate new knowledge" (Burns & Grove, 2001, p.3).

* Horizontal concepts (threads) addressed throughout the entire curriculum.

References

- Andrews, M. & Boyle, J. (2003). *Transcultural concepts in nursing care* (4th ed.). Philadelphia: Lippincott, Williams & Wilkin.
- Barker, A.M., & Young, C. E. (1994) *Transformational leadership: The feminist connection in post modern organizations*. *Holistic Nursing Practice*, 9(1), 16-25.
- Burns & Grove (2001). *The practice of nursing research: Conduct, critique, & utilization*. (4th ed.) Philadelphia: W.B. Saunders.
- Collins, J. (2001). *Level 5 leadership: The triumph of humility and fierce resolve*. *Harvard Business Review*, 67-76
- Hersey, P., Blanchard, K.H. & Johnson, D.E. (1996) *Management of organizational behavior: Utilizing human resources*. (7th ed.). Upper Saddle River, N.J.: Prentice-Hall.
- Leininger, M. & McFarland, M. (2002). *Transcultural nursing: concepts, theories, research & practice*. (3rd ed.). New York: McGraw-Hill.

UNDERGRADUATE LEVEL OUTCOMES

Level I (Courses at the 100 Level)

Upon Completion of Level I, the student will begin to:

1. Communicate in a scholarly form, both orally and in writing.
2. Develop critical thinking skills necessary for a deeper understanding of the arts and sciences.
3. Develop a broad knowledge of the humanities, biological, and social sciences.

Level II (Courses at the 200 Level)

Upon completion of Level II, the student will begin to:

1. Develop introductory technological skills for use in the humanities, biological, and social sciences.
2. Practice professional verbal, nonverbal, and written communication skills.
3. Integrate knowledge of the humanities, biological, and social sciences.
4. Utilize critical thinking skills.
5. Examine the Nurse Practice Act, Nursing Standards, and the Nursing Code of Ethics.
6. Analyze the components and meaning of Leininger's Theory of Culture Care Diversity and Universality.

Level III (Courses at the 300 Level)

Upon completion of Level III, the student will begin to:

1. Provide direct and indirect care to diverse individuals, families, and groups utilizing the nursing process.
2. Demonstrate cultural competence while interacting with diverse individuals, families, and groups.
3. Provide nursing care based on current knowledge, theory, and research.
4. Identify members of an interdisciplinary health care team.
5. Access and evaluate health information relevant to diverse individuals, families, and groups.

6. Identify the role of the nurse as a patient advocate.
7. Apply a systematic process to rationalize and prioritize nursing assessment of individuals across the lifespan and from various cultures.
8. Demonstrate professional writing skills following the guidelines of the American Psychological Association.

LEVEL IV (Courses at the 400 Level)

Upon completion of Level IV, the student will begin to:

1. Provide direct care to diverse individuals, families, and groups with complex health care needs and problems.
2. Design, manage, coordinate, and evaluate care provided to individuals, families, and groups in the community with complex health care needs and problems.
3. Evaluate nursing practice based on degree of cultural competence, current knowledge, theory, and research about complex health care needs and problems.
4. Assume responsibility and accountability for the nursing practice provided to diverse populations with complex health care needs and problems.
5. Evaluate health information relevant to diverse individuals, families, and groups with complex health care needs and problems.
6. Advocate for diverse individuals, families, and groups in the community with complex health care needs and problems across health care systems.
7. Participate in political and regulatory processes to shape the health care delivery system for diverse populations.
8. Participate in activities that promote the advancement of the profession.

POLICIES

HEALTH AND OTHER REQUIREMENTS

Health Requirements

Students who are scheduled to take clinical courses that involve contact with patients and/or clients of any type and in any setting must meet personal health requirements. These requirements are set by health care facilities in the community and are non-negotiable. In addition to taking responsibility for meeting personal health requirements, students must insure that documentation of their health status reaches Nazareth Health Services before clinical courses begin. Lack of documentation will be interpreted as meaning that health requirements have not been met, and access to clinical instruction will be denied as a result. The health requirements must be satisfied prior to participation in clinical activities.

Deadlines for submission of health requirements are as follows:

Fall semester	August 15
Spring semester	December 15
Summer semester	April 15

All students enrolled in clinical nursing courses must comply with the following requirements. Failure to comply will delay registration and participation in clinical nursing courses.

1. All students entering the College for the first time are required to complete the Nazareth College Student Health Services Immunization and Health form and submit it to Student Health Services. If it is not received in the admissions packet, the form may be obtained on-line at www.naz.edu/dept/health_services/forms.cfm
2. Proof of measles, mumps and rubella immunity demonstrated by receipt of two MMRs after the first birthday and 30 days apart OR laboratory report of adequate titers (copies must be submitted).
3. Hepatitis B series of 3 immunizations.
4. PPD (Mantoux) is required every 12 months. The first time this is done, a 2 step Mantoux is required. OR if able to submit proof of a negative PPD within the past year, the student only needs to have one PPD placed. If the student has a positive PPD, a chest x-ray report must be submitted.

5. An annual health review is required for all current Nazareth Nursing Students. Each student must bring the completed form to Student Health Services for review by health services staff in the last 2 weeks of April each year. To obtain that form go to www.naz.edu/dept/nursing/
6. Complete annual certification in CPR at a level *comparable* to CPR for the Professional Rescuer by the American Red Cross. This must include AED training. Submit proof of course completion to the Nursing Department Secretary.
7. Each student must have health insurance. Information about the college's plan is available at www.niagaranational.com/
8. HIPAA, OSHA Bloodborne Pathogens Standard and infection Control training will be provided for all students.

Questions regarding immunizations may be directed to Student Health Services at 585-389-2500. Once submitted, students are able to print submitted immunizations from their NazNet Accounts. Other concerns should be directed to the Nazareth Nursing Department at 585-389-2709.

RN/LPN Licenses

All licensed nursing students (RNs/LPNs) should maintain a copy of their current license on file in the department.

Email

Nazareth email is the official means of communication. Students are expected to check their Nazareth email accounts on a daily basis. If you have an outside Internet mail provider such as Frontier, Yahoo, AOL, etc. and you would like to read all of your email, including list serves, in one account you can have your Nazareth email automatically forwarded to your outside provider. Instructions for forwarding email can be found at <http://www.naz.edu/its>.

Suggestion Box

A suggestion box for student suggestions to the Faculty about department and college suggested changes is kept in the Nursing Department and checked by Faculty regularly.

INFECTION CONTROL

- 1.** Students are expected to follow the specific infection control policies and procedures of the agency or institution to which they are assigned.
- 2.** The faculty and students will practice appropriate infection control procedures at all times and teach infection control procedures to ancillary health care workers (e.g.: PCA, HHA, Homemaker), the client, primary caregivers, and others as needed.
- 3.** Appropriate supplies and equipment for students and faculty are supplied by the Nursing Department. Clients and/or caregivers must provide supplies and equipment as needed for their own use.
- 4.** Students will be expected to follow the specific infection control policies and procedures of the agency or institution to which they are assigned.

UNIFORM REGULATIONS

Undergraduate Students

Uniforms are required for all clinical courses. Students are expected to be in complete uniform at ALL times in the clinical area, unless otherwise indicated by the faculty member. Students in uniform with a Nazareth College name tag are considered individual representatives of the College; therefore, students' dress and behavior should reflect that professional level of responsibility.

All uniforms should be neat, clean, opaque, wrinkle free, and properly fitting with appropriate undergarments. Pants should be no shorter than ankle length and should not drag on the ground. Nazareth name tags must be worn with every uniform.

Students who wish to request adaptations to the uniform for cultural and/or religious reasons need to visit with the Coordinator, Nursing Student Services, prior to entering the first clinical. In all clinical settings, the clinical instructor will make the final decision about each student's professional appearance. If you are not professionally attired, you will be asked to leave the clinical unit, which may negatively impact your course grade.

Hospital Uniform

The Nazareth College nursing student uniform for students entering the program in Fall 2010 must be purchased directly from Meridy's Uniforms www.meridy.com. Students may select a white top with a purple and yellow stripe on the sleeve embroidered with the Nazareth College nursing logo and "Student Nurse" (zippered or v-neck top) and purple pants. Shoes should be chosen with comfort in mind. Students will receive separate notification on how to order from Meridy's Uniforms. For fall semesters, the deadline to order and pay for uniforms is July 16. For the spring semester, the deadline to order and pay is November 19 of the previous semester. Color-coordinated socks and non-canvas, athletic/walking shoes are acceptable and must be kept clean. Canvas or plastic shoes, Crocs® or sandals are not acceptable.

Students enrolled prior to Fall 2010 may choose to wear the new uniform or continue to wear an all-white uniform with the Nazareth patch sewn (available in the College Bookstore) on the upper left arm, including white socks and white closed-toed shoes or sneakers. White jeans are not appropriate. Students may not combine the old uniforms with tops or bottoms of the new uniforms.

Community Uniform

Students are required to purchase a purple polo shirt with the official Nazareth College logo from the College Bookstore. The student may wear the polo shirt with slacks or mid-knee length skirt (no jeans, shorts, cropped pants, or short skirts) in black, gray, navy, or khaki, with a closed-toe and closed-heel shoe. The student is advised to consult the faculty member in charge of the appropriate clinical experience to use this uniform combination.

Equipment

- Watch with second-hand
- Pens - black (not blue) ink
- Bandage scissors (available in the College Bookstore or from Meridy Uniforms)
- Stethoscope (available in the College Bookstore or Meridy's Uniforms)

Students are required to purchase a stethoscope for use in the physical assessment and clinical courses at Nazareth College. We recommend that you consider this a long-term investment and purchase a high-quality piece of equipment. This means the stethoscope needs to be higher quality than one that would suffice only for taking vital signs. We recommend Littman stethoscopes, such as the Master Classic II or the Cardiology III, both of which have the classic bell and diaphragm design and single tubing. Clip-on nametags are a low-cost way to protect your investment. Use of beepers, cellular phones, iPods, and MP3 players is not permitted in the clinical area. At the beginning of clinical courses, specific uniform regulations will be explained.

Appearance

Hair should be neat and off the face and collar. Beards and mustaches are permitted but must be neatly trimmed.

Heavy makeup, strong perfume, and the smell of cigarettes should be avoided in the clinical area.

Nails should be short, and no acrylic nails can be worn. Only clear nail polish may be worn.

Jewelry is limited to a plain wedding band and one pair of earrings no larger than a dime. Body art, tattoos, and body-piercing jewelry other than earrings may not be visible. Tongue bars, brow, or nose jewelry may not be worn during clinical experiences.

Graduate Students

The complete uniform includes:

1. A white lab coat with identifying Nazareth emblem.
2. Nazareth College Nursing Department name pin from the department office.

CLINICAL AGENCIES

Transportation

Clinical experience in a variety of health care settings is an essential component of the education of nursing students. Numerous agencies in Rochester providing clinical laboratory facilities are selected for use based on their excellence and ability to provide clinical educational opportunities. You are expected to arrange your own transportation to the clinical agencies to which you are assigned. You may try to car-pool with other students in the program.

CNET Exam

The hospitals in the Rochester area require that students who will be administering medications as part of their clinical courses pass the CNET medication math test before they start clinical practice. This is the same test that graduate nurses must pass before they are allowed to administer medications at these hospitals. The Nursing Department will administer this test and retain a record of your score for College-related clinical assignments. This test is usually given in the first clinical course, NSG 301L. Some hospitals will accept a passing score on the test we administer and not require you to repeat it upon graduation, whereas others will require you to retake it if they hire you. If you wish a report to be sent to a hospital, you must request- in writing and prior to graduation- that the record be sent to the clinical agency and to whom it is to be sent. Records will not be retained after graduation.

Criminal Background Checks

Be advised that some health-related facilities require a criminal background check on students before permitting them access to patients.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Copies of the *Nazareth College Code of Students' Rights, Responsibilities, and Conduct* and the *Family Education Rights and Privacy Act of 1974* are available upon request in the office of the Nursing Department. The following Student Bill of Rights and Responsibilities was adopted by the National Student Nurses' Association House of Delegates in April 1975.

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom; students should exercise their freedom with responsibility.
3. Each institution has a duty to develop policies and procedures, which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admissions to a particular institution on the basis of race, creed, sex, or marital status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic policies, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, and political associations which instructors acquire in the course of their work should be considered confidential and not released without the knowledge or consent of the student.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information, which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions, publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.
13. The institution has an obligation to clarify those standards of behavior, which it considers essential to its educational missions and its community life.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations, which accrue to them by virtue of their membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare of others is respected.
18. Adequate safety precautions should be provided by schools of nursing, for example: in and around student dorms, adequate street lighting, locks, etc.
19. Grading systems should be carefully reviewed periodically with the students and Faculty for clarification and better student-faculty understanding.

In addition to the Nazareth College policies listed in the undergraduate handbook, students in the Nursing Department are responsible for adherence to the *American Nurses Association's (ANA) Code of Ethics* and the principles articulated in the *ANA Nursing's Social Policy Statement: The essence of the profession (2010)*.

Students are expected to demonstrate appropriate and civil patterns of behavior consistent with safe and ethical professional nursing practice in classroom and clinical settings. Students who are not appropriate and civil are subject to immediate removal from the classroom, office, or clinical setting, and subject to failure in the nursing course and dismissal from the nursing program. The student will be referred to the judicial process of Nazareth College.

American Nurses Association Code of Ethics

- The nurse provides services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
- The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical or illegal practice of any person.
- The nurse assumes responsibility and accountability for individual nursing judgments and actions.
- The nurse maintains competence in nursing.
- The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
- The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
- The nurse participates in the profession's efforts to implement and improve standards of nursing.
- The nurse participates in the profession's effort to establish and maintain conditions of employment conducive to high quality nursing care.
- The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
- The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

NOTIFICATION OF DISABILITIES

Students who know, or suspect, that they have a learning or a physical disability should alert the Nursing Faculty, so that they can be responsive to their needs. There must be documentation of a diagnosed disability and substantiation by the college of an individualized program that takes the disability into consideration. Further details about the College's policy can be found in the *Students with Disabilities Handbook* (revised June 2000).

STUDENT GRIEVANCE PROCEDURE

If a student has a grievance concerning issues other than grades s/he wishes to pursue, the following protocol should be followed:

1. Make an appointment to discuss the grievance with the faculty member responsible for the course.
2. If the grievance is not resolved, schedule an appointment with the Chair of Nursing.
3. If dissatisfaction persists, the student is to submit a letter outlining the specific outstanding issues to be resolved and make an appointment to see the Dean of the School of Health and Human Services.
4. If discussions at this level do not resolve the grievance, the student should make an appointment with the Vice President of Academic Affairs at Nazareth College. The decision of the VPAA is final.

GOVERNANCE

Shared Governance Opportunities

It is a central belief of the board, administration, and Faculty of Nazareth College that students have both the right and the obligation to share in academic governance at all levels.

Opportunities within the Department

Faculty in this department seek student participation in policy decisions affecting their education and their school. Representatives from all levels and programs are invited to participate in Department governance by attending select faculty and committee meetings as well as clinical course meetings.

Opportunities within the College

A discussion of the opportunities to participate in college student organizations and activities is available in the *Undergraduate Studies Bulletin* and *College Student Handbook*. Students are strongly encouraged to participate in a variety of College committees.

Student Activities

There are many opportunities for Nazareth students to actively participate in academic, social, cultural, and community service activities. This college is committed to the college's initiative for volunteerism.

Pi Psi Chapter of Sigma Theta Tau International Honor Society of Nursing

Sigma Theta Tau International is committed to the support of nurse scholars, researchers, and leaders. Since its inception, the nursing honor society, Sigma Theta Tau International, has focused on academic and professional enrichment programs and informational resources for professional nursing education.

Nazareth College's chapter, Pi Psi, was chartered in April 2000. Sigma Theta Tau International is a member of the American College of Honor Societies. Membership requires outstanding academic achievement and ability in nursing. Students are invited to join this prestigious group by the chapter who determine eligibility requirements and conditions of membership. Credentials demonstrating academic achievement and leadership are required.

National Student Nurses' Association

The Nursing Department has sponsored membership in the National Student Nurses' Association for all students enrolled in upper level nursing courses.

Nazareth College Nursing Club

The Nursing Club is a UA-supported club supported by the college. All nursing majors are encouraged to join and participate in club activities.

COLLEGE SUPPORT SERVICES

Professional Nursing Skills Laboratories

Certain nursing courses require clinical skills practice and testing in the nursing lab. Student participation in simulation experiences may also be required for some courses. Students may have the opportunity for additional practice in the lab by arrangement with the Clinical Lab Coordinator.

Computer Labs

Computer labs with computers, printers, and helpful staff are available to students. Some assignments will be given that must be carried out in the lab or at home on a personal computer (PC) with Internet access.

Scholarships and Financial Aid

There are a number of scholarships available to nursing majors, both from external and internal sources. Announcements of hospital scholarships, minority scholarships, and general scholarships can be obtained in the Department. Some of these are available to nursing majors who meet certain criteria (e.g., a specific cumulative grade point average), and some are available only to accelerated track nursing majors (also based on cumulative grade point average criteria). These lists are updated regularly and students are advised whenever new scholarship funding is available. Students must have completed all forms required by the Office of Financial Aid to receive any scholarships.

Career Services

Career Services offers an ongoing program designed to enhance employment related skills such as interviewing for jobs and writing resumes. These services are open to Nazareth students at any level. Each year, the college arranges multiple job fairs for students.

Health Services

Health Services is located in Carroll Hall. It is open 8 hours a day, Monday to Friday, during the academic year, and during intersession and summer sessions.

Counseling Center

The Counseling Center is located in Carroll Hall next to Health Services. The Counseling Center provides, free of charge, the following services: personal counseling, vocational counseling, growth groups, psychological testing, consultation, stress management, relaxation, and test anxiety programs.

Math Lab and Writing Center

The Math Lab and Writing Center are available to students for additional help in these areas. Students are encouraged to seek help when needed or when directed by faculty.

PROGRESSION IN THE NURSING DEPARTMENT UNDERGRADUATE PROGRAM

1. Students must pass prerequisite courses at each level, (freshman, sophomore, etc.) before they can begin nursing courses at the next level. Because the nursing courses build on each other, they can only be taken in the sequence specified by the department.
2. Students who have attended, but not graduated from another nursing program may bring in a limited number of nursing transfer credits. The decision to accept or reject transfer nursing courses is made by the Nursing Department.
3. Students must achieve a final grade of 2.0 (C) in each nursing course to pass that course and enter the next courses in the sequence. The weights assigned to tests/papers and other assignments making up the course grade are determined by the instructor of each course, and set forth in the course syllabus. In clinical courses the course coordinator determines the assignments that must be completed satisfactorily to achieve a clinical grade of 2.0 (C).
4. In order to practice nursing in a safe and appropriate way, students must be able to apply knowledge from the natural sciences, as well as knowledge from each nursing course, to clinical situations. The ability to think critically about clinical issues is a learned skill that must be practiced. The skill can be evaluated by paper and pencil tests, as well as by being observed in clinical settings (real or simulated). A student is not ready to practice as a nurse until s/he is able to consistently demonstrate an ability to think critically using an appropriate science base. To ensure that students are developing this skill, the following are required:
 - a. Students are expected to practice all skills in the on-campus Skills Lab before trying to execute them on clients. To develop clinical skills students will need to schedule additional time in the Skills Lab, beyond the hours scheduled for their nursing courses. It is the responsibility of the student to make arrangements for skill practice.
 - b. Clinical courses require students to demonstrate selected procedures correctly before being cleared for clinical practice. In nursing these practical exams start at the junior level.
 - c. Students are required to attend all scheduled practica.
 - d. All prerequisite nursing courses and corresponding clinical courses must be successfully completed before enrolling in NSG 433 and NSG 435L. NSG 406, NSG 406L, NSG 425, and NSG 427L can be taken concurrently with NSG 433 and NSG 435L.
 - e. Any nursing course (NSG) can be repeated only once by a student.

- f. Students who fail two NSG courses will be dismissed from the nursing program, but may continue studies at the college in another field.
- g. Students accepted into the nursing program must maintain an overall GPA of 2.75 to take any course in the nursing sequence.
- h. Students are expected to take exams when scheduled. If unable to do so, faculty must be notified no less than 2 hours in advance and grant permission for the student to miss the exam. Failure to do so may result in a grade of “0” for the exam.
- i. If students wish to withdraw from a course, it is mandatory they meet with the faculty teaching the course and receive their signature on a withdrawal form.
- j. NSG 499 Nursing Comprehensive
In the final semester, students must demonstrate the ability to apply concepts from all of their courses in the successful completion of a comprehensive examination similar to the professional registered nursing NCLEX examination.

Uniform Letter – Numerical Grading Scale

(Effective Fall 2011)

Grading:

A	(4.0)	95-100	Superior work
A-	(3.7)	90-94	
B+	(3.3)	88-89	
B	(3.0)	85-87	Quality expected of professional
B-	(2.7)	80-84	
C+	(2.3)	78-79	
C	(2.0)	75-77	Minimum requirement for passing course
C-	(1.7)	70-74	
D+	(1.5)	68-69	
D	(1.0)	65-67	
D-	(0.7)	60-64	
F	(0)	59 or below	

Academic Probation

The College reserves the right to request at any time the withdrawal of a student whose academic standing renders the student unacceptable as a member of the college. A student may be dropped or asked to change to part-time at the end of any semester in which there is an unsatisfactory academic record. In such cases, fees that are due to the student for the upcoming semester will be refunded. Eligibility for TAP and for other financial aid may be affected. The record of any student whose work falls below the expected standard is reviewed by the Committee on Academic Standards.

Academic Warning

Students are expected to monitor their own progress and academic standing in the courses they take. This will enable the student to assure their own compliance with program requirements and their maintaining of acceptable grades and averages. Based on examination results or other course assignment grades, an effort will be made by the faculty member responsible for a particular course to notify a student who is doing unsatisfactory work. In response to such notification, the student is expected to meet with the faculty member and his/her faculty advisor. Even in the absence of a notice, whenever a student feels the need for academic guidance, s/he is encouraged to contact the instructor of the particular course or, his/her faculty advisor.

Even in the absence of a notice, whenever a student feels the need for academic guidance, s/he is encouraged to contact the instructor of the particular course or his/her faculty advisor.

Academic Program Dismissal (Effective Fall 2011)

Reasons for dismissal from the Nursing program include the following:

1. Grades below C in two or more Nursing courses;
2. GPA below 2.75 in required courses;
3. Substandard clinical performance (see Clinical Dismissal);
4. Conduct violates Nazareth College general policies (see Nazareth College Code of Student Conduct);
5. Conduct violates Nursing Department specific policies;

Conduct violates ethical standards of the Nursing profession.

Clinical Probation

A student may be placed on Clinical Probation at the end of a clinical rotation if the student demonstrates either or both of the following:

- Cannot carry out expected clinical activities without direct supervision.
- Fails to demonstrate professional growth and development, or appropriate initiative, decision making, or leadership.

After meeting with the course responsible faculty or course instructor to discuss the student's performance and the probationary process, the student will sign a contract agreeing to a plan to remove the probation.

Clinical Dismissal

Grounds for clinical dismissal are any of the following:

- Failure to meet clinical educational outcomes by the end of the clinical rotation.
- Behavior that requires direct instructor intervention to prevent omissions or incomplete or unsafe care that would result in actual or potential physical or emotional harm to the client.
- Behavior that actually or potentially harms the client physically or emotionally.

Any of these behaviors result in an Unsatisfactory grade for clinical and an F in the professional course. The student is not allowed to continue in the clinical experience for that course. If this is the student's first failure in a professional course, s/he may repeat the course the next time it is offered.

Academic Integrity

For College policies related to cheating, plagiarism, falsification, multiple submission, complicity, and interference, and the policies on sanctions, procedures, and the appeals process, refer to the academic integrity policy cited in the Nazareth College Academic Policies and Procedures Handbook.

Class Attendance

Students are expected to regularly attend the classes for which they are enrolled, as in most cases class attendance is essential to academic progress. Individual instructors may include class participation in the determination of the final grade. Each instructor will announce his or her grading policies and requirements at the beginning of the semester in each course.

Clinical Attendance

Clinical experiences in the Nursing Department are critical. All Clinical Outcomes must be met to earn a grade of Satisfactory. Clinical absences can impact negatively on the clinical grade, resulting in a grade of Unsatisfactory (Failure) for the experience. For any missed laboratory session, the student is required to:

1. Notify her/his clinical instructor and clinical agency of the absence before the start of a clinical session. Directions for this process will be distributed at the beginning of each clinical experience.
2. Submit documentation related to the absence on return to clinical as directed by the instructor.
3. The instructor will determine how clinical objectives will be met by the student based on the student's needs and the number of hours of clinical hours missed.

REGISTRATION PROCEDURE AND ADVISEMENT

All students matriculated in nursing are to seek academic advisement during the designated time periods with their assigned faculty member to insure a place in subsequent clinical courses. Failure to register can result in being closed out of a course thereby extending the length of one's program. A nursing faculty advisor is designated for each student.

NATIONAL LEAGUE FOR NURSING (NLN) ACHIEVEMENT EXAMS: OPEN TO RN COMPLETION STUDENTS ONLY

Policy

Although most nursing majors who transfer in with an associates' degree will earn a minimum of 60 semester credit hours at Nazareth College, under special circumstances, some students may be eligible to validate prior learning through satisfactory performance on a National League for Nursing Achievement Test.

Tests for which general elective credit may be earned by either diploma or associate degree graduates include:

Normal Nutrition	3 credits
Clinical Pharmacology	3 credits

Students must recognize that credit cannot be given in cases where credits have already been earned for similar course work. To determine his/her eligibility for credit by examination to validate prior learning in nursing, the student is required to obtain the permission of his/her advisor, Department Chair, and Transfer Credit Evaluator prior to applying for any NLN examination. It is the responsibility of the student to prepare for the examination. Ordinarily, the option of earning credit through external examination programs is not allowed for graduating seniors in their final semester.

1. RN Exam Procedures

1. Student must obtain approval from advisor before enrolling for a specific exam.
2. Student will contact the Nursing Department Secretary to order an exam and schedule a date to take the exam. On the date the student orders the exam, the test fee payment will be due (\$55.00 for each exam).
3. The NLN exam order form will be filled out, accompanied by a check, and mailed by the Nursing Department's Secretary.
4. Upon receipt of the examination, the Nursing Department Secretary will notify the student, and the exam must be taken within 60 days to avoid a \$25 late fee.
5. Scoring for each exam usually takes 3-4 weeks. The student will be notified of his/her score by the Department Secretary when results are available. Notification will also be given to the Transfer Credit Evaluator so credit can be posted on the student's transcript.

You must RSVP by contacting the Department Secretary, Helene Lovett at (585) 389-2709, or by email to hlovett8@naz.edu.

The Foundations exam cost is \$55 and the Care of the Childbearing Family is \$30.00 and Care of the Child is \$30.00.

Payment is due at the time you are to take your exam and we will accept cash or check payments. If paying by check, please make check payable to Nazareth College.

RN CREDIT BY PORTFOLIO

RN students who meet specific criteria can submit a professional portfolio of past educational and clinical experiences for a waiver in NSG 426, NSG 427, and NSG 434L. At least 5 years of fulltime professional registered nurse practice experience or its equivalent are required for eligibility. The purpose of the portfolio is to enable the student to show evidence of the knowledge and skills already acquired through prior learning and experience that is equivalent in quality and level to expected performance outcomes.

Further information regarding the application and procedures may be obtained from the Nursing Department secretary.

COMPREHENSIVE EXAMINATION (NSG 499) POLICY INFORMATION

Nursing Comprehensive Examination (Effective Fall 2011)

1. Fall and spring semester, the Nursing Department will administer NSG 499 students a Nursing Comprehensive Examination, which will be a standardized test selected by Nursing Department faculty.
2. Students must achieve a passing score on the Nursing Comprehensive Examination in order to pass NSG 499. The lowest passing score is 70%.
3. A score of 80% or above on the Nursing Comprehensive Examination is associated with success on the NCLEX examination.
4. Students who do not achieve a passing score on the Nursing Comprehensive will be given a second opportunity to do so providing they complete individual remediation. If the student fails the second Nursing Comprehensive exam, the following process is followed:
 - a. The student will apply for an “Incomplete” for NSG 499.
 - b. The student will complete a program of remediation offered by the Nursing Department, which will be offered on the Nazareth College campus during the first six weeks of the following semester.
5. The student will be charged a fee for the second Nursing Comprehensive Exam, and if necessary, the six week remediation course.
6. Students will graduate once the Nursing Comprehensive Examination is passed (on the first or second attempt), or when the six week remediation program is successfully completed.

Procedure (RN Students)

1. Each student will complete the comprehensive examination during his/her senior year in the semester he/she intends to graduate.
2. To complete the comprehensive examination the student submits a paper addressing the following criteria, within a **twelve**-page limit of text excluding the title page and the references:
 - a) identify and describe a health related issue or problem
 - b) describe why this issue or problem is significant to nursing

- c) select and describe how one or more of the seven cultural and social structural dimensions from Leininger's Sunrise Model of Cultural Care, Diversity and Universality (2001) influences the issue/problem selected
 - d) review literature from the last five (5) years on the issue/problem and include a summary of current research articles on the issue/problem and or research on nursing interventions
 - e) propose nursing interventions consistent with the social/cultural dimension identified as most pertinent in **section c** and provide support for the proposed interventions with nursing references.
 - f) All papers must be prepared according to the APA 5th edition and include a title page, running head, page numbers, appropriate style of citations within the text and accurate formatting of citations in the reference pages. The reference pages should only contain those cited in the text. Papers must use appropriate grammatical style and word use for formal manuscripts.
3. The nursing department will distribute the due date for the semester.
 4. Students must submit two copies of the paper by the designated due date.
 5. When submitting the paper, the student must include, on a separate sheet of paper, the statement that, "The written paper that is submitted for fulfillment of the comprehensive examination is my own work," and sign the statement.
 6. Each semester the Nursing Dept. Chairperson will appoint one faculty member as Primary Reader for the students completing the exam that semester. Students can confer with the primary reader about the topic and about submitting a draft of the paper for review. The Chairperson will also assign one or more faculty members as Second Readers. The two faculty assigned readers will determine if the paper is satisfactory or unsatisfactory.
 7. Ten working days after the submission of the paper, the students will receive written notification of the results. A copy of the completed Comprehensive Examination Checklist and one of the copies of his/her paper will be returned to the student. A clean copy of the paper will be retained in the student's record with a copy of the results.

Evaluation

This comprehensive exam will be evaluated on a Satisfactory/Unsatisfactory/Incomplete basis. Satisfactory completion is defined as the fulfillment of the criterion in an acceptable fashion. Unsatisfactory completion is when there is erroneous information for a particular criterion or insufficient coverage of a criterion. Incomplete means that the student has addressed some of the criteria but the area is incomplete. Papers may be returned to students without faculty comments if the manuscript does not follow APA format. Students must meet **ALL** of the criteria satisfactorily in order to pass the examination. Satisfactory completion of the examination is a requirement for graduation.

Repeating the Comprehensive Exam

If a student receives either an unsatisfactory grade for any of the five criteria of the comprehensive exam, she/he will be notified, provided the rationale for the decision, and will have a two-week time period to rewrite the paper to rectify the deficiencies with consultation from the primary reader. If a student fails the second attempt, she/he can retake the exam during the next exam cycle (subsequent semester). If the student fails this exam, supportive work in conjunction with a faculty member will be instituted.

NURSING ADVISEMENT FORM — FOUR-YEAR STUDENT
Licensure-Qualifying BS Program in Nursing

Name _____ Telephone _____

- | | | | |
|--|--|--|-----------------------------------|
| <input type="checkbox"/> ENG 101 | <input type="checkbox"/> PI-Math | <input type="checkbox"/> PII-Math 207 | <input type="checkbox"/> SOC 352W |
| <input type="checkbox"/> ENG 102 | <input type="checkbox"/> PI-Fine Arts | <input type="checkbox"/> PII-Psych 221 | |
| <input type="checkbox"/> FRS 101 | <input type="checkbox"/> PI-Psych 101 | <input type="checkbox"/> PII-Elective | |
| <input type="checkbox"/> PI-History | <input type="checkbox"/> PI-Literature | <input type="checkbox"/> Elective | |
| <input type="checkbox"/> PI-Philosophy | <input type="checkbox"/> PI-Religion | <input type="checkbox"/> ANT 101 | |

Sciences

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> BIO 103 | <input type="checkbox"/> SCI 131 |
| <input type="checkbox"/> BIO 103L | <input type="checkbox"/> SCI 131L |
| <input type="checkbox"/> BIO 150 | |
| <input type="checkbox"/> BIO 150L | |
| <input type="checkbox"/> BIO 151 | |
| <input type="checkbox"/> BIO 151L | |
| <input type="checkbox"/> BIO 318 | |
| <input type="checkbox"/> BIO 318L | |

Nursing Curriculum

- | | | |
|----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> NSG 201 | <input type="checkbox"/> NSG 301 | <input type="checkbox"/> NSG 404 |
| <input type="checkbox"/> NSG 209 | <input type="checkbox"/> NSG 301L | <input type="checkbox"/> NSG 404L |
| | <input type="checkbox"/> NSG 304 | <input type="checkbox"/> NSG 406 |
| | <input type="checkbox"/> NSG 304L | <input type="checkbox"/> NSG 406L |
| | <input type="checkbox"/> NSG 329 | <input type="checkbox"/> NSG 425 |
| | <input type="checkbox"/> NSG 329L | <input type="checkbox"/> NSG 427L |
| | <input type="checkbox"/> NSG 336K | <input type="checkbox"/> NSG 433 |
| | <input type="checkbox"/> NSG 337 | <input type="checkbox"/> NSG 435L |
| | <input type="checkbox"/> NSG 337L | <input type="checkbox"/> NSG 476 |
| | <input type="checkbox"/> NSG 341 | <input type="checkbox"/> NSG 499 |
| | <input type="checkbox"/> NSG 341L | |

NURSING ADVISEMENT FORM
RN to BS in Nursing Program

Name _____ **Telephone** _____

Required Nursing Courses

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> NSG 323 | <input type="checkbox"/> NSG 425 |
| <input type="checkbox"/> NSG 327 | <input type="checkbox"/> NSG 426 |
| <input type="checkbox"/> NSG 329 | <input type="checkbox"/> NSG 427L |
| <input type="checkbox"/> NSG 329L | <input type="checkbox"/> NSG 433 |
| <input type="checkbox"/> NSG 336K | <input type="checkbox"/> NSG 434 |
| | <input type="checkbox"/> NSG 476 |
| | <input type="checkbox"/> NSG 499 |

Other Required Courses

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> PI-Philosophy | <input type="checkbox"/> PII-MTH 207 |
| <input type="checkbox"/> PI-Psychology | <input type="checkbox"/> ANT 101 |
| <input type="checkbox"/> PI-Literature | <input type="checkbox"/> SOC 352W |
| <input type="checkbox"/> PI-Religion | |
| <input type="checkbox"/> PI-Fine Arts | |
| <input type="checkbox"/> PI-History | |
| <input type="checkbox"/> PI-Math | |

NURSING ADVISEMENT FORM
LPN to BS in Nursing Program

Name _____ Telephone _____

Required Nursing Courses

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> NSG 201 | <input type="checkbox"/> NSG 404 |
| <input type="checkbox"/> NSG 209 | <input type="checkbox"/> NSG 404L |
| <input type="checkbox"/> NSG 304 | <input type="checkbox"/> NSG 406 |
| <input type="checkbox"/> NSG 304L | <input type="checkbox"/> NSG 406L |
| <input type="checkbox"/> NSG 329 | <input type="checkbox"/> NSG 425 |
| <input type="checkbox"/> NSG 329L | <input type="checkbox"/> NSG 427L |
| <input type="checkbox"/> NSG 336K | <input type="checkbox"/> NSG 433 |
| | <input type="checkbox"/> NSG 435L |
| | <input type="checkbox"/> NSG 476 |
| | <input type="checkbox"/> NSG 499 |

Other Required Courses

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> PI-Philosophy | <input type="checkbox"/> PII-MTH 207 |
| <input type="checkbox"/> PI-Psychology | <input type="checkbox"/> PII PSY 221 |
| <input type="checkbox"/> PI-Literature | <input type="checkbox"/> ANT 101 |
| <input type="checkbox"/> PI-Religion | <input type="checkbox"/> SCI 131 |
| <input type="checkbox"/> PI-Fine Arts | <input type="checkbox"/> SCI 132L |
| <input type="checkbox"/> PI-History | <input type="checkbox"/> SOC 352W |
| <input type="checkbox"/> PI-Math | |

Electives

(6-9 elective credit hours)

- Elective: _____
 Elective: _____
 Elective: _____
 Elective: _____