Welcome by Dean
So you want to be a nurse!!! And I imagine you know about the ‘nursing shortage!’ Although the shortage of nurses has been cyclical in recent decades, the shortage the United States faces in the next ten years promises to be particularly acute and rooted in demographic shifts. Nurses are aging as a group, and they are not being replaced in sufficient numbers. However, nursing care is ESSENTIAL to the health and wellbeing of all Americans.

In the summer of 2007, the School of Nursing Executive Team established a vision for the nursing programs that focuses on the philosophy of nursing leaders Madeleine Leininger and Patricia Benner. These philosophies involve concepts related to transcultural nursing and nursing novice to nursing expert. The nursing programs at National American University (NAU) employ these concepts through nursing education while providing opportunities for students to learn in a personalized, supportive environment. The goal of each program is to provide education which leads to nurses who can ensure quality of care.

The School of Nursing (SON) offers the Associate of Science degree, the Bachelor of Science degree and the Master of Science degree in Nursing. Program faculty and staff are committed to assist all students as they enter the career ladder of nursing and transform individual learning and interests into the professional world of service. Our career path in nursing is truly a lifelong learning experience! Have a great learning journey!

Julia Bronner, PhD, RN, CTN

Preface
The NAU School of Nursing Handbook has been designed to acquaint you with the policies, regulations and services of the School of Nursing and specific nursing programs. It reflects input and cooperation from those who have an interest in the programs and the safety and welfare of students. Welcome!

The NAU School of Nursing reserves the right to make changes in this handbook at any time at the discretion of the university/school and in its policies and regulations that contribute to the improvement of the university/school. Changes made will be provided in oral and/or written format to the student body. Students are required to inform themselves of and to comply with the NAU School of Nursing policies and regulations as stated and distributed. Failure to comply with the NAU School of Nursing policies and regulations may result in warning or withdrawal from the programs.

National American University
School of Nursing
5301 South Highway 16, Suite 200
Rapid City, SD 57701
605 721 5280
www.national.edu

Note: The NAU School of Nursing Student Handbook is supplemental to the NAU Student Handbook.
National American University School of Nursing

Contact Information
If you have questions regarding the nursing program such as admission status, transfer of credit, campus registration and/or classroom assignments, please contact the nursing program chair at the site you attend.

**Bloomington, Minnesota Campus**
BSN Program
Kelli Smith, PhD, RN
7801 Metro Parkway, Suite 200
Bloomington, MN 55425
(952) 356-3690
(952) 356-3605 (fax)
ksmith@national.edu

**Overland Park, Kansas Campus**
PN and ASN Mobility
Deborah Smith-Clay, MSN, RN
10310 Mastin
Overland Park, KS 66212
(913) 981-8796
(913) 981-8705 (fax)
dgsmith@national.edu

**Denver, Colorado Campus**
ASN Program
Cheryl Thurman, MSN, RN
1325 South Colorado Boulevard, Suite 100
Denver, CO 80222
(303) 876-7181
(303) 876-7105 (fax)
cthurman@national.edu

**Rapid City and Sioux Falls, South Dakota Campuses**
BSN Program
MaryAnn Fanning, MSN, RN
321 Kansas City Street
Rapid City, SD 57701
(605) 394-4877
(605) 394-4871
mfanning@national.edu

**Online MSN Program**
Julia Bronner, PhD, RN
5301 South Highway 16, Suite 200
Rapid City, SD 57701
(605) 721-5278
(605) 721-5241 (fax)
jbronner@national.edu

**Zona Rosa, Missouri Campus**
ASN Program
Brenda Sublett, MSN, RN
7490 NW 87th Street
Kansas City, MO 64153
(816) 412-5596
(816) 412-5505 (fax)
bsublett@national.edu

**Online RN to BSN Program**
Ebony Fisher, MSN, RN
5301 South Highway 16, Suite 200
Rapid City, SD 57701
(605) 721-5282
(605) 721-5241 (fax)
efisher@national.edu
National American University School of Nursing

General Information
In general, the pre-licensure nursing program curriculum features a nursing foundation core which contains general education courses. The nursing clinical core contains the nursing specific courses.

Associate of Science Degree in Nursing
The two-year pre-licensure Associate of Science degree in Nursing (ASN) programs at National American University Zona Rosa, Missouri and Denver, Colorado campuses are divided into two (2) phases: the nursing foundational core and the nursing clinical core.

1. Nursing Foundational Core/General Education Courses 27 credits
2. Nursing Clinical Core/General Education Courses 17 credits
   Nursing Clinical Core /Nursing Specific Courses 64 credits

Total program credits 108 credits
Admission to the nursing foundational core is based on the National American University admission criteria and does not guarantee admission to the nursing clinical core. Students should attend the nursing program foundational core orientation/advising session and sign all of the necessary packet forms to ensure enrollment into the nursing foundational core.

Admission to the nursing clinical core is selective and highly competitive. Students who have completed nursing foundational coursework (general education courses) at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.

Note that grades earned within the nursing clinical core/general education courses will not be applied toward cumulative grade point average (GPA) for acceptance to the nursing clinical core.

Bachelor of Science Degree in Nursing
The four-year pre-licensure Bachelor of Science in Nursing (BSN) programs at National American University Bloomington, Minnesota, Overland Park, Kansas, Rapid City and Sioux Falls, South Dakota campuses are divided into two phases: the nursing foundational core and the nursing clinical core.

1. Nursing Foundational Core/General Education Courses 79.5 credits
2. Nursing Clinical Core*/Nursing Specific Courses 107.0 credits

Total program credits* 186.5 credits

*Note that the Overland Park, Kansas LPN Bridge to BSN program also requires NS3315 LPN to RN Transition Course (4.5 credits) for LPNs bridging into the BSN clinical core.
Admission to the nursing foundational core is based on the National American University admission criteria and does not guarantee admission to the nursing clinical core. Students should attend the nursing program foundational core orientation/advising session and sign all of the necessary packet forms to ensure enrollment into the nursing foundational core.

Admission to the nursing clinical core is selective and highly competitive. Students who have completed nursing foundational coursework (general education courses) at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.

Note that the Overland Park, Kansas BSN and LPN Bridge to BSN program also requires NS3315 LPN to RN Transition Course (4.5 credits) for LPNs bridging into the BSN clinical core. Overland Park, Kansas BSN and LPN Bridge to BSN program only escrowed credits for LPNs bridging into the BSN clinical core.

Admission/Application Process
Nursing students should review *NAU Undergraduate and Graduate Catalogs, NAU and SON Student Handbooks* for the nursing program admission/application process. In pre-licensure nursing programs, nursing clinical core applications are received and reviewed by the Decision Committee for Clinical Core Entrance. The committee makes the selections, and decision letters are sent to all applicants.

Advising
Academic advising is provided by the university’s nursing program to help students succeed in the nursing program of studies. Academic advising routinely addresses academic issues, professional goals, financial and social support of students.

Nursing foundational core advisors are present on all nursing program campuses. These advisors conduct orientation sessions and advising for the nursing foundational core students. When nursing students are admitted to the clinical core, faculty become the student advisors.

Online RN to BSN and Online MSN academic advisors are assigned upon admission into the programs.

Student Handbook
*NAU School of Nursing Student Handbook* is supplemental to the *NAU Student Handbook*. Nursing students should review and adhere to the *NAU and SON Student Handbooks*. 
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome by Dean</td>
<td>i</td>
</tr>
<tr>
<td>Preface</td>
<td>i</td>
</tr>
<tr>
<td>Contact Information</td>
<td>ii</td>
</tr>
<tr>
<td>General Information</td>
<td>iii</td>
</tr>
<tr>
<td>Associate of Science Degree in Nursing</td>
<td>iii</td>
</tr>
<tr>
<td>Bachelor of Science Degree in Nursing</td>
<td>iii</td>
</tr>
<tr>
<td>Admission/Application Process</td>
<td>iv</td>
</tr>
<tr>
<td>Advising</td>
<td>iv</td>
</tr>
<tr>
<td>Student Handbook</td>
<td>iv</td>
</tr>
<tr>
<td>National American University</td>
<td>1</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>Core Values</td>
<td>1</td>
</tr>
<tr>
<td>Purposes</td>
<td>1</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>Goals/Purposes</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Nursing Practice and Nursing Education</td>
<td>5</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>7</td>
</tr>
<tr>
<td>Associate of Science Degree in Nursing</td>
<td>7</td>
</tr>
<tr>
<td>Bachelor of Science Degree in Nursing</td>
<td>7</td>
</tr>
<tr>
<td>Master of Science Degree in Nursing</td>
<td>7</td>
</tr>
<tr>
<td>Guidelines for Student Conduct</td>
<td>8</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>8</td>
</tr>
<tr>
<td>Communication</td>
<td>8</td>
</tr>
<tr>
<td>Confidentiality Statement</td>
<td>8</td>
</tr>
<tr>
<td>FERPA – Student Right to Privacy</td>
<td>8</td>
</tr>
<tr>
<td>Guidelines for Classroom/Clinical Setting Behavior and Expectations for Professional Conduct</td>
<td>8</td>
</tr>
<tr>
<td>Progression and Retention</td>
<td>11</td>
</tr>
<tr>
<td>Admission to the Clinical Core/Nursing Courses</td>
<td>11</td>
</tr>
<tr>
<td>Progression and Retention within the Nursing Program – Clinical Core</td>
<td>11</td>
</tr>
<tr>
<td>Exit from the Nursing Program – Clinical Core</td>
<td>11</td>
</tr>
<tr>
<td>Leave of Absence (LOA) – Clinical Core</td>
<td>11</td>
</tr>
<tr>
<td>Special Circumstances</td>
<td>12</td>
</tr>
<tr>
<td>Undergraduate Transfer</td>
<td>12</td>
</tr>
<tr>
<td>Graduate Transfer</td>
<td>13</td>
</tr>
<tr>
<td>Clinical/Lab Experiences</td>
<td>14</td>
</tr>
<tr>
<td>Clinical</td>
<td>14</td>
</tr>
<tr>
<td>Clinical Practicum</td>
<td>14</td>
</tr>
<tr>
<td>Clinical Scheduling/Assignments</td>
<td>14</td>
</tr>
<tr>
<td>Injury/Infectious Disease</td>
<td>14</td>
</tr>
<tr>
<td>Latex Sensitivity</td>
<td>15</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Liability Coverage</td>
<td>15</td>
</tr>
<tr>
<td>Unusual Occurrences</td>
<td>15</td>
</tr>
<tr>
<td>Professional Appearance</td>
<td>16</td>
</tr>
<tr>
<td>Guidelines and Additional Information</td>
<td>17</td>
</tr>
<tr>
<td>Digital Recording of Lecture</td>
<td>17</td>
</tr>
<tr>
<td>Evaluation</td>
<td>17</td>
</tr>
<tr>
<td>NCLEX®</td>
<td>17</td>
</tr>
<tr>
<td>Personal Property</td>
<td>18</td>
</tr>
<tr>
<td>Severe/Inclement Weather</td>
<td>18</td>
</tr>
<tr>
<td>Standardized Testing</td>
<td>18</td>
</tr>
<tr>
<td>Student Representation</td>
<td>18</td>
</tr>
<tr>
<td>University Policies</td>
<td>18</td>
</tr>
<tr>
<td>National Student Nurses’ Association, Inc. (NSNA)</td>
<td>19</td>
</tr>
<tr>
<td>NAU School of Nursing Policies and Procedures</td>
<td>20</td>
</tr>
<tr>
<td>Admission Policies and Procedures for PN and ASN Mobility Students</td>
<td>21</td>
</tr>
<tr>
<td>Admission Criteria for the ASN Clinical Core</td>
<td>24</td>
</tr>
<tr>
<td>Admission Criteria for BSN and Articulation Policy for LPN to BSN Students</td>
<td>26</td>
</tr>
<tr>
<td>Admission Criteria for the Online MSN Program</td>
<td>29</td>
</tr>
<tr>
<td>Admission Criteria for the Online RN to BSN Program</td>
<td>30</td>
</tr>
<tr>
<td>Background Check</td>
<td>31</td>
</tr>
<tr>
<td>Clinical/Safe Practice Guidelines</td>
<td>32</td>
</tr>
<tr>
<td>Core Performance Standards (Functional Abilities)</td>
<td>34</td>
</tr>
<tr>
<td>General Grievance Policy and Procedure</td>
<td>35</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>37</td>
</tr>
<tr>
<td>HIPAA Compliance</td>
<td>39</td>
</tr>
<tr>
<td>Immunization Records and CPR Certification</td>
<td>40</td>
</tr>
<tr>
<td>Late Exam Policy</td>
<td>41</td>
</tr>
<tr>
<td>Preceptor Guidelines</td>
<td>42</td>
</tr>
<tr>
<td>Re-Entry Guidelines</td>
<td>44</td>
</tr>
<tr>
<td>Student Reference Policy</td>
<td>45</td>
</tr>
<tr>
<td>NAU School of Nursing Forms</td>
<td>46</td>
</tr>
<tr>
<td>Acknowledgement of Receipt of Student Handbook</td>
<td>47</td>
</tr>
<tr>
<td>Clinical Evaluation</td>
<td>48</td>
</tr>
<tr>
<td>Clinical Release Form</td>
<td>49</td>
</tr>
<tr>
<td>Exit Interview Form – Campus Nursing Program</td>
<td>50</td>
</tr>
<tr>
<td>Exit Survey: Departure from Program prior to Completion</td>
<td>51</td>
</tr>
<tr>
<td>Online RN to BSN and Online MSN Program</td>
<td>51</td>
</tr>
<tr>
<td>Grievance Form</td>
<td>52</td>
</tr>
<tr>
<td>Image and Simulation Release</td>
<td>53</td>
</tr>
<tr>
<td>Laboratory Equipment/Supply Checkout Release</td>
<td>54</td>
</tr>
<tr>
<td>Nursing Clinical Core Application</td>
<td>55</td>
</tr>
<tr>
<td>(including Immunization Record)</td>
<td>55</td>
</tr>
<tr>
<td>Preceptor Data Form</td>
<td>61</td>
</tr>
<tr>
<td>Preceptor Letter of Agreement</td>
<td>62</td>
</tr>
<tr>
<td>Re-Entry Form</td>
<td>63</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Re-Entry Process Letter</td>
<td>64</td>
</tr>
<tr>
<td>Student at Risk</td>
<td>65</td>
</tr>
<tr>
<td>Student Comment Form – Skills Lab</td>
<td>66</td>
</tr>
<tr>
<td>Student Evaluation of Clinical Instructor</td>
<td>67</td>
</tr>
<tr>
<td>Student Evaluation of Clinical Settings</td>
<td>69</td>
</tr>
<tr>
<td>Student/Graduate Reference Request</td>
<td>71</td>
</tr>
<tr>
<td>Student/Graduate Reference</td>
<td>72</td>
</tr>
<tr>
<td>Unusual Occurrence/Exposure Incident/Medication Error</td>
<td>73</td>
</tr>
<tr>
<td>Bloomington, Minnesota Campus: BSN Program Specifics</td>
<td>75</td>
</tr>
<tr>
<td>Denver, Colorado Campus: ASN Program Specifics</td>
<td>77</td>
</tr>
<tr>
<td>Online MSN Program Specifics</td>
<td>79</td>
</tr>
<tr>
<td>Online RN to BSN Program Specifics</td>
<td>84</td>
</tr>
<tr>
<td>Overland Park, Kansas Campus Specifics: PN, ASN Mobility, BSN and LPN Bridge to BSN Program Specifics</td>
<td>90</td>
</tr>
<tr>
<td>Rapid City and Sioux Falls, South Dakota Campuses: BSN Program Specifics</td>
<td>96</td>
</tr>
<tr>
<td>Zona Rosa, Missouri Campus: ASN Program Specifics</td>
<td>98</td>
</tr>
<tr>
<td>Addendum A: ATI Information Packet</td>
<td>102</td>
</tr>
<tr>
<td>ATI Testing Policy</td>
<td>102</td>
</tr>
<tr>
<td>Content Mastery Series Testing Algorithm</td>
<td>107</td>
</tr>
<tr>
<td>RN Comprehensive Predictor Exam Algorithm</td>
<td>108</td>
</tr>
<tr>
<td>ATI Testing Policy Form</td>
<td>109</td>
</tr>
<tr>
<td>ATI Plan for Remediation</td>
<td>110</td>
</tr>
<tr>
<td>Focused Content Review</td>
<td>111</td>
</tr>
</tbody>
</table>
National American University

Mission Statement
National American University welcomes students of diverse interests, cultures and abilities and prepares them for careers in health care, business and business-related fields by providing quality higher education in a caring and supportive environment.

The university builds learning partnerships with students and other institutions and organizations locally, nationally and internationally through its private, regionally-accredited system of campuses and education centers offering courses in traditional, accelerated and distance learning formats.

As a comprehensive technical and professional institution of higher learning, the university responds to the changing needs of students, employers, and their communities by providing undergraduate and graduate programs and continuing education opportunities to serve our evolving global society.

Core Values
Offer high quality instructional programs and services.

Provide a caring and supportive learning environment.

Offer technical and professional career programs.

Purposes
1. Offer quality technical and professional degree programs as documented by institutional and academic assessment processes at the associate, bachelor’s and graduate level, diplomas, certificates and adult degree completion programs to traditional, adult and international learners.

2. Provide a general education program to build awareness, abilities and interests to empower lifelong learners as knowledgeable citizens of the global community.

3. Provide a collegiate experience through instructional and support services that creates a stimulating, caring and supportive learner-centered environment in which students are encouraged to achieve the educational goals established by the university.

4. Promote learning and working environment by providing new technologies, methodologies and practices that enhance and extend quality programs and services.

5. Prepare students to provide leadership and services for the employment needs of business, industry and government worldwide.

6. Pursue communication, cooperation and alliances with educational institutions, organizations and associations on a local, regional, national and international basis.
7. Respond to the ever-changing societal demands for personal and professional development and continuing education through flexible scheduling and convenient access via traditional, accelerated and distance delivery methodologies.

8. Assist students in the development of ethical values and behaviors.

9. Foster an environment that encourages involvement by employees in the innovation and solution-seeking processes and provide an opportunity for personal and leadership development.

10. Provide a stable institutional environment where human, financial and physical resources are sufficient to accomplish its educational and institutional goals as a sound basis for continued growth and development.

*Adopted by the National American University Board of Governors, January 2009.*
School of Nursing

Mission Statement
The School of Nursing, as an integral part of National American University, is in concert with its mission, core values and purposes. Consistent with the overall university mission, the School of Nursing mission is to prepare competent nursing graduates by providing a caring, diverse and student-centered environment that fosters critical thinking and enhances holistic health care across the lifespan. The nursing programs offer career mobility through an articulated ladder approach to nursing education.

Goals/Purposes
1. Prepare learners to influence the delivery of healthcare services through safe and accountable clinical judgment.
2. Promote and facilitate (student-centered) lifelong learning opportunities responsive to the needs of students, graduates, faculty, community and profession.
3. Commit to the advancement of nursing knowledge and application to health care by collaborating with faculty within and external to the university and with professionals in healthcare and community agencies.
4. Support and participate in activities that interpret and promote the role of the nurse, influence nursing practice and the concept of caring.
5. Support efforts to recruit and retain students from diverse backgrounds and experiences who demonstrate potential for success in nursing.
6. Incorporate a holistic approach to culturally congruent care throughout the life span.

Philosophy
The School of Nursing derives its philosophy and purposes from the mission statement of National American University. The School of Nursing and its faculty believe that nursing education should enable students to acquire the knowledge and proficiencies necessary to practice culturally competent and congruent nursing care and meet the changing needs of society. The philosophy and conceptual model are based on the learning paradigms of Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). In accordance with these paradigms, the faculty believes that education is predicated on the following constructs derived from Benner’s “Novice to Expert” and Leininger’s “Transcultural Nursing” theories:

1. **Experiential:** student-centered and lifelong learning; Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). The School of Nursing and faculty believe nursing education includes experiences and activities that promote learning in open learning climates where students may examine and discuss transitions in understanding, mistakes or misconceptions in actual clinical situations (Benner, 1984, 2000, 2001). Nursing is embraced as a discipline committed to the importance of lifelong learning for the maintenance and advancement of knowledge.
The School of Nursing and faculty further believe culturally congruent care reflects an infinite number of factors that affect wellbeing which is important for today’s diverse society. It is through culturally congruent care that nursing finds an infinite number of explored and unexplored dimensions of care as a pursuit for enhanced knowledge which may result in predictable care outcomes (Leininger, 1991, 2002, 2006).


The School of Nursing and faculty further embrace Leininger’s (1991, 2002, 2006) definition: “Care is the heart of nursing; Care is power; Care is essential to healing (or well being); Care is curing; and Care is (or should be) the central and dominant focus of nursing and transcultural nursing decisions and actions” (Leininger, 1991, 2002, 2006).

3. **Clinical Judgment:** qualitative distinction, evolves over time, integrative/dynamic; Benner (1984, 2000, 2001). The School of Nursing and faculty believe Benner’s (1984, 2000, 2001) tenet that clinical judgment is based on recognition of dynamic patient/family/community transitions across time in response to conditions and associated treatment. The nurse’s clinical judgment evolves over time as the nurse gains experience and furthers education in the profession.

4. **Holistic Health/Illness/Death:** Leininger (1991, 2002, 2006). The School of Nursing and faculty believe nursing education should embrace the care of clients as addressed within all stages of health from wellness to death. Within the art of healing and comforting, utilization of a holistic perspective should support and enhance human dignity. This holistic perspective views cultural insight as a pivotal factor that directs and shapes wellbeing within an individual, the family and the community as a whole.

National American University School of Nursing uses the tenets of Benner (1984, 2000, 2001) and Leininger (1991, 2000, 2006) to form the eclectic conceptual framework. Specifically, Benner’s work on “Novice to Expert” (1984) provides a framework for the School of Nursing. The School of Nursing programs are built upon various student levels of education and experience and designed to enhance career mobility. Concepts of care and culture based on Leininger (1991, 2002, 2006) are threaded throughout the curriculums. The constructs: experiential learning, caring, clinical judgment and holistic health/illness/death provide horizontal threads that serve as broad categories under which a variety of content can be addressed. They are not considered mutually exclusive. It is recognized that the rapid evolution of nursing science, practice and education demands ongoing reexamination of categories and concepts.
The School of Nursing and faculty believe nursing is a practice profession with a defined body of knowledge and outcomes. Nursing practice is embraced through education as holistic, caring in nature incorporating and supporting lifelong learning.

**Nursing Practice and Nursing Education**

A knowledge base reflective of the varying levels of nursing practice contributes to incorporating information to promote health, prevent disease, restore health and promote adaptation across the lifespan. Nursing demands the ability to adapt to a changing environment in assessing, analyzing, planning, implementing and evaluating nursing care.

Continued learning and application of facts and principles are necessary for effective clinical judgment in patient care settings. As providers of health services, nurses should be self-directive, creative, critical thinkers who strive for lifelong learning, regardless of their level of practice.

Within nursing, there are levels of practice within varying settings which require different educational preparation. The practical nurse graduate provides direct patient care by assisting with data collection, contributing to a plan of care, performing basic therapeutic and preventive nursing measures and assisting in evaluating the outcomes of nursing interventions of patients with commonly occurring health problems. The associate of science degree graduate is prepared to serve clients with more complex care needs, which require judgment, independent decision making within the professional nurse role and collaborative decision making. The baccalaureate graduate has additional education in leadership, healthcare delivery systems, community and public health nursing, nursing research and evidence based practice. The provision of care at this level requires a broad base of principles from science and the liberal arts. The NAU Master of Science degree in Nursing with emphasis in Nursing Education was developed to prepare future educators for leadership in the field.

Educational preparation within each level of practice should build on previous knowledge to facilitate career mobility.

The model above represents the organizing structure of NAU School of Nursing. The model illustrates the emphasis on lifelong learning throughout all programs in a culturally sensitive
context for all populations. Students enter the NAU School of Nursing at varying points in their careers (pre-licensure PN, ASN, BSN, Online RN to BSN and/or Online MSN). Although students enter Benner’s (1984, 2000, 2001) continuum at different starting points (as a result of additional knowledge and experience), they continually move toward higher levels of competence. The implication for teaching and learning is emphasized by the constructs of caring, experiential, clinical judgment and holistic health/illness/death.

References
**Student Learning Outcomes**

**Associate of Science in Nursing Degree:**  
(Revised 2010-05-26)  
1. Exhibit behaviors and characteristics congruent with the professional role.  
2. Utilize skills to promote communication and collaboration in the healthcare environment.  
3. Incorporate culturally sensitive information and care to promote health, prevent disease, restore health and promote adaptation across the lifespan.  
4. Create a safe and effective environment.

**Bachelor of Science in Nursing Degree:**  
1. Synthesize knowledge from nursing, the arts and sciences in the holistic practice of professional nursing.  
2. Apply theory-based decision making related to safe, competent and culturally congruent nursing care to individuals, families and communities in diverse settings across the lifespan emphasizing the concept of caring.  
3. Critically evaluate and utilize relevant findings of nursing research in professional nursing practice.  
4. Demonstrate professional values and behaviors consistent with professional standards.  
5. Assume responsibility for ongoing professional development in an ever-changing healthcare environment.

**Master of Science in Nursing Degree:**  
1. Analyze moral, ethical and legal issues that impact the delivery of nursing care and nursing education in a diverse, global world.  
2. Integrate theory, research and practice using critical thinking and effective problem solving for the advancement of the nursing profession.  
3. Utilize technological media to educate and communicate collaboratively with internal and external stakeholders throughout the global world.  
4. Synthesize principles of education, innovative methodologies and learning approaches to achieve curricular outcomes.  
5. Model professional, scholarly and leadership behaviors that foster critical thinking and life.
Guidelines for Student Conduct

Academic Integrity
The School of Nursing follows the university academic integrity guidelines outlined in the NAU Student Handbook. Please review academic integrity guidelines.

One inclusion for Procedure and Appeals applies to B:

B. If, after meeting with the student, the faculty member concludes that the student engaged in academic dishonesty or in cases where the faculty member chooses to move directly to the formal process, the faculty member will complete the Academic Dishonesty Form and submit it to the academic dean and the nursing program chair…

Communication
Effective communication is vital to ensure successful completion of the program. Students are responsible for communicating issues and concerns with the course instructor and/or their academic advisor. Students are expected to communicate appropriately, adequately, truthfully, verbally and in writing.

The ability to communicate effectively with peers and with healthcare teams in clinical settings is vital to the completion of the program and to the student’s future professional success.

Students are required to have current working phone numbers on file in the nursing program office to ensure the ability to contact students should clinical sites and time change.

It is the responsibility of the student to remain apprised of the information in the University Catalogs, Student Handbook and all other updates to policies and procedures. Students are responsible for reading information posted on the student bulletin boards. Personal cell phones are not to be used in the classroom or clinical areas.

Confidentiality Statement
Any information, either written or oral, having any relevance to patient care is considered strictly confidential. Discussion regarding patients is restricted to the proper professional environment under supervision of appropriate healthcare professionals.

Under no circumstance, it is appropriate to discuss one patient with another patient, nor to discuss a patient case in a public area. Each clinical facility policy on privacy and confidentiality must be strictly adhered to. A breach of confidentiality may be grounds for dismissal from the nursing program.

FERPA – Student Right to Privacy
Please see the NAU catalogs.

Guidelines for Classroom/Clinical Setting Behavior and Expectations for Professional Conduct
As the School of Nursing prepares students to work in a diverse community, students, faculty and staff must collaborate and work together to accomplish the mission and goals of the School
of Nursing and National American University. In support of National American University and School of Nursing missions, the following guidelines are offered to describe acceptable behavior of students in the classroom and clinical settings:

1. Students should arrive for class on time and should remain in class. After class is already in progress, it is considered disrespectful and disruptive in nature to disturb the class. Students, who need to leave early, should alert their instructor and sit by the exit to prevent disruption from occurring.

2. Pagers, cell phones and other portable electronic devices will not be utilized in the classroom and the clinical setting. With instructor’s permission, Personal Device Assistants (PDAs), with telephone capabilities, may be used as a tool in the clinical area. All telephones must be in silence mode. In case of emergency, family members and friends should contact the program administrative assistant.

3. Students should be courteous and keep noise to a minimum in the hallways while waiting for peers to finish exams or while on break.

4. Students must pick up and dispose of their trash before leaving the classroom.

5. Chairs, tables and/or desks must be returned to the proper position before leaving the classroom.

6. Student should exemplify professional behavior and follow the policies and rules of the university and School of Nursing, the clinical learning agency, the course syllabi and the respective state Nurse Practice Act.

These guidelines are to be followed at all times to enhance an environment of learning. It is important that students respect their peers, faculty and staff at all times. Respect is of great importance to the nursing profession.

At all times, students are required to conduct themselves in a caring, respectful, courteous manner to peers, faculty and staff. Failure to do so represents unprofessional behavior. Examples of unprofessional conduct include **but are not limited** to:

- violation of the Health Insurance Portability and Accountability Act (HIPAA)
- patient abandonment and/or neglect
- theft of property from a clinical agency, client, others or NAU
- disorderly conduct
- verbal abuse that involves an expressed or implied threat to a person’s safety
- physical abuse of any person
- possession of a weapon
- possession of drugs or controlled substances
- identified with alcohol or illicit drug abuse
- physical or verbal abuse toward faculty and or peers
- any behavior that constitutes misconduct as defined by the **NAU Student Handbook** and the **SON Student Handbook**.

Consequences for unprofessional behavior will be at the discretion of the faculty and the program chair. The **Student at Risk Form** and an individual remediation plan will be completed and placed in the student’s file. A faculty member may remove a student from the classroom and/or clinical setting or refuse entry to the classroom and/or clinical learning area because of:

- unprofessional appearance
- poor or lack of preparation
- unsafe practice on that day.

Inability to participate in clinical will result in a grade of unsatisfactory for the day and may be considered an unexcused absence. The student will be suspended from all clinical settings pending the outcome of a disciplinary process. A student may appeal the dismissal. To begin the appeal, a student would follow the grievance policy and submit a grievance form. Students dismissed from the nursing program for professional misconduct will not be allowed reinstatement or re-entry to the nursing program.

Unprofessional behavior could warrant failing of a nursing course and/or clinical and in a serious situation, could result in dismissal from the program.

A violation of these guidelines would initiate an individual remediation plan by the faculty and/or chair.
**Progression and Retention**

**Admission to the Clinical Core/Nursing Courses**
1. The nursing courses are sequential, and the successful completion of each course is a prerequisite for admission to the next level or successive course.
2. All nursing courses must be taken through NAU.
3. Nursing prefix (NS) courses may only be repeated once by students.

**Progression and Retention within the Nursing Program – Clinical Core**
1. Each clinical core student is assigned a full-time nursing faculty member for academic advising.
2. Progression in the nursing program will depend on achieving the following:
   a. Attend all class and clinical experiences necessary to meet criteria of the course.
   b. Passing score with a grade of C, P, S or better in all nursing courses.
   c. Completion of all written and clinical assignments.
   d. Completion of all standardized testing; this testing is at the student’s expense.
   e. Maintain all of the standards as outlined in the *NAU and SON Student Handbooks*.

**Exit from the Nursing Program – Clinical Core**
(Revised 2010-06-14)
1. Students bear the responsibility of notifying the program chair and the campus academic dean when they discontinue studies in a course or at the university.
2. A student exiting the nursing program for any reason must complete an *Exit Interview Form* and submit the completed form within seven (7) days of finalization of the course to the program chair for potential re-entry.
3. Students are not allowed to withdraw from nursing courses without written permission of the course instructor and the nursing program chair. Completed forms utilized for this process are *Student at Risk* and *Exit Interview*.
4. Students who do not complete an *Exit Interview Form* or submit the form within the required time will be at risk of not being withdrawn from the course and may subsequently receive a failing grade for the course(s) they have stopped attending. An official withdrawal results in a W with no bearing on the grade point average. Among other things, students can incur out-of-pocket expenses as described in the *NAU Catalog Refund Policy*.
5. If the student displays unsafe behavior in the nursing clinical core and fails the course:
   a. By 60% of term, a WF will be given.
   b. After 60% of term has been completed, an F is given.
   *Referenced from the NAU Attendance Policy.*

**Leave of Absence (LOA) – Clinical Core**
(Revised 2010-11-04)
Students may apply in writing to the nursing chair for a leave of absence when it is necessary to temporarily interrupt their progressing in the program. The nursing program chair in conjunction with the nursing faculty reserves the right to determine if the course of clinical component can be successfully completed based on the number of days absent. When a leave of absence is granted,
a specific time period is designated. The student may return without reapplying for admission at
the termination of the granted leave of absence.

According to Federal Financial Aide regulations, “the number of days in the approved leave of
absence, when added to the number of days in all other approved leaves of absence, does not
exceed 180 days in any 12 month period. If a student does not resume attendance at the
institution at or before the end of a leave of absence that meets the requirements of this section,
the institution must treat the student as a withdrawal in accordance with the requirements of this
section.”

1. A leave of absence may only be granted by the nursing program chair.
2. To return from a LOA, the student must submit a request in writing stating their intent to
return to the program to the nursing chair by the date indicated in the initial LOA letter.
3. Appropriate documentation is required by a healthcare provider stating the student is able
to return to a full level of functioning in order to attend all lab and clinical components if
appropriate.
4. A student not returning from the granted LOA within the designated time frame forfeits
the privilege of re-entry, and the student must reapply to the program and start from the
beginning.

Special Circumstances
1. If the student is needed for jury duty or subpoenas, appropriate documentation is required
to validate the absence. Prior arrangements must be made with each instructor for make-up
work.
2. In the event of death of an immediate family member*, absences may be approved by the
nursing program chair/designee. Appropriate documentation is required. Arrangements
must be made with the instructor for make-up work.
   *Significant other, children, father, mother, siblings, grandparents, grandchildren.
3. Illness or surgical procedure prohibiting the student from attending class or clinical.
   Appropriate documentation is required by a healthcare provider stating the student is able
to return to a full level of functioning in order to attend all lab and clinical components.
4. Concerning specific religious holidays, the student must provide a written statement
   including the date of the holiday and a reason why class attendance is impossible. Prior
   arrangements must be made with each instructor for make-up work.

Undergraduate Transfer*
Not applicable to the Online RN to BSN program.

All transfer courses must meet NAU guidelines as stated in the transfer credit section of the NAU
Undergraduate Catalog. All science courses must have been completed within five (5) years
upon application to the nursing programs.

NOTE: Human Anatomy and Physiology Lecture/Lab Credit Completion (A&P)
• Completion of 11 or more equivalent A&P lecture/lab credits – accepted in transfer.
• Completion of 8-10 equivalent A&P lecture/lab credits – students will be required to
  complete the online four-credit A&P bridge course.
• Completion of less than 8 A&P lecture/lab credits – students will be required to complete NAU A&P I and II with lab course series unless an equivalent (i.e., a 4 semester hour A&P lecture/lab course evaluated by the general education program chair that would be equivalent to the NAU 6 quarter credit SC1232) may be accepted in transfer.

• Students who have completed A&P lecture courses with no lab credit would be required to complete the special topic lab credits offered in the A&P I and II courses.

Registrar’s Office Transfer Credit Policy and Procedure

*Although student transfer credits may complete the nursing foundational core, these transfer credits do not guarantee admission into the nursing clinical core which is highly competitive.

Graduate Transfer

All transfer courses must meet NAU guidelines as stated in the transfer credit section of the NAU Graduate Catalog. A total of 13.5 quarter-hours of graduate transfer credits are permitted to be included in a student’s program of study. The following conditions apply:

1. All such courses must have been completed at an accredited institution of higher learning.
2. All courses must be graduate level and relevant to the student area of study.
3. Courses included in a program of study which were taken more than five (5) years prior to the date of graduation must be repeated or validated as to currency by the candidate. Contact the program chair to obtain the validation procedures.
4. Transferred courses that replace core courses must be academically comparable to the National American University course it is intended to replace.
5. Any course to be transferred into a program of study must have been completed with at least a B grade.
6. Only the following courses may be transferred into the MSN program of study:
   • Theories in a Global World
   • Ethics
   • Research.
Clinical/Lab Experiences

Clinical
Clinical experiences for students will be approached utilizing the scopes of practice appropriate for the practical nurse/professional nurse. Clinical experiences will occur through face-to-face/direct instruction in the clinical site with the nurse faculty or preceptors. In addition to clinical experiences, students will practice clinical skills with direct instruction/supervision through the use of technically designed scenarios with simulation models in the campus simulation laboratory.

Clinical Practicum
Clinical practicum is an integral part of the learning process at NAU. Missed hours in clinical practicum are missed opportunities to meet student objectives. The following guidelines pertain to all students:
1. Attendance: Students will attend all assigned clinical practicum hours at the assigned agency/clinical facility; no clinical absences are allowed.
2. Illness: The student must submit a healthcare provider note stating they are fit to return to the clinical site. It is paramount the student notify the instructor they will be absent at least 30 minutes before the beginning of the clinical assignment. If the student does not submit a healthcare provider note (appropriate documentation) to return to practicum, the student’s clinical attendance history will be reviewed by the faculty. A determination will be made whether the student will be allowed back into the clinical experience and if they will continue on with the clinical practicum.
3. Employment: Faculty will strive to provide a neutral clinical experience for students. This means that if a student is employed by a clinical site, another clinical site will be chosen. If this is not possible, the student must recognize her/his role as a student during clinical hours.

Clinical Scheduling/Assignments
(Added 2009-12-07)
Clinical experiences are designed to help the student meet the objectives of the various levels in the program. The facility size, availability, patient census, student level and theory content are considered when making clinical site assignments. Clinical site assignments are based on clinical site availability which may include days, evenings and/or weekends and could potentially extend into quarter and holiday breaks at the discretion of the clinical coordinator and program chair. Clinical site assignments and schedules will be available to the student once dates and times are secured with the contracted clinical agencies. However, clinical site assignments and schedules are tentative and subject to change at the discretion of the clinical agency, clinical education coordinator and program chair.

Injury/Infectious Disease*
Nursing faculty will provide instruction for Standard Precautions, Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) guidelines. Student knowledge will be assessed prior to attending the initial clinical experience and annually
thereafter. Students and instructors are expected to comply with these standards in all lab and clinical settings.

**Students are responsible for obtaining health insurance while they are in the program.** Any costs associated with illness or injury are the responsibility of the student.

If a student sustains an injury or accidental exposure in the clinical area, he/she must notify the instructor immediately. An incident or occurrence report is completed per the agency policy. Injury or accidental exposure that requires immediate treatment will be initiated at the clinical facility, if available. If emergent treatment is not available the student will be sent to the nearest emergency room. Any non-emergent treatment can be sought at the student’s medical provider of choice.

Students are responsible for completing all treatments and follow-up procedures. Students are required to supply documentation from the medical provider in order to return to the assigned clinical.

*Please, see specific information for the Denver, Colorado ASN program.*

**Latex Sensitivity**

It is the student’s responsibility to inform faculty if they have a known allergy to latex. The student also has a responsibility to inform faculty if they suspect symptoms of latex sensitivity. Symptoms may include but are not limited to the following: runny nose, itching eyes, asthma, eczema, contact dermatitis and, rarely, shock.

**Liability Coverage**

Nursing students are covered by comprehensive liability insurance through National American University while in their normal scope of duties. Normal scope of duties may be defined as anything required, requested or authorized by the university. Students are not covered by the university when they are not within their normal scope of student duties. There is no liability coverage when performing duties in a non-student role.

**Unusual Occurrences**

Accountability for medication errors and unusual occurrences (i.e. needles sticks, accidents, etc.) must be recorded for protection of the student and the patient. The unusual occurrence/exposure incident/medication error form must be completed on discovery of the incident.
Professional Appearance

All students must present themselves in a professional manner at all times while enrolled in the nursing program. Students must be in compliance with the professional dress code guidelines at all times to remain in the clinical setting. The following guidelines are mandatory for students to remain in compliance with the professional dress code:

1. Students are to wear the official nursing program uniform in all clinical settings unless setting or agency requires other clinical attire. Cultural preferences must be passed through the faculty for consideration.

2. A white lab coat jacket with the NAU SON logo may be worn in the clinical setting. The lab coat jacket will be clean with a pressed appearance. The white lab coat jacket will be purchased at a designated nurse uniform store.

3. Nursing identification is mandatory for clinical and must be in color including the student’s photo. The NAU student name badge must be worn anytime the student is presenting himself/herself as a nursing student of the nursing program. The name badge is to be worn on the left chest of the uniform or lab coat jacket and always visible.

4. When at the clinical agency at any time other than the assigned clinical time (e.g. preparing for a clinical experience), a white lab coat jacket with the NAU logo and student nursing ID badge must be worn over appropriate street clothes. Access to patient records will be denied if the student is not in proper attire.

5. No jewelry is to be worn with the uniform except wedding rings, engagement rings, one pair of small post earrings and a wristwatch. Necklaces must be kept under clothing and not visible.

6. No visible facial or body piercing jewelry or tattoos are allowed in clinic. No objects of any type may be worn on the tongue.

7. Hair must be clean, worn off collar and back from face while in uniform. Makeup should be subtle and in good taste. Neatly trimmed beards and mustaches are permitted.

8. Chewing gum is unprofessional while in the clinical setting or in the nursing laboratory.

9. The uniform must be clean and neat. Students will maintain personal hygiene, including oral care. Students will bathe daily and use deodorant to prevent offensive body odor and/or cigarette smell. No cologne, after-shave and/or perfumes are permitted. Undergarments cannot be visible under the uniform.

10. Fingernails must be clean, short with clear, neutral or pale polish, if any. Artificial nails, nail wraps or extenders are not permitted in the clinical setting.

11. Pagers and cell phones disrupt lectures, lab and clinical experiences; turn them off. Any response to pagers must be done at a public telephone and only while on break from the clinical unit. Students using cell phones for communication of any type or taking pictures in the classroom, nursing laboratory or the clinical unit face disciplinary action that may include permanent dismissal. PDA/cell phones are allowed to be used only in PDA mode; no texting.

12. Absolutely no smoking while in student nursing uniform. The effects of the use of tobacco prior to or during the period of time when you are providing patient care can be offensive.
Guidelines and Additional Information

Digital Recording of Lecture*

The student must consult the course syllabi regarding recording of lecture. If tape recording is permitted, the instructor reserves the right to stop recording should it become obtrusive. Should the student allow other students to benefit from the recording or utilize the recording against the lecturer, the student will be counseled and will lose all privileges for recording lectures in the nursing program.

Students do not have permission from the School of Nursing to record test reviews, pre or post.

Evaluation

1. Program Completion Survey: Students are to be provided with online link at the end of the respective program.

   Online links:
   ASN completion survey
   BSN completion survey
   MSN completion survey.

2. Alumni Survey: Email addresses are provided by students. The program administrative assistant emails online link to graduates at six (6) months post graduation.

   Online links:
   Alumni survey/ASN graduates
   Alumni survey/BSN graduates
   Alumni survey/Online RN to BSN graduates
   Alumni survey/Online MSN graduates.

3. Employer Survey: Email addresses are obtained by the program administrative assistant. The program administrative assistant emails online link to the graduates/employer at six (6) months post graduation.

   Online links:
   Employer survey/ASN graduates
   Employer survey/BSN graduates
   Employer survey/Online RN to BSN and MSN graduates.

Please note that alumni and employer surveys/information may be obtained and collected through other communication channels.

NCLEX® (State Board Licensing Exam – NCLEX®- PN and NCLEX®-RN)*

The licensing exam for professional nurses is a national exam which is administered by the National Council of State Board of Nursing. The testing is available year around via computerized adaptive testing (CAT) through designated testing centers. The test may take up to six hours to complete. The graduate is responsible for all costs associated with the exam. The
fee charged to become licensed may vary from state to state. National American University is not responsible for any State Board of Nursing decision about your eligibility to sit for the NCLEX® exam. Refer to the Nurse Practice Act in the state in which you anticipate licensure. Check your program specifics page for information. Guidance for NCLEX® application will be provided in the last quarter of nursing study.

**Personal Property***
The university assumes **NO** responsibility for loss or damage to students’ personal property on school premises and/or in the clinical setting.

**Severe/Inclement Weather***
During the year, a National American University campus may be closed, have a late start or early dismissal due to weather and road conditions. If a National American University campus is closed due to weather, students are **not** expected to report for class or clinical practice. The announcements will be on the local radio or TV stations. For details, you may call your campus.

**Standardized Testing***
The School of Nursing has chosen to utilize a standardized Test of Essential Academic Skills (TEAS) as a pre-entrance examination. Standardized testing will be utilized throughout the nursing program for student studies, evaluation, remediation and preparation for the NCLEX® exams. Students will be required to take nationally normed tests throughout the curriculum.

**Student Representation***
All students are encouraged to provide input on decisions including admission standards, curriculum, assessment and the teaching/learning process. Students are invited to become active in nursing student associations and organizations.

The following list includes a sample of ways that students can become involved:
1. Participate in program completion, clinical and alumni surveys.
2. Provide honest and fair feedback to the instructor when asked to complete instructor and course evaluations at the end of a course.
3. Volunteer for committee membership as available on the campus.
4. Provide input when peers are representing student/program issues at committee meetings.

**University Policies**
Students with questions regarding affirmative action, equal opportunity, harassment or information about any other university policies may refer to the current *NAU Catalogs* or *NAU Student Handbook*.

*Not applicable to the Online RN to BSN and Online MSN programs.*
National Student Nurses’ Association, Inc.® (NSNA)

The National Student Nurses' Association guides nursing students in their professional development by providing educational resources, leadership opportunities and career guidance (http://www.nsna.org/default.aspx).

Per NSNA, as students are involved in the clinical and academic environments, ethical principles are a necessary guide to professional development. Please review and adhere to the *Code of Academic and Clinical Conduct* http://www.nsna.org/Portals/0/Skins/NSNA/pdf/NSNA_CoC_Academic_Clinical_Interp_Statements.pdf.
NAU School of Nursing
Policies & Procedures
National American University  
School of Nursing

PN and ASN Mobility Programs

Note: The PN program will not accept student applicants after September 1, 2010.  
The ASN Mobility program will not accept student applicants after December 1, 2010.

Subject: Admission Policies and Procedures for PN and ASN Mobility Students

Admission to the practical nursing/ASN Mobility foundational core is based on the National American University admission criteria.

Date: Revised January 27, 2010

Policy: Admission to the practical nursing foundational core does not guarantee enrollment in the practical nursing clinical core. Admission to the practical nursing clinical core is selective and highly competitive.

Completed applications must be received at least 90 days prior to the start of each practical nursing clinical core cohort. Spaces for the practical nursing clinical core are assigned on a competitive and space available basis for each admission period.

Admission for PN articulation is based on academic criteria and complies with individual State Board of Nursing policies.

Acceptance is based on available resources and overall ranking in the following areas:

1. Admission to National American University must be made before application to the practical nursing clinical core.
2. Students who have completed practical nursing foundational coursework at National American University will be given priority consideration but not guaranteed admission into the practical nursing clinical core.
3. Criteria to be considered for acceptance into the practical nursing clinical core:
   a. Minimum cumulative GPA of 2.8 on all practical nursing foundational courses must be accomplished by the student.
   b. All nursing foundational courses must be completed by application.
   c. All science courses must have been completed within five (5) years of application. All science courses must have been achieved with a minimum C. 
   d. Minimum grade of C in Human Anatomy & Physiology I and II and Algebra (elective) must be achieved.
4. State specific verification of active certification of a nursing assistant must be on the completed application for admission into the practical nursing clinical core.
5. Prior to application to the practical nursing clinical core, applicants must successfully complete a pre-entrance examination (TEAS). The student must take the TEAS test at
a NAU School of Nursing campus program location or arrange for an official transfer of the scores from ATI to the program of application. 14 days is the time between re-test of TEAS as sitting is available. The TEAS provides means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score.

6. The following must be submitted with the application (the cost of the following items is student’s responsibility):
   a. Successful background check through an agency selected by National American University School of Nursing.
   b. Evidence of a physical exam (current within six months of admission) completed and signed by a healthcare provider if applicable. Check with the respective program office.
   c. Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies.
   d. Documentation of a negative TB skin test (taken within one year) or chest x-ray (taken with five (5) years) signed by a licensed professional.
   e. Documentation of current active CPR certification (American Heart Association for Healthcare Providers).
   f. Evidence of active health insurance (NAU student policy application is available at the student services desk).

Policy: The ASN Mobility program admits active licensed practical nurses. Admission to the ASN Mobility foundational core does not guarantee enrollment in the ASN Mobility clinical core. Admission to the ASN Mobility clinical core is selective and highly competitive. Admission for ASN Mobility articulation is based on academic criteria and complies with the state board of nursing policies.

Completed applications must be received at least 90 days prior to the start of each ASN Mobility clinical core cohort. Spaces for the ASN Mobility clinical core are assigned on a competitive and space available basis for each admission period.

Acceptance is based on available resources and overall ranking in the following areas:
1. Admission to National American University before application to the ASN Mobility clinical core.
2. Students who have completed ASN Mobility foundational coursework at National American University will be given priority consideration but not guaranteed admission into the ASN Mobility clinical core.
3. Graduation from a practical nursing program with a cumulative GPA of 2.8 or above.
5. Criteria to be considered for acceptance into the ASN Mobility clinical core:
   a. Minimum cumulative GPA of 2.8 on all ASN Mobility foundational courses.
   b. Completion of all nursing foundational courses must be completed by application.
   c. All science courses completed within five (5) years of application, achieved with a minimum C.
   d. Minimum grade of C in Human Anatomy & Physiology I and II and Algebra (elective).
6. Prior to application to the ASN Mobility clinical core, applicants must successfully complete a pre-entrance examination (TEAS). The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from ATI to the program of application. 14 days is the time between re-test of TEAS as sitting is available. The TEAS provides means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score.

7. The following must be submitted with the application (the cost of the following items is student’s responsibility):
   a. Successful background check through an agency selected by National American University School of Nursing.
   b. Evidence of a physical exam (current within six months of admission) completed and signed by a healthcare provider if applicable. Check with the respective program office.
   c. Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies.
   d. Documentation of a negative TB skin test (taken within one year) or chest x-ray (taken with five (5) years) signed by a licensed professional.
   e. Documentation of current active CPR certification (American Heart Association for Healthcare Providers).
   f. Evidence of active health insurance (NAU student policy application is available at the student services desk).

For a new start PN/ASN Mobility clinical core, the application timeline may be modified.

In addition to meeting the NAU general admission requirements, non-English speaking students must pass the official Test of English as a Foreign Language (TOEFL) with a minimum score of 500 paper-based, 173 computer-based or 61 for an Internet-based exam.

The general education transfer courses for the practical nursing/ASN Mobility foundational core must meet the same NAU admission criteria. All nursing prefix (NS) courses must be completed at NAU.
National American University  
School of Nursing  

Associate Degree Nursing Program (ASN)

Subject: Admission Criteria for the ASN Clinical Core

*Admission to the nursing foundational core is based on the National American University admission criteria.*

Date: Revised May 3, 2010

Policy: Admission to the nursing foundational core does not guarantee enrollment in the nursing clinical core. Admission to the nursing clinical core is selective and highly competitive.

Completed applications must be received at least 90 days prior to the start of each nursing clinical core cohort. Spaces for the nursing clinical core are assigned on a competitive and space available basis for each admission period.

Acceptance is based on available resources and overall ranking in the following areas:

1. Admission to National American University must be made before application to the nursing clinical core.
2. Students who have completed nursing foundational coursework at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.
3. Criteria to be considered for acceptance into the nursing clinical core:
   a. Minimum cumulative GPA of 2.8 on all nursing foundational courses must be accomplished by the student.
   b. All nursing foundational courses must be completed by application.
   c. All science courses must have been completed within five (5) years of application. All science courses must have been achieved with a minimum C.
   d. General education nursing clinical core courses (SC1201, SC1370, PS2000, SO1050 or PS1050) maybe completed prior to acceptance into the nursing clinical core. They are not nursing foundational courses and will not be calculated into the nursing foundational core needed 2.8 cumulative GPA.
4. State specific verification of active certification of a nursing assistant must be on the completed application for admission into the nursing clinical core.
5. Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination (TEAS). The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from ATI to the program of application. 14 days is the time between re-test of TEAS as sitting is available. The TEAS provides means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score.
6. The following must be submitted with the application (the cost of the following items is student’s responsibility):
a. Successful background check through an agency selected by National American University School of Nursing.

b. Evidence of a physical exam (current within six months of admission) completed and signed by a healthcare provider if applicable. Check with the respective program office.

c. Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies.

d. Documentation of a negative TB skin test (taken within one year) or chest x-ray (taken with five years) signed by a licensed professional.

e. Documentation of current active CPR certification (American Heart Association for Healthcare Providers).

f. Evidence of active health insurance (NAU student policy application is available at the student services desk).

g. The ASN student applying to the clinical core should review and sign the functional abilities form. The signature implies the student can meet the physical needs to support the physical duties required of a nursing student.

For a new start ASN clinical core, the application timeline may be modified.

In addition to meeting the NAU general admission requirements, non-English speaking students must pass the official Test of English as a Foreign Language (TOEFL) with a minimum score of 500 paper-based, 173 computer-based or 61 for an Internet-based exam.

The general education transfer courses for the nursing foundational core must meet the same NAU admission criteria. All nursing prefix (NS) courses must be completed at NAU.
National American University
School of Nursing

Bachelor Degree Nursing Program (BSN)

Subject: Admission Criteria for BSN and Articulation Policy for LPN to BSN Students

Admission to the nursing foundational core is based on the National American University admission criteria.

Date: Revised May 3, 2010

Policy: Admission to the nursing foundational core does not guarantee enrollment in the nursing clinical core. Admission to the nursing clinical core is selective and highly competitive. Completed applications must be received at least 90 days prior to the start of each nursing clinical core cohort; the application deadline is June 1* for the following fall quarter start.

The criteria to be eligible for application to the clinical core of the BSN program:
1. Admission to National American University must be made before application to the clinical core.
2. All foundational core courses must be completed by the clinical core application deadline.
3. Minimum cumulative GPA of 2.8 on all nursing foundational courses must be accomplished.
4. All required foundational core courses must be completed with a minimum grade of C.
5. All science courses must have been completed within five (5) years of application.
6. Applicant must provide a copy of state specific verification of active certification of a nursing assistant or licensed vocational nurse or LPN.
7. Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination, Test of Essential Academic Skills (TEAS). The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from ATI to the program of application. 14 days is the time between re-test of the scores from ATI to the program of application. The TEAS provides means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score.
8. Non-English speaking students must pass the official Test of English as a Foreign Language (TOEFL) with a minimum score of 500 paper-based, 173 computer-based or 61 for an Internet-based exam.

Acceptance is based on the overall ranking of the following items:
1. TEAS test scores.
2. Cumulative grade point averages of foundational core courses.
3. Students who have completed nursing foundational coursework at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.
4. Prior completion of a bachelor’s or master’s degree in any program of study.
5. Grades from Human Anatomy and Physiology I and Human Anatomy and Physiology II.

The following items must be submitted with the application (the cost of the items is the student’s responsibility):

1. Completed application. Incomplete applications will not be considered for admittance.
2. Successful background check completed by an agency selected by National American University School of Nursing.
3. State specific verification of active certification of a nursing assistant or licensed vocational nurse or LPN must be on the completed application for admission into the nursing clinical core.
4. Copy of active CPR for healthcare providers.
5. Evidence of a health examination (current within six month of admission) if applicable. Check with the respective program office.
6. Evidence of up-to-date immunizations or evidence of serologic immunity as required by clinical agencies signed by a healthcare provider.

The following policy applies ONLY to the LPN Bridge to BSN program offered at the NAU Overland Park, Kansas campus.

Date: Added January 11, 2010

Policy: The LPNs, who desire to become professional nurses with a BSN degree, will take the NS3315 LPN to RN Transition course. Admission for articulation is based on academic criteria and complies with Kansas State Board of Nursing policies, 1202 commission report and follows recommendations of the Council for Nursing Articulation in Kansas.

All licensed practical nurses will make application for acceptance into the BSN program and complete the following requirements. Acceptance is based on available resources and overall ranking in the following areas:

1. Admission to National American University must be made before application to the nursing clinical core.
2. In-state applicant must be a graduate of a Kansas State Board of Nursing approved practical nursing school/program with a cumulative GPA of 2.8 or above. Individual evaluation of credits will be accomplished by reviewing an official transcript from the previous nursing school/program and course syllabi. Validation of nursing competencies in selected skill sets will be conducted following the recommendations of the Council for Nursing Articulation in Kansas. Non-nursing course credits may be transferred according to NAU’s policy.
3. Out-of-state graduates from other state board of nursing approved practical nursing schools/programs will be evaluated individually by reviewing applicants’ official transcripts and course syllabi. Validation of nursing competencies in selected skill sets will be conducted following the recommendations of the Council for Nursing Articulation in Kansas. Non-nursing course credits may be transferred according to National American University’s policy.
4. Current active unencumbered LPN license from any state within the United States.
5. Successful completion of the NS3315 LPN to RN Transition course, 4.5 credit hours to be taken in the summer quarter prior of admission into the nursing clinical core.

6. Nine (9) credit hours will be held in escrow for the LPN bridging student. The student must successfully pass the first nursing courses NS3320D, NS3330 and NS3331 to have the nine (9) hours credits fully transferred/accepted into the program.

7. Students who have completed nursing foundational coursework at NAU will be given priority consideration but not guaranteed admission into the nursing clinical core.

8. Criteria to be considered for acceptance into the nursing clinical core:
   a. Minimum cumulative GPA of 2.8 on all nursing foundational courses must be accomplished by the student.
   b. All nursing foundational courses must be completed by application.
   c. All nursing foundational core courses must have been achieved with a minimum grade of C.
   d. All science courses must have been completed within five (5) years of application.
   e. All nursing foundational core courses may be transferred into the program except for CS1500 Strategies for Success and CS2080 Career Management.

9. Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination, Test of Essential Academic Skills (TEAS). The student must take the TEAS test at a NAU School of Nursing campus program location or arrange for an official transfer of the scores from ATI to the program of application. 14 days is the time between re-test of TEAS as sitting is available. The TEAS provides means to determine the potential for professional competency. The TEAS score will remain valid as entry criteria for six months. Applicants may retake the test if desired in an attempt to gain a higher score.

*For a new start BSN clinical core, the application timeline may be modified.

The general education transfer courses for the nursing foundational core must meet the same NAU admission criteria. All nursing prefix (NS) courses must be completed at NAU.
National American University
School of Nursing

Online MSN Program

Subject: Admission Criteria for the Online MSN Program

Date: Added January 27, 2010

Policy: NAU School of Nursing MSN program reviews applications and admits students every academic quarter. Admission decisions are made and communicated in writing once the program application and admission requirements have been completed and reviewed.

1. Admission criteria include the following:
   a. Graduation from a baccalaureate degree program in nursing from an accredited institution.
   b. Current active unencumbered RN license from any state within the United States. Evidence of current licensure must be present in the student’s departmental file.
   c. Minimum cumulative GPA of 3.0 or above on a 4.0 scale during the BSN degree completion. Applicants who do not meet the cumulative GPA requirement are reviewed on a case by case basis and may be admitted under probationary status.

2. All nursing prefix (NS) courses and MT6200 Leading the Organization I must be completed through NAU online.*

3. All international nurses must have a current active unencumbered registered nurse license to practice (in the state of their choice in the United States) and an international professional evaluation of their prior education credentials.

*Only the following NS courses may be transferred into the MSN program of study: Theories in a Global World, Ethics and Research.

Apply online https://mycampus.national.edu/Applicant/ApplyOnline_Login.aspx.
National American University
School of Nursing

Online RN to BSN Program

Subject: Admission Criteria for the Online RN to BSN Program

Date: Revised January 27, 2010

Policy: NAU School of Nursing Online RN to BSN program reviews applications and admits students every academic quarter. Admission decisions are made and communicated in writing once the program application and admission requirements have been completed and reviewed.

1. Admission criteria include the following:
   a. Admission to National American University before application to the Online RN to BSN program.
   b. Graduation from an associate degree program in nursing or a diploma nursing program.*
   c. Current active unencumbered RN license from any state within the United States. Evidence of current licensure must be present in the student’s departmental file.
   d. Minimum cumulative GPA of 2.8 or above from the graduated associate degree program in nursing or diploma nursing program. Applicants who do not meet the cumulative GPA requirement are reviewed on a case by case basis and may be admitted under probationary status.
   e. Minimum cumulative GPA of 2.8 on all transferred general education courses.

2. All nursing prefix (NS) courses must be completed through NAU online.

*All international nurses must have a current active unencumbered RN license from any state within the United States and an international professional evaluation of their prior education credentials.

Apply online https://mycampus.national.edu/Applicant/ApplyOnline_Login.aspx.
National American University
School of Nursing

Subject: Background Check

Date: Revised March 23, 2010

Policy: The National American University School of Nursing requires an annual background check for each nursing student who meets the criteria for entry into the nursing clinical core of the nursing programs, with the exception of the Online RN to BSN and Online MSN programs. These background checks are intended to satisfy statutory requirements and ensure that each student is eligible to participate in the required clinical experience.

1. Each nursing student is required to submit to an annual national background check which may include but is not limited to the following:
   a. social security number verification
   b. criminal search (seven years or up to five criminal searches)
   c. employment verification to include reason for separation and eligibility for re-employment for each employer
   d. violent sexual offender and predatory registry search
   e. HHS/OIG list of excluded individuals/entities
   f. GSA list of parties excluded from federal programs
   g. U.S. Treasury, Office of Foreign Assets Control (OFAC), list of specially designated nationals (SDN)
   h. applicable state exclusion list, if one exists.

2. The School of Nursing will provide students with contact information for an approved agency to conduct the background check. The student is responsible for the cost of the background checks.

3. The initial background check must be completed no earlier than six (6) months prior to commencement of the clinical portion of the nursing program but with sufficient time for review by the School of Nursing.

4. The School of Nursing may deny admission into the nursing clinical core of the program to any student whose background may pose a threat to an individual, the university, the nursing profession or the community or is otherwise unacceptable to clinical agencies. A student may be denied admission into the nursing clinical core or continuation in the nursing program for any of the following reasons:
   a. arrests, charges or convictions or a criminal history that may limit employment possibilities in certain careers or prohibit licensure as a nurse
   b. failure to disclose a criminal history
   c. pursuant to the clinical experience agreement, university policy or legal requirement.
Subject: Clinical/Safe Practice Guidelines

*Not applicable to the Online RN to BSN and MSN programs.*

Date: Revised September 29, 2008

Policy:

A. Safe practice is defined as behavior that demonstrates the knowledge, skill, judgment and accountability necessary to reasonably ensure that no physical or emotional harm is inflicted upon others (clients, families, co-workers, peers and faculty) or self.

1. Faculty has the professional obligation to safeguard patient wellbeing and to protect student rights. Faculty are expected to:
   a. specify expectations in measurable terms.
   b. assess significant behaviors.
   c. give frequent, constructive feedback.
   d. provide experience appropriate to students’ level of experiences.
   e. document student endeavors.
   f. identify all areas in which expectations are not being met.

2. Students are expected to:

   a. assume responsibility for own actions.
   b. demonstrate self-discipline in meeting commitments and obligations such as keeping appointments and submitting assignments on time.
   c. prepare in advance for clinical experience.
   d. report unsafe practice.
   e. apply safety measures to nursing interventions.
   f. function within guidelines and policies of the institution in which they are practicing.
   g. maintain personal physical and emotional stability.
   h. communicate appropriately, adequately, truthfully, verbally and in writing.
   i. recognize own limitations and the need for appropriate supervision.
   j. provide appropriate care for all individuals regardless of age, sex, race or diagnosis.
   k. judiciously protect information of a confidential matter.

B. A student who is unsafe for the knowledge level of practice will be removed from the clinical setting and fail the course and could be dismissed from the program.

A student whose behavior indicates a *pattern* that is unsafe or likely to become unsafe will be given a verbal and written warning from the instructor. A contract outlining the problem and steps to be taken to resolve the problem will be created. This plan may include clinical skills lab review, clinical practice or counseling. The students have the right to have input into the plan. The instructor or the student may also ask for input from a consulting instructor. Copies of warnings and contracts will be given to the nursing program chair and the student’s academic advisor.
Students have the right to appeal in accordance to the university’s policy.

C. Guidelines for the clinical evaluation will be presented in each course.
National American University
School of Nursing

Subject: Core Performance Standards (Functional Abilities)

Date: Updated January 21, 2009

Policy: National American University strives to make its programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Its purpose is to create and maintain an environment in which students may achieve their fullest potential, limited to the least extent possible by individual disabilities. Such disabilities include physical or mental impairment that substantially limit major life functions. All faculty, staff and students of the university are expected to adhere to this philosophy of equal access to educational opportunity and to assume broad responsibility for its implementation. Disclosure of a disability is not required, but if disclosed, it is the responsibility of the individual to seek available assistance and make needs known. The Academic Operations and Learner Services Office is the designated office at National American University that maintains disability-related documents, certifies eligibility for services and determines and provides reasonable accommodations for students with disabilities. It is located at 5301 South Highway 16, Suite 200, Rapid City, South Dakota 57701.

All requests for accommodation, documentation reports and inquiries should be forwarded to:

Mr. Jason Warr
System Vice President for Academic Operations and Learner Services
System ADA Coordinator
5301 South Highway 16, Suite 200
Rapid City, SD 57701
(605) 721-5274
jwarr@national.edu
Subject: General Grievance Policy and Procedure

Date: Revised November 4, 2010

Policy: This policy is to assure fair and equitable treatment of all students through open communication between students, faculty, administration and staff; to provide students with a direction to voice concerns; to protect students’ rights under the 14th Amendment; to protect faculty’s right to freedom of instruction; and to ensure equal and fair student evaluation by the faculty.

A grievance is a student’s claim of unfair and/or non-equitable treatment regarding established policies, procedures, rules and regulations of NAU School of Nursing. The student has the right to express grievances without prejudice, penalty or recrimination.

All steps of the procedure must be completed in proper sequence with no more than seven (7) working days elapsing between each step. If a solution of the grievance is obtained in any given step, the resolution is considered final. The student may seek counsel at any time from appropriate persons such as student services staff, faculty advisor or administration.

Procedure Step 1:
The student shall schedule a conference with the involved party. The conference must be scheduled within seven (7) working days of the occurrence. Students should:
   a. arrange to meet with the involved party outside of class, at a mutually convenient time to discuss his/her concern. (This should be a meeting in a confidential setting.)
   b. provide review of the incident based on facts, in writing.
   c. provide the resolution he/she is seeking, in writing.

   If the concern is with an adjunct faculty, the lead faculty should be involved in the conference.

Procedure Step 2:
If the student is unable to resolve the issue directly with the involved party, he/she may file and submit a grievance form to the nursing program chair.

The nursing chair will review the concern. The nursing chair shall arrange to meet individually and/or together with both the student and the involved party. Within five (5) working days following the conference, the student will receive a reply and a statement of decision from the nursing program chair.
The original form of the documents from both parties shall be maintained in the respective nursing program office in a confidential and secure grievance file.

**Procedure Step 3:**
If the grievance remains unresolved, either party may request in writing that the nursing program chair notify the Faculty Review Committee. The Faculty Review Committee includes all full-time nursing faculty, program chair and the academic dean of the campus. This committee reviews the grievance form and the written recommendations. The committee shall conduct this meeting for the purpose of formulating a recommendation regarding the student’s grievance following the guidelines outlined below:

a. Meetings are closed, formal and confidential. The nursing program chair directs the flow of the meeting but does not vote. An appointed secretary shall take minutes.

b. To the extent that new information is pertinent to the case under consideration, the panel or either party may ask members of the academic community (students, faculty, administration and staff) to present information.

c. The members of the panel may question both parties. Questions must be relevant to the issues of the grievance.

d. Upon request from the panel, it is expected that the involved party shall make available such records as are pertinent to the grievance. The confidential nature of these records shall be safeguarded.

e. The student and/or involved party may bring another NAU student, faculty or staff member for support if they so desire. The support member may not address the committee but may answer questions directed by the committee.

f. Proceedings of the meeting may not be audio recorded without permission of all of the participants and the committee.

g. A simple majority shall be required to make a decision.

h. The committee shall prepare a written recommendation. Two copies shall be made; the original is placed in the confidential and secured grievance file, and a copy is provided to the involved parties within five (5) working days.

**Procedure Step 4:**
In the event the student or party does not accept the recommendation of the committee, the student or involved party may request the SON dean review the student’s grievance and the action taken. This decision is provided within five (5) working days. The decision made by the SON dean may be appealed to the university provost.
Subject: Grading Policy

Date: Revised December 7, 2009

Policy: Faculty members will communicate their course grading procedure in writing on the course syllabus. The CGPA (cumulative grade point average) reflects all courses/grades to date.

The following grade/percentage points are used by the School of Nursing:

- A  94-100%
- B  86-93%
- C  78-85%
- D  66-77%

1. There is no rounding of percentages when calculating grades or evaluations.
2. A minimum 2.8 CGPA is necessary on previous coursework to apply to the nursing foundational core.*
3. The minimum of 2.8 CGPA on all nursing foundational courses is necessary to apply for the nursing clinical core.*
4. All science courses must have been completed within five (5) years of application.*
5. A minimum of C in all science courses must be earned by potential students.**
6. A minimum of C must be maintained in the nursing clinical core.*

* Not applicable to the Online RN to BSN and Online MSN programs.
** BSN program: All nursing foundational core courses must have been achieved with a minimum grade of C.

Grading Scale
Not applicable for Online MSN program. Please see NAU Graduate Catalog for MSN grading scale.

A - Outstanding mastery of course materials and objectives. Written work, discussions and presentations display an excellent presentation of the cognitive levels of knowledge, comprehension, application, analysis, synthesis and critical thinking skills. Writing is scholarly with accuracy, coherence and citation.

B - Good mastery of course materials and objectives with movement toward exemplary scholarship. Course work displays a good presentation of the cognitive levels of knowledge, comprehension, application, analysis, synthesis and critical thinking skills.
C - Average in mastery of course materials and objectives. Course work displays a basic presentation of the cognitive levels of knowledge, comprehension, application analysis, synthesis and critical thinking skills. Work demonstrates a need for more thought, reflection and review of literature.

D - Deficient in mastering of course materials and objectives. Application of content in written work, discussions and presentations demonstrate limited acquisition of knowledge.

F - Unacceptable performance.
National American University
School of Nursing

Subject: HIPAA Compliance

Date: Revised February 15, 2008

Policy: Health Insurance Portability and Accountability Act (HIPAA) is a federal law established in 1996 to ensure patient privacy through safeguarding data integrity, confidentiality and security of protected health information (PHI).

Goals of HIPAA are to establish the right of individuals to maintain insurance coverage with employment changes, establish the Privacy Rule and increase patients’ rights over their own medical records and PHI. The Privacy Rule provides national standards for Privacy of individually identifiable health information. The transmission of PHI for any reason other than treatment, payment or operations requires the patient’s authorization. This applies to medical records and health information of any format (oral, written or electronic) created by and/or maintained by health care providers.

National American University School of Nursing must meet HIPAA requirements in clinical and in institutional areas by implementing, maintaining and using appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of all PHI:

a. Students and instructors will comply with current HIPAA regulations to ensure the confidentiality of health or health-related information.
b. HIPAA regulations will be followed in all areas that involve PHI.
c. All students will be familiar with HIPPA policies and procedures in each of their clinical settings.
d. Current guidelines will be available to students and instructors at all times in the nursing program office.
e. If the student violates the privacy rule, an entry will be noted in the student’s record. A second violation will result in the student failing the clinical assignment.

Further information about HIPAA Compliance can be seen at www.hhs.gov/ocr/hipaa.
Subject: Immunization Records and CPR Certification

Not applicable to the Online RN to BSN and Online MSN programs.

Date: Revised January 27, 2010

Policy:

1. All immunizations must remain current and up-to-date. A current CPR Certification (American Heart Association for Healthcare Providers) must be maintained. All pertinent documents mention above must be on file in the nursing program office.

2. National American University School of Nursing accepts the American Heart Association Health Care Provider Certification.

3. All nursing students enrolled in the nursing program and nursing faculty are required to demonstrate current CPR certification. It is the student’s and faculty’s responsibility to attend a CPR certification or recertification course outside scheduled class time.

4. The student and faculty must provide a photocopy of current CPR certification to the nursing department or the student and faculty will not be permitted to enter the clinical areas. There will be no exceptions. For the faculty, CPR is mandatory for job requirements.

5. It is the faculty and student’s responsibility to maintain and update their personal information.

6. A month prior to the start of a new quarter, a statement is sent to students who have immunizations or CPR certification that will expire during the upcoming quarter. A reminder will be forwarded to faculty via email.

7. Below is an example of the notification students will receive. The form will be used interchangeably for immunizations and CPR certification renewal.

<table>
<thead>
<tr>
<th>National American University</th>
<th>Nursing Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Circle appropriate requirement]</td>
<td>(Immunization/CPR Certification) Expiration Notice:</td>
</tr>
<tr>
<td>To: NAME_______________________</td>
<td></td>
</tr>
<tr>
<td>Your ________________ will expire on ___________(date). The immunization(s) or CPR certification update must be completed and returned to the Nursing Office on or before ___________(date), or you, the student, will NOT be allowed to return to the clinical assignment. Proper proof of immunization update and/or showing updated CPR certificate is required.</td>
<td></td>
</tr>
<tr>
<td>Date: ___________________ Signature _________________________________</td>
<td></td>
</tr>
</tbody>
</table>

8. Documentation of all immunizations is kept by the program.
Subject: Late Exam Policy

The School of Nursing follows the university *Late Exam Policy* outlined in the *NAU Student Handbook*. Please review the *Late Exam Policy*.

Note that all requests for exam extensions must be approved by the nursing program chair/faculty prior to the scheduled exam time.
Subject: Preceptor Guidelines

Date: Revised February 15, 2008

Policy:

1. Course faculty responsibilities:
   a. assume responsibility for the coordination of the student’s clinical experience; match student to preceptor.
   b. provide the preceptor with the course syllabus, course outcomes, objectives and specific directions on how to assist the student in meeting these objectives; provide preceptor with the appropriate evaluation tools.
   c. establish and maintain effective communication between preceptor and student.
   d. monitor student progress in achieving course objectives and provide ongoing feedback.
   e. meet with the preceptor and student to discuss students progress and share ideas/suggestions. There will be at least one face to face meeting as well as contact via telephone or email.
   f. maintain responsibility for the final evaluation and grade for the student.
   g. provide the student the opportunity to evaluate the experience.
   h. discuss with the student any information received from the student’s evaluation of the experience.

2. Preceptor’s responsibilities:
   a. complete a preceptor agreement.
   b. discuss learning needs with faculty and student related to course.
   c. orient student to practice setting including identification of faculty policies and procedures.
   d. serve as a role model, practitioner, teacher and mentor.
   e. provide ongoing supervision and direction of student, at the direction of the faculty, consistent with the learning objectives.
   f. assist student in professional development, with opportunities to explore the nursing role.
   g. demonstrate ways in which the professional nurse interacts collaboratively.
   h. provide ongoing feedback to faculty and student regarding performance and expectations.
   i. contact course faculty with the formal evaluation of the student’s progress at the end of the experience.

3. Student responsibilities:
   a. adhere to all hospital or facility policies and procedures.
b. adhere to all university policies and procedures identified in the NAU catalog and the School of Nursing student handbook; failure to exhibit integrity, ethical conduct or compliance with professional standards may warrant dismissal from program.
c. comply with health and other professional requirements of the clinical facility prior to the start of the experience.
d. maintain professional appearance and behavior.
e. attend all agreed upon days for experience; notify preceptor and faculty if unable to attend; comply with School of Nursing and NAU policies on attendance.
f. communicate effectively with preceptor and course faculty.
g. seek feedback regarding completion of objectives.

4. Nursing preceptor policy:
   a. NAU defines preceptors as qualified individuals who work one to one with students in the management or clinical area to promote attainment of student learning objectives. Preceptors are licensed registered nurses who have at least two years of professional experience. Preceptors are not nursing program faculty and not considered in determining faculty to student ratios.
   b. Preceptors are utilized only in designated nursing courses and serve as role models and mentors. Preceptors do not replace faculty but work closely with faculty in facilitating student success. Nursing program faculty maintains the responsibility for final student evaluation and student grades.
   c. Course faculty are responsible for developing guidelines specific to their course for preceptor use.

5. Faculty responsibilities for utilization of preceptors in their course:
   a. Faculty will discuss with agency personnel the coordination of clinical and identification of preceptors.
   b. Each preceptor will be provided with a copy of the course syllabus and directions on how to assist students in fulfilling course outcomes.
   c. Faculty will meet with students and preceptor to discuss student’s progress, ensure communication between the university and facility, and exchange idea/suggestions to meet course outcomes.
   d. Faculty will maintain a written record of the specific dates/times student and preceptor will be working together.
   e. Course faculty will provide the final student evaluation and assignment of grade.
   f. Faculty are responsible for ensuring a clinical contract in effect between NAU and the facility.
   g. Faculty will ensure preceptor has signed a letter of agreement.
   h. Faculty are responsible for ensuring all student files are up to date (i.e., confidentiality statements, immunizations, etc.)
   i. Faculty are responsible for ensuring that preceptor and student complete the appropriate evaluations.

Please, see the following forms: Preceptor Letter of Agreement and Preceptor Data Form.
National American University
School of Nursing

Subject: Re-Entry Guidelines

SON specific guidelines. Not applicable to the Online RN to BSN and Online MSN programs.

Date: Revised November 4, 2010

Policy for re-entry to the campus nursing program: All nursing courses are sequential, and the successful completion of each course is a prerequisite for the next level or successive course. Any student who has interrupted progression for one quarter or more in the nursing program and not on approved LOA (leave of absence) will need to apply for re-entry. Students may apply for re-entry once, and re-entry is not automatic:

1. Re-entry applications are reviewed on an individual basis, and the campus nursing faculty reserves the right to deny re-entry.
2. Re-entry is allowed on a space available basis as determined by the campus nursing faculty and program chair.
3. The campus nursing faculty and program chair may specify criteria necessary for re-entry.
4. Students whose absence from the ASN-level nursing program exceeds two (2) quarters and do not have an approved leave of absence must return to the pool of candidates and apply to the nursing program through the competitive review process.
5. Students whose absence from the BSN-level nursing program exceeds two (2) quarters and do not have an approved leave of absence must return to the pool of candidates and apply to the nursing program through the competitive review process.

Process for re-entry to the campus nursing program: For a student to be considered for re-entry to the nursing program, a plan for re-entry must be completed with the Exit Interview Form (see Exit from the Nursing Program – Clinical Core guidelines).

1. Students will be sent a letter and a Re-Entry Form.
2. For the ASN-level nursing program, completed Re-Entry Forms must be returned to the program administrative assistant within two (2) months from the last day of the quarter that was not completed.
3. For the BSN-level nursing program, completed Re-Entry Forms must be returned to the program administrative assistant within six (6) months from the last day of the quarter that was not completed.
4. Students will be called to set up a re-entry meeting with the nursing program chair/faculty representative, and a re-entry contract will be drawn up.
5. If the student was in academic suspension status when she or he left the university, she/he will be required to appeal her/his status to the Campus Academic Standards Committee and her/his re-entry is conditional upon a successful appeal with the committee.
6. Student will return to an appropriate educational pool of candidates upon pending decision of the program chair.
National American University
School of Nursing

Subject: Student Reference Policy
Date: Revised March 31, 2010

Policy: Faculty and staff are often asked to provide references for students and graduates. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the education records of university students including information that may be disclosed in a reference, whether written or verbal.

To comply with FERPA requirements, faculty and staff may not disclose information from a student’s education records without first obtaining the student’s written consent to such disclosure. References may only be provided by using the Student/Graduate Reference Request and Student/Graduate Reference Forms adopted by the School of Nursing.

Procedure:
1. The student or graduate submits the Student/Graduate Reference Request to the nursing program administrative assistant.
2. The administrative assistant completes the Student/Graduate Reference Form using the student or graduate’s clinical rubric and comments from his/her most recent clinical rotation.
3. The nursing program chair signs the completed form after verifying its accuracy.
4. A copy of the signed form is placed in the student or graduate’s file.
5. The administrative assistant mails the completed form directly to the parties listed in the Student/Graduate Reference Request.

Forms:
1. Student/Graduate Reference Request
2. Student/Graduate Reference
NAU School of Nursing

Forms
National American University
School of Nursing

Acknowledgement of Receipt of Student Handbook

I hereby certify that I am 18 years of age or older and competent to sign my own name. I also certify that I have read and completely understand the contents of the NAU School of Nursing student handbook before affixing my signature.

Student Name (printed): 

Student Signature: 
Date: 

Witness (presenter of handbook information): 
Witness Signature: 
Date: 
National American University  
School of Nursing  
Clinical Evaluation

__Agency__ __Student__ __Instructor__

Agency: _____________________________________________________

Instructor: ___________________________________________________

Strengths:

Goals:

Recommendations:

Agency Personnel:_____________________________ Date:_______________

Student Signature:___________________________ Date:_______________

Instructor Signature:_________________________ Date:_______________

Nursing Program Chair Signature:______________ Date:_______________
The clinical affiliates of National American University may request that specific student information is released to them in order for the student to participate in clinical education in their facility. Your signature on this form allows National American University to release copies of these documents from your file to the clinical facility. This may include but is not limited to:

- immunization records
- results of TB skin tests or results of chest x-rays
- background checks.

Student Signature: ___________________________ Date: ________________
National American University
School of Nursing

Exit Interview Form – Campus Nursing Program

1. Reason for exiting the program:
   Student: ____________________________________________________________
   Program: __________________________________________________________

2. Review of performance (if appropriate):

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

3. Plan for a student success as identified by a student:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

4. Plan for remediation (if appropriate) as identified by the program faculty:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

Student Signature: ___________________________ Date: ______________
Instructor Signature: __________________________ Date: ______________
Nursing Program Chair Signature: __________________________ Date: ______________
Exit Survey: Departure from Program prior to Completion

__Online RN to BSN Program       __Online MSN Program

In order to better understand why students leave the program at NAU, we would appreciate it if you take a few minutes to complete this brief exit survey. Listed below are reasons frequently shared by students explaining why they leave a college or university. Please read the three categories below. Under the corresponding category indicate your reason(s) for not enrolling this quarter. After you have finished, please number your responses in the order of significance: one (1) being the most significant reason for not returning. Feel free to add additional comments below. Completion of this form is required prior to re-entry. Thanks for your contribution.

1. Life circumstances: Including things such as health issues, unexpected life event, unanticipated time needed to meet the needs of family and friends, unplanned financial pressures, work demands etc. Please describe:

2. Work commitments: Including things such as a new job, taking on new roles, required increase in work hours, competing pressures of work and school etc. Please describe:

3. Program reasons: Including things such as online method of learning does not accommodate learning style/preferences, computer confidence/competence, evolving career aspirations, advising, tech support, program content no longer relevant to aspirations, performance concerns. Please describe:

Do you plan to return to NAU program?  Y    N

Anticipated date of return:

If you plan to return, what will contribute to your successful completion of the program? 

What can we at NAU do to help you be successful?

Additional comments:

Return by e-mail attachment to
Online RN to BSN/MSN Program Administrative Assistant
ojanz@national.edu or by mail:
National American University
School of Nursing
5301 South Highway 16, Suite 200
Rapid City, SD  57701

Student Signature: ___________________________ Date: __________________

CC: student file, program chair, advisor
National American University
School of Nursing

Grievance Form

Student Name: ________________________________________________________________

Student ID Number: ___________________________________________________________

Address: ___________________________________________________________________

Phone Numbers: __________________________________________________________________

Email Address: __________________________________________________________________

- Concern: Please be specific – use dates, times, places, who, what, when, where, why, and how. Be factual, accurate and unemotional.

- Resolution sought: Explain exactly the outcome you are seeking.

- Sign and date the concern.

Date:

Resolution:

Please return the form to the nursing program chair.
Release of Photographic Image
I hereby give National American University the right to use, reproduce and to permit the use to others, etc., of all photographic and simulation images and negatives, etc. taken of me for educational, publication or marketing purposes including use on the Internet, without further compensation and consenting that all of this material shall be solely and completely the property of National American University.

I hereby certify that I am 18 years of age or older and competent to sign my own name. I also certify that I have read and completely understand the contents of the above release before affixing my signature.

Student Name (printed): ___________________ Student Signature: ___________________

OR

I do not give the above stated right to National American University

Simulation Center (Skills Lab)
During your participation in courses at the National American University Simulation Center, you will likely be an observer of the performance of other individuals in managing medical events. It is also possible that you will be a participant in these activities. Due to the unique aspects of this form of training, you are also asked to maintain and hold confidential all information regarding the performance of specific individuals and the details of specific scenarios.

By signing below, you acknowledge to having read and understood this statement and agree to maintain the strictest confidentiality about any observations you may make about the performance of individuals and the simulation scenarios.

Audiovisual Digital Recording
I am hereby informed that there is continuous audiovisual digital recording in rooms in the National American University Simulation Center. I consent to continuous audiovisual digital recording while I am in the simulation center. I understand that, unless authorized by me, I will NOT be specifically identified and that the recordings will be shown only for educational purposes. No commercial use of the audiovisual recordings will be made without my written permission.

Release for Still Photographs and Videotapes
I authorize faculty and administrators of National American University to publicly show still photographs (slides or prints) and/or videotapes depicting me during the course of training at the National American University Simulation Center. I understand that, unless otherwise approved by me, I will NOT be specifically identified, and the photographs will be shown only for educational purposes. No commercial use of the photographs (slides or prints) and/or videotapes will be made without my written permission.

I have read all of the above and agree to the terms under confidentiality of information and audiovisual recording.

Student Signature: ___________________ Date: ___________________

I have read and completely understand the contents of the above categories, and I am competent to sign my own name.

Student Signature: ___________________ Date: ___________________
National American University
School of Nursing

Laboratory Equipment/Supply Checkout Release

I accept responsibility for the use of the National American University laboratory equipment and supplies. In the event an item(s) is/are lost, stolen or damaged while issued to me, I agree to replace said item(s) at my expense.

An incomplete grade (I) will be assigned for the course until restitution is made.

I, the undersigned, acknowledge that I have read and understood the above release.

Student Name (Print): ____________________________________________________________

Student Signature: ___________________________ Date: ________________

This signed form must be on file in the nursing program office and is enforced during the time the student is enrolled in the nursing clinical core at National American University. Students who do not sign the form will be ineligible to check out equipment or supplies from the nursing department.
National American University
School of Nursing
Campus

Nursing Clinical Core Application

Date: ______________________

Applicant Information

Full Name: ____________________________________________

Social Security Number: ____________________________

Last First Middle

Date of Birth: ______________________

Address: ____________________________________________

Street Address or Apartment/Unit #

__________________________________________________________

State: _______ ZIP Code: _______

City

Home Phone: ( ) ______________________

Work Phone: ( ) ______________________

Cell Phone: ( ) ______________________

Email Address: __________________________

(It is the applicant’s responsibility to contact the nursing program if your address changes prior to the date when decision letters are sent out.)

Please circle the program you are applying toward:

PN Diploma   ASN Mobility Clinical Core   ASN Clinical Core   BSN Clinical Core

Have you ever been dismissed, disciplined or placed on probation from a college or university? Yes No

If yes, explain: ________________________________________________________________

List Health Care Worker License

Circle License:  CNA, LPN, LMHT or other: ____________________________

CNA Certificate: _______________________________________________________

License # ______________ State: __________ Expiration Date: ______________

License # ______________ State: __________ Expiration Date: ______________

License # ______________ State: __________ Expiration Date: ______________
Colleges/Universities

Please list all colleges and universities you have attended (including NAU):

School Name: ______________________________________ City/State: ______________________________

Did you graduate? □ Yes □ No Degree: __________ Date: ______________ To: __________ From: _________

School Name: ______________________________________ City/State: ______________________________

Did you graduate? □ Yes □ No Degree: __________ Date: ______________ To: __________ From: _________

School Name: ______________________________________ City/State: ______________________________

Did you graduate? □ Yes □ No Degree: __________ Date: ______________ To: __________ From: _________

In order to complete your application, a copy of all your transcripts (including NAU) MUST be included.

Emergency Contact Information

Person to notify in case of an emergency:

Name: __________________________ Relationship: __________________________

Phone #: __________________________ Other Phone #: __________________________

Employment

Give your present position, if any. Then list in chronological order all the positions you have held for six months or longer within the last five years (attached resume is acceptable):

Employer: ______________________________________________

Job Title: __________________________ From: ______________ To: ______________

Employer: ______________________________________________

Job Title: __________________________ From: ______________ To: ______________

Employer: ______________________________________________

Job Title: __________________________ From: ______________ To: ______________
I ACKNOWLEDGE THAT MY ACCEPTANCE INTO the nursing program clinical core at National American University is dependent upon meeting all admission requirements. One of those requirements is to be free of any criminal history that would indicate a potential for violence against another person or substance abuse. I release university officials from any potential claim or liability related to the appropriate use of this information.

I have been advised about the background check policy required for the nursing program. If I have engaged in past criminal activities listed in the policy and it is made known to NAU department of nursing, I may be subject to termination from the nursing program.

I understand that state boards of nursing may reject any application to sit for the state licensing exam based on a previous criminal record. I understand this may include criminal activities that are not listed in the policy. I am advised to contact the state board of nursing in the state in which I plan to practice for further clarification of their policy.

This consent and release is effective as of the date signed and it will remain effective until further notice. The university is not required to notify me when the request will be submitted to any law enforcement unit and is not limited to the number of such requests.

By my signature below, I acknowledge and agree that I consent to the access and release of any records maintained by any local, county, state or national law enforcement unit, including, but not limited to, the State Bureau of Investigation and the Social and Rehabilitation Services Child Abuse and Neglect Central Registry. I also agree to incur the cost of the investigation.

(Name) (Date)

(Other Name/s Used, If Any)

(Parent or Guardian, If a Minor) (Date)
National American University strives to make its programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Its purpose to create and maintain an environment in which students may achieve their fullest potential, limited to the least extent possible by individual disabilities. Such disabilities include physical or mental impairment that substantially limit major life functions. All faculty, staff and students of the university are expected to adhere to this philosophy of equal access to educational opportunity and to assume broad responsibility for its implementation.

Disclosure of a disability is not required, but if disclosed, it is the responsibility of the individual to seek available assistance and make needs known. The system academic operations and learner services office is the designated office at National American University that maintains disability related documents, certifies eligibility for services, and determines and provides reasonable accommodations for students with disabilities. It is located at 5301 South Highway 16, Suite 200, Rapid City, SD 57701.

All requests for accommodation, documentation reports and inquiries should be forwarded to:

Mr. Jason Warr  
System Vice President for Academic Operations and Learner Services  
System ADA Coordination  
5301 South Highway 16, Suite 200  
Rapid City, SD 57702  
(605) 721-5274  
jwarr@national.edu

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Identify cause-effect relationships in clinical situations, develop care plans.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>Establish rapport with patients/ clients and colleagues.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small places.</td>
<td>Moves around in patient rooms, work spaces and treatment areas, administer cardio-pulmonary procedures (CPR). Ability to lift 25 pounds or more 3 or more times daily.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment: position patients/clients.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory abilities sufficient to monitor and assess health needs.</td>
<td>Hears monitor alarm, emergency signals, auscultatory sounds, cries for help.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter.</td>
</tr>
</tbody>
</table>

If you are unable to perform any of these activities, please circle the issue or issues which you cannot perform.

Your signature below indicates that you have read and understand the Core Performance Standards (Functional Abilities) requirements and can perform them unless otherwise indicated.

Student Name (print): _____________________________________________________________

Student Signature: ___________________________ Date Signed: ________________________
Disclaimer and Signature

Completion of this form with your signature constitutes consent to review all application materials submitted with the admission file to make a decision regarding admission to the nursing clinical core. It is the responsibility of the applicant to ensure that all parts of the application are received prior to or on the date required, failure to do so will result in the application not being considered for the program. It is the responsibility of the applicant to ensure that the program has a current address in order to receive the notification letter.

Return the completed form to the nursing program office at the address indicated. If you have questions or need other information, please include it in a separate letter from the application form or call your nursing program chair.

National American University admits students of any age, religion, race, sex, sexual orientation, cultural background or national and ethnic origin to all of the programs, activities, rights and privileges generally accorded or made available to students at the university. It does not discriminate on the basis of these characteristics in the administration of its educational policies, admissions policies, scholarship and loan program, or other university-administered programs.

No qualified disabled person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any university-related program or activity.

I certify that my answers are true and complete to the best of my knowledge.

Student Signature: ___________________________________________________________  Date: ___________________________
**IMMUNIZATION RECORD**

| Name: __________________________________________________________________________________ |
| Last Name | First Name | Middle Initial |
| Date of Entry: __/__/__ | Date of Birth: __/__/__ | Social Security Number: __/__/__ - __/__/__ |

To be completed and signed by your health care provider.
All information must be in English. A copy of the original immunization record(s) is/are preferred.

A. **Tetanus-Diphtheria** booster must be within the last ten years. One dose of Tdap is required. ___/___/___

B. **MMR (Measles, Mumps, and Rubella)** Either has a report of positive immune titer for Measles, Mumps, and Rubella or two doses required for all students born on or after 1/1/1957.

   1. Official report of positive immune titer for (each) MMR. Specify date……………………. ___/___/___
   2. Dose 1 given at age 12 – 15 months or later. ………………………………………………………… ___/___/___
   3. Dose 2 given at age 4-6 years of later, at least one month after the first dose. ……………….. ___/___/___

C. **Hepatitis B** Three doses of vaccine or a positive hepatitis surface antibody.

   1. Immunization: Dose #1 ___/___/___ Dose #2 ___/___/___ Dose #3 ___/___/___
   2. Hepatitis B Surface Antibody: ___/___/___ Result: Reactive ____ Non-reactive ____ (Please provide a copy of the lab work or a numerical result.)

D. **Varicella (Chicken Pox)** Either a history of chicken pox with a positive varicella antibody or two doses of vaccine.

   1. History of the disease: Yes ___ No ___ If yes, date ___/___/___
   2. Immunization: Dose #1 ___/___/___ Dose #2 ___/___/___
   3. Varicella Antibody: ___/___/___ Result: Reactive ________ Non-reactive ________ (Please provide a copy of the lab work or a numerical result.)

E. **Tuberculosis Screening** Skin test (PPD) required regardless of prior BCG inoculation. Recommended annually.

   1. PPD Skin Test: Date given ___/___/___ Date read ___/___/___ Result: _____ (Record actual mm of induration, if no induration, write "0").
   2. Chest X-ray: Required if PPD skin test is positive. Date of chest x-ray ___/___/___ Result: Normal ___ Abnormal ___

**RECOMMENDED**

F. **Influenza** Recommended for healthcare workers. Must receive annually. ___/___/___

**HEALTHCARE PROVIDER** (Please sign and place healthcare provider’s address and phone number or stamp below.)

Name: _________________________________________ Address: ________________________________________

Signature: ________________________________ Date: ___/___/___ Phone: (____) ____________________
SECTION I. NAME, EDUCATION, EXPERIENCE

Full Name: ________________________________________________________________

Current Position: ________________ Year/Months in Position: ________________

Agency: ____________________ Years at Current Agency: ____________________

<table>
<thead>
<tr>
<th>Original Nursing Education Program</th>
<th>Degree</th>
<th>Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Colleges or Institutions Attended (nursing or related fields)</td>
<td>Degree</td>
<td>Graduation Date</td>
</tr>
</tbody>
</table>

COMPLETE EITHER SECTION IIA OR IIB OR BOTH:

SECTION IIA. CURRENT SPECIALTY CERTIFICATION

<table>
<thead>
<tr>
<th>Name of Specialty Certification</th>
<th>Certifying Organization</th>
<th>Certification Valid Through:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION IIB. DEMONSTRATED EXPERTISE

Describe your area of expertise in your area of clinical practice (copy current resume or vita is optional)

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

SECTION III. LICENSURE

<table>
<thead>
<tr>
<th>State of Licensure</th>
<th>Licensure Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
National American University
School of Nursing

Preceptor Letter of Agreement

Preceptor Full Name: ______________________________ Current Position: ________________________________

Number of Years/Total Practice: ________________________________

RN License Number and Nursing Degree: ________________________________

Agency: ____________________________ Years at Current Practice: ________________________________

I, ______________________________________________________ (Preceptor’s Name)
am employed by ___________________________________________ (Name of Site)
and agree to act as a preceptor for student ____________________________ enrolled in the nursing course
__________________________________________________________________________ (Name of Student)
__________________________________________________________________________ (Course Name)
for the period beginning ____________________________ (month/year)
through ____________________________ (month/year).

I have a copy of the preceptor guidelines and understand that I should receive pertinent course and student
evaluation materials for the course I am precepting.

I understand there is no remuneration or fringe benefits attached to this role.

Preceptor Signature: ________________________________ Date: __________________________
Work Unit: ________________________________ Phone: __________________________
Home Address: ________________________________
Phone: ________________________________ Email: ________________________________

Faculty Signature (course): ________________________________ Date: __________________________

Nursing Program Chair: ________________________________ Date: __________________________

For the nursing student matched with the preceptor, the student completes the following area:

I understand that I am responsible for meeting the standards in policies/procedures of the agency; maintaining
professional appearance and behavior; and providing safe client care. I understand that I will be expected to 1) keep
the assigned preceptor and faculty informed about my learning needs in relationship to course objectives; 2) obtain
assistance appropriately; 3) communicate frequently with the preceptor and faculty; and 4) seek feedback regarding
progress and completion of course requirements.

Student Signature: ________________________________ Date: __________________________
Course: ____________________________________________________________________________
National American University
School of Nursing

Re-Entry Form

Student Name: ________________________________

Address: __________________________________________________________

Phone: ____________________________________________________________

Email: _____________________________________________________________

Reason for Re-Entry Request:

Withdrawal: ____ Quarter: ____ Year: ____

Failure: ____ Quarter: ____ Year: ____

Course Name(s) and Numbers(s): ______________________________________

Quarter Requesting Re-Entry:

Quarter: ____ Year: ____

Please describe your detailed plan for improvement or continued growth which you believe will prepare you for success if retained:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Student Signature: ________________________________ Date: ________________
Re-Entry Process Letter

(Date)

First Name – Last Name
Address Block

The intent of this letter is to explain the re-entry process into the nursing clinical core. Enclosed also please find a re-entry form. The re-entry form allows you to provide the nursing program your most current contact information, in addition to other information necessary for considering your re-entry.

Re-entry applications are reviewed on an individual basis. The nursing faculty and program chair reserve the right to deny re-entry if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct and/or more than one (1) failure from any nursing program

The re-entry form must be completed and returned to the program administrative assistant within two (2) months for the ASN-level nursing program or within six (6) months for the BSN-level nursing program from the last day of the quarter which was not completed. Please provide as detailed information as possible, as this re-entry form will assist the nursing program chair in developing a re-entry contract once a seat is offered to you. The re-entry contract will be discussed at a meeting with you and the nursing program chair/faculty representative.

If, at the time of withdrawal, you were considered in academic suspension status, an appeal to the campus academic standards committee is required. Re-entry is conditional upon a successful appeal to the committee.

Should you have any further questions, please contact the nursing program chair, ______________________, at phone __________________ or email ______________________.

Sincerely,

Nursing Program Chair
MEMO TO:

Student: ___________________________________________ Date: ________________

Course Instructor: _______________________ Course: ____________________________

This memo is to inform you that:

_______ Your score on the last exam was below the passing score. You are advised to contact your academic advisor and the course instructor to determine the resources available to assist you in the mastery of this content.

_______ Your mid-term grade or clinical evaluation (circle one or both) is/are below passing and you are in jeopardy of failing this course. Contact your academic advisor and the course instructor for assistance.

_______ You are having problems that may jeopardize your successful completion of the course as specified:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Contact your academic advisor and the course instructor for assistance.

Original:  Student Record
CC:          Advisor File
CC:          Student

DISTRIBUTE AS CONFIDENTIAL INFORMATION
Course Name: _______________________________________________________________

Program, Campus: __________________________________________________________

Quarter/Year: ______________________________________________________________

1. What does this lab do to help your learning in this class?

2. What suggestions can you offer to improve the lab?

3. Additional comments:
National American University  
School of Nursing  
Student Evaluation of Clinical Instructor

Please indicate the extent to which you agree with the following statement for each topic listed below.

1. Orientation to setting adequate.

<table>
<thead>
<tr>
<th>Score</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Uncertain</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
</table>

Comments: ____________________________________________________________________________

2. Instructor modeled a commitment to quality nursing practice and the profession of nursing.

<table>
<thead>
<tr>
<th>Score</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Uncertain</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
</table>

Comments: ____________________________________________________________________________

3. Instructor provided appropriate feedback as needed.

<table>
<thead>
<tr>
<th>Score</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Uncertain</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
</table>

Comments: ____________________________________________________________________________

4. I was given clinical objectives and expectations at the beginning of Clinicals.

<table>
<thead>
<tr>
<th>Score</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Uncertain</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
</table>

Comments: ____________________________________________________________________________

5. Instructor started and ended clinical sessions as planned.

<table>
<thead>
<tr>
<th>Score</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Uncertain</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
</table>

Comments: ____________________________________________________________________________

6. Instructor was available to meet with students by appointment and was helpful when asked.
1.  Instructor provided opportunities for learning.

   1  Strongly Disagree  2  Disagree  3  Uncertain  4  Agree  5  Strongly Agree

   Comments: _________________________________________________________________

2. Instructor communicated ideas and information clearly and effectively.

   1  Strongly Disagree  2  Disagree  3  Uncertain  4  Agree  5  Strongly Agree

   Comments: _________________________________________________________________

3. Instructor returned assignments within a reasonable amount of time.

   1  Strongly Disagree  2  Disagree  3  Uncertain  4  Agree  5  Strongly Agree

   Comments: _________________________________________________________________

4. Instructor inspired interest in the clinical experience.

   1  Strongly Disagree  2  Disagree  3  Uncertain  4  Agree  5  Strongly Agree

   Comments: _________________________________________________________________

5. What did this instructor do to help you learn?

   ____________________________________________________________
   ____________________________________________________________

6. What suggestions can you offer to improve this instructor’s teaching?

   ____________________________________________________________
   ____________________________________________________________

Clinical Instructor’s Name: _______________________________________________________
Clinical Site: ___________________________________________________________________
Program, Campus: ___________________________________________________________________
Quarter/Year: ___________________________________________________________________
National American University
School of Nursing

Student Evaluation of Clinical Settings

Please indicate the extent to which you agree with the following statement for each topic listed below.

1. The information provided in the orientation manual was an adequate orientation to the standards such as fire safety, OSHA requirements, etc.

   1 2 3 4 5
   Strongly Disagree Disagree Uncertain Agree Strongly Agree

2. Orientation to the setting was adequate.

   1 2 3 4 5
   Strongly Disagree Disagree Uncertain Agree Strongly Agree

3. Staff was receptive and willing to collaborate.

   1 2 3 4 5
   Strongly Disagree Disagree Uncertain Agree Strongly Agree

4. Staff was helpful in meeting my learning needs.

   1 2 3 4 5
   Strongly Disagree Disagree Uncertain Agree Strongly Agree

5. Staff encouraged independent thinking.

   1 2 3 4 5
   Strongly Disagree Disagree Uncertain Agree Strongly Agree

6. Staff provided feedback as needed.

   1 2 3 4 5
   Strongly Disagree Disagree Uncertain Agree Strongly Agree

7. Staff modeled a commitment to quality nursing care and the profession of nursing.

   1 2 3 4 5
   Strongly Disagree Disagree Uncertain Agree Strongly Agree
8. The experience I had in this setting enhanced my learning and assisted me in meeting my clinical objectives.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Uncertain</td>
<td>Agree</td>
<td>Strongly Agree</td>
</tr>
</tbody>
</table>

9. If you had to identify one nurse who was helpful and friendly, who would it be?
________________________________________________________________________________________
________________________________________________________________________________________

10. Evaluation of clinical rotation:

(a) Clinical experiences that were most beneficial to your learning. Please explain:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

(b) Clinical experiences that were least beneficial to your learning. Please explain:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

(c) Comments or suggestions:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Clinical Site: __________________________________________________________
Program, Campus: ______________________________________________________
Quarter/Year: __________________________________________________________
# National American University
## School of Nursing

### Student/Graduate Reference Request

Student/Graduate Name (print): ____________________________________________

Student Number: ______________________________________________________

I consent to the disclosure of information from my education records, including the clinical rubric and comments, maintained by National American University to the person(s) designated below in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

I understand that I have the right to (1) consent to the disclosure of my education records; (2) inspect any written records disclosed pursuant to this consent; and (3) revoke this consent at any time by delivering a written revocation to the School of Nursing.

Student/Graduate Signature: _______________________________ Date: __________

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
National American University
School of Nursing

Student/Graduate Reference

Student/Graduate Name: ______________________________________________________

Dates of Attendance: ________________________ to ________________________

Comments listed on student/graduate’s clinical rubric for the ________________ quarter:

(academic term/year)

Completed by: _______________________________ Date: ________________________

Nursing Program Chair Signature: __________________________ Date: ______________

Mailed to:
Name: __________________________________________________________
Address: __________________________________________________________
____________________________________________________________________
____________________________________________________________________
Mailing Date: _________________________________________________________
National American University
School of Nursing

Unusual Occurrence/Exposure Incident/Medication Error
(Actual/Potential)

Date of Incident: ________________________________________________

Time of Incident: ________________________________________________

Location of Incident: _____________________________________________

Name of Student/Employee: _______________________________________

Briefly and objectively describe the events of the exposure/incident/medication error: (actual/potential)

Physician notified: _____ Yes / ____ No Name Orders (if applicable)

Describe the evaluation and any treatment following the exposure/incident/medication error: (actual/potential)

Follow-up Required and Person Responsible: ________________________ Date: _________

Incident Report Filed at: (Clinical Facility/Institution)

Signature of Person Preparing Report: _____________________________ Date: _________

Signature of Clinical Faculty: _________________________________ Date: _________

Signature of Course Faculty: _________________________________ Date: _________

Signature of Nursing Program Chair: __________________________ Date: _________

CC to: Student
Nursing program chair/incident report file
Mississippi National River & Recreation Area

National Park Service Photo (Public Domain)
http://www.nps.gov/miss/
Minnesota Nurse Practice Act
Completion of the nursing program does not guarantee eligibility to take the licensure examination. See 148.211 Licensing
http://www.state.mn.us/portal/mn/jsp/home.do?agency=NursingBoard&id=536882402

Minnesota State Board of Nursing Abilities
The skill and judgment necessary to perform safely must be demonstrated and evaluated as a Minnesota Board of Nursing, nursing ability by each student. Each student is responsible for maintaining and updating their portfolio.

Professional Appearance
Students will follow the guidelines on professional appearance in the SON student handbook. Clinical uniforms are scrubs with white shoes and a lab coat. Students who wish adaptations to the uniform for cultural and/or religious reasons need to visit with the nursing program chair prior to entering the first clinical.

Registration as a Public Health Nurse
The BSN program prepares the graduate to register as a Public Health Nurse (PHN) in the state of Minnesota by offering course work including theory and clinical practice in public health nursing. Graduates are responsible once they are licensed to apply for the registration from the MN Board of Nursing.

Sequence of Courses
All 3000 level nursing courses must be completed prior to 4000 level nursing courses. All nursing courses proceed in a sequence for all students admitted to the clinical core cohort.

Please see Chapter 95, article 2, Sec. 2. [135A.157] Students are hereby notified that arrests, charges, or convictions of criminal offenses may limit employment possibilities in nursing and may limit their ability to obtain federal, state, and other financial aid. Students are encouraged to investigate these possibilities.
https://www.revisor.leg.state.mn.us/statutes/?id=135A.157
Colorado Nurse Practice Act
Completion of the nursing program does not guarantee eligibility to take the licensure examination. The eligibility criteria for the licensure application pursuant to the Colorado State Nurse Practice Act can be obtained at http://www.dora.state.co.us/nursing/statutes/NursePracticeAct.pdf

Injury/Infectious Disease
Students are covered by worker’s compensation insurance for clinical injury or exposure to infectious disease when placed in the clinical setting by National American University and the student is not receiving remuneration from the clinical agency. **Students are not covered while at college.** Any students suffering an injury or exposure to infectious disease while in the clinical agency should complete the following steps:
1. If a student sustains an injury or accidental exposure in the clinical area, he/she must notify the instructor immediately.
2. An incident or occurrence report is completed by the clinical faculty per the agency policy.
3. The injury or exposure must be reported to by clinical faculty to NAU – Denver campus.
4. Injury or accidental exposure that requires immediate treatment will be initiated at the clinical facility if available.
5. If emergent treatment is not available, the student will be sent to the nearest emergency room.
6. National American University does not designate specific medical providers. Therefore, any non-emergent treatment can be sought at the medical provider of choice.
7. Do not voluntarily make payments, assume obligations or incur expenses, except at your own cost.

Mental Health Counseling
Students will have access to local mental health services via their student portal, or they may contact the dean of student services for a written listing of local service providers.

Professional Appearance
Denver ASN Program requires all white, leather, closed-toe shoes as part of the clinical uniform.
Badlands National Park

National Park Service Photo (Public Domain)
http://www.nps.gov/badl
Advisement
The Online MSN program has a dedicated advisor to assist students enrolled in the program. The nursing student advisor is available for academic advising related to the nursing program courses. Graduate studies academic coordinators are also available as stated in the NAU graduate catalog.

MSN Capstone Project and NAU Institutional Review Board (IRB) Policy
Students propose and complete a capstone project that may require IRB approval to assure human subject protection. It is morally and ethically imperative that the rights and welfare of research subjects be protected. In accordance with federal, as well as applicable state regulations, National American University has established the Institutional Review Board and the following policies and procedures for research involving human subjects, or data or materials derived from humans. Safeguarding the rights and welfare of human subjects utilized in research protects not only the individual subject but also the researcher and the institution sponsoring the research project. Refer to the NAU graduate catalog for additional information.

Definitions
For purposes of this policy, "Human Subject/Participant" is defined as "a living individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." "Research" is defined as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to general knowledge."

IRB Procedures
In order to approve proposed research protocols, the IRB shall determine if the research is exempt or non-exempt. In the case of non-exempt research the IRB shall ensure that all of the following requirements are satisfied:

- Risks to subjects are minimized by using tests or procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risks, and whenever appropriate, use tests or procedures already being used for learning, diagnostic or treatment purposes.
- Risks to subjects are reasonable in relation to the anticipated benefits, if any, to subjects, and the importance of knowledge that may reasonably be expected to result. In evaluating risks and benefits, the IRB shall consider only those risks and benefits that result from the research (as distinguished from risks and benefits of interventions subjects would receive even if not participating in the research).
- Selection of the subjects is equitable. In making this assessment, the IRB shall take into account the purposes of the research and the setting in which the research will be conducted.
• Voluntary informed consent will be sought from each prospective subject or the subject’s legally authorized representative, in accordance with, and to the extent required by Title 45 Code of Federal Regulations, Part 46.116 (see Informed Consent).
• Informed consent will be appropriately documented, in accordance with, and to the extent required by 45 CFR 46.117.
• Where appropriate, the research plan makes adequate provision for monitoring the data collected to attempt to insure the safety of subjects. If any serious breach in the procedure or harmful event occurs with a subject, it should be reported to the IRB as soon as possible.
• Where appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data. Where some or all of the subjects are likely to be vulnerable to coercion or undue influence such as persons with acute or severe physical or mental illness, or persons who are economically or educationally disadvantaged, appropriate additional safeguards must be included in the study to protect the rights and welfare of these subjects.

In conformity with Federal Regulations, the IRB will determine which of three separate avenues for review of research involving human subjects will be utilized:
• Full IRB Review. Research involving more than minimal risk to the subject requires review by the full IRB using current scientific and ethical standards. All research using children or vulnerable populations requires review by the full IRB.
• Expedited Review. Research involving no more than minimal risk and in which the only involvement of subjects will be in one or more of the categories defined by Federal Policy 46.110 requires review by the chair and selected members of the IRB.
• Exempt Review. Research of minimal or no risk as defined by Federal Policy 46.101b requires review by the IRB chair only. Some types of activities are specifically exempt from IRB review. They include:
  o Non-intrusive observation of subjects in public places.
  o Data-gathering from class members for classroom purposes (e.g., class exercises, course evaluations).
  o Needs assessment or evaluation data intended to remain within the university community.

All persons seeking IRB approval will utilize the same application form.

Reference
The Institutional Review Board guidebook, published by the federal Department of Health and Human Services, may be used by the NAU IRB to assist it in making determinations within the university’s IRB policies and procedures.

Probationary Admission Status
Students who do not meet admission criteria related to the GPA requirement (3.0 or above from the baccalaureate program) will be reviewed by the Decision Committee for Online MSN Program Entrance. The student may be admitted under probationary status with recommendation from the aforementioned committee. The following policy applies to probationary status:

To satisfactorily complete probationary admission, you must achieve a GPA of 3.0 or above upon completion of nine (9) credit hours or two (2) quarters (whichever is completed first) at NAU. At that time, probationary admission status will be removed. Failure to meet this criteria will result in
removal from the program. Progression standards as identified on the program status sheet and in the NAU graduate catalog must be satisfied.

**Program Completion Length**
A student is expected to complete the graduate degree within seven (7) years of beginning graduate study at National American University, with the exception of the MSN program in which the expected length of study is five (5) years. Credits taken in the program, which were completed more than seven years (five years for MSN) prior to graduation, will be reviewed by a committee composed of the SON dean, dean of graduate studies, program chair and graduate faculty. The criterion for accepting or rejecting these credits as part of the student’s program is based on the relevance of the material at the time of review. If the committee does not validate a course or courses, the student must retake the appropriate graduate course(s) as part of his/her program of study.

**Progression**
To progress in the Online MSN program, the following will be achieved:
1. Complete courses as per program schedule satisfying pre-requisite course requirements.
2. Achieve a grade of B or better in all nursing courses.
3. Maintain progression standards as outlined in the NAU graduate catalog.

**Sequence of Courses**
Some nursing courses are sequential requiring successful completion of some courses before enrolling in others. Course sequence is identified on the status sheets provided to the student by advisors and communicated in the NAU graduate catalog under course descriptions.

**Student Representation**
All students are encouraged to provide input on decisions including admission standards, curriculum, assessment and the teaching/learning process. Students are invited to become active in nursing student associations and organizations:
1. Participate in program completion and alumni surveys.
2. Provide honest and fair feedback to the instructor when asked to complete instructor and course evaluations at the end of a course.
3. Volunteer for committee membership as available for the program.
4. Provide input when peers are representing student/program issues at committee meetings.

**Transfer Courses**
A total of 13.5 quarter-hours of graduate transfer credits are permitted to be included in a student’s program of study. The following conditions apply:
1. All such courses must have been completed at an accredited institution of higher learning.
2. All courses must be graduate level and relevant to the student’s area of study.
3. Courses included in a program of study which were taken more than five (5) years prior to the date of graduation must be repeated or validated as to currency by the candidate. Contact the program chair to obtain the validation procedures.
4. Transferred courses that replace core courses must be academically comparable to the National American University course it is intended to replace.
5. Any course to be transferred into a program of study must have been completed with at least a B grade.
6. Only the following courses may be transferred into the MSN program of study:
   - Theories in a Global World
University Policies
Students with questions regarding affirmative action, equal opportunity, harassment or information about any other university policies may refer to the current university graduate catalog or student handbook.

* Please refer to the NAU Graduate Catalog for further program details.
NAU School of Nursing
Online RN to BSN

Mount Rushmore National Memorial

National Park Service Photo (Public Domain)
http://www.nps.gov/moru
Advisement
The Online RN to BSN program has a dedicated advisor to assist students enrolled in the program. The nursing student advisor is available for academic advising related to the nursing program courses. Academic advisors are also available as stated in the NAU student handbook.

Exit/Re-Entry
(Revised 2010-06-14)
Students who wish to interrupt their education for one or more quarters must apply for a program exit and complete an Exit Survey Form through the Online RN to BSN program student advisor. A student who leaves NAU Online RN to BSN program without completing the exit process for more than one normal academic term must reapply for admission if they decide to return. This re-entry will only be granted up to two academic quarters unless the student contacts the Online RN to BSN program advisor and submits another request. A request can only be renewed one time.

Observation Experiences
While the Online RN to BSN program does not include clinical experiences, the program requires observation experiences in at least two courses (NS 4050 and NS 4060). The observation experiences are an integral part of the learning process at NAU. The following guidelines pertain to all students related to observation experiences:

1. The student will be responsible for finding observation experiences in their communities. The observation experience proposed by the student will be approved by the course faculty.
2. During the observation experiences, the student will not provide any hands-on care to individuals, nor practice nursing as defined by their nurse practice act.
3. One observation experience (NS 4050) will be conducted in a public health or community agency. The student will be responsible for meeting any requirements set forth by the agency or institution for student observation experiences (i.e. criminal background check, immunizations, health assessment documentation).
4. The student will be responsible for adhering to any agency/institution policies while a guest of the agency/institution.
5. The student will demonstrate professional behavior and professional dress while conducting an observation experience. Professional dress will be defined by the agency/institution in which the observation experience will occur.
6. It is the student’s responsibility to inform course faculty if they have a known allergy to latex. The student will need to arrange an observation experience accordingly.
Probationary Admission Status
(Revised 2009-01-29)
Students who do not meet admission criteria related to the GPA requirement (2.8 or above from the graduated associate degree or diploma program) will be reviewed by the Decision Committee for Online RN to BSN Program Entrance. The student may be admitted under probationary status with recommendation from the aforementioned committee. The following policy applies to probationary status:

To satisfactorily complete probationary admission, you must achieve a GPA of 2.8 or above upon completion of 12 credit hours or two (2) quarters (whichever is completed first) at NAU. At that time, probationary admission status will be removed. Failure to meet this criteria will result in removal from the program. Progression standards as identified on the program status sheet and in the NAU undergraduate catalog must be satisfied.

Progression
To progress in the Online RN to BSN program, the following will be achieved:
1. Complete courses as per program schedule satisfying pre-requisite course requirements.
2. Achieve a grade of C or better in all nursing courses.
3. Maintain progression standards as outlined in the NAU student handbook.

Sequence of Courses
Some nursing courses are sequential requiring successful completion of some courses before enrolling in others. Course sequence is identified on the status sheets provided to the student by advisors and communicated in the NAU undergraduate catalog under course descriptions.

Student Professional Portfolio
Purpose of the professional portfolio is to demonstrate:
1. development of self-assessment and self-reflective skills
2. documentation of professional development and accomplishments
3. application of course content to practice role
4. attainment of program learning outcomes.

By the end of the nursing program, students will have completed each of the portfolio assignments listed in each course of the RN to BSN program. Students will begin their portfolio with a brief statement of learning and professional growth resulting from the completion of the RN to BSN program.

Students will describe their personal development (with supporting examples) addressing each program outcome listed below:
1. Synthesize knowledge from nursing, the arts and sciences in the holistic practice of professional nursing.
2. Apply theory-based decision-making related to safe, competent and culturally congruent nursing care to individuals, families and communities in diverse settings across the lifespan emphasizing the concept of caring.
3. Critically evaluate and utilize relevant findings of nursing research in professional nursing practice.
4. Demonstrate professional values and behaviors consistent with professional standards.
Assume responsibility for ongoing professional development in a constantly evolving healthcare environment.

Storage of the portfolio artifacts is the student’s responsibility. All portfolio assignments must be submitted for successful completion of the program. The entire portfolio must be submitted in NS4400D or NS4060D as a graduation requirement. Each student must complete the required portfolio assignment for the successful completion of each nursing course.

Student’s portfolio should have a table of contents that lists all of the assignments and artifacts contained within the portfolio. The grid below details each assignment that will be included and which outcomes are demonstrated within the included assignment or artifact.

<table>
<thead>
<tr>
<th>Course</th>
<th>Portfolio Assignment</th>
<th>Outcomes Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS3026D Concepts and Challenges in Professional Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS3050D Pathophysiology in Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS3225D Nursing Theory and Healthcare Delivery Models</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS3250 Ethics and Issues in Contemporary Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS3300D Research in Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS3310D Evidence Based Nursing Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS4000D Issues in Transcultural Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS4050D Public Health and Community Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS4060D Caring for Vulnerable Populations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS4150D Information Technology in Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS4350D Quality Management in Nursing and Healthcare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS4400D Leadership and Management in Nursing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Content
- A current resume.
- Professional career path paper. Initiated in NS3026D and refined throughout the program curriculum.
- Portfolio assignments from each of the online nursing courses. This should be a student’s research paper and/or project for each course.
- Completed portfolio content grid which allows students to document how they have achieved the expected student outcomes for the Online RN to BSN program.
- A two page reflection paper reviewing the student’s professional and personal growth through the Online RN to BSN program. Reflect upon how students have met the five (5) program outcomes.

**Format**
The final portfolio is submitted in the electronic format. The cover sheet should include the following:
- Student’s full name
- Telephone number
- Email address
- Professional employment title
- The date of submission.

*The portfolio must be submitted in a single Word document.* All assignments should be free of typographical and grammatical errors; this may even require correcting previous portfolio documents. Do not include pages that show faculty member comments or evaluations. The portfolio should be APA formatted, 1” margins, 12 pt. Times New Roman. Organize the portfolio according to sequence of the courses. Please include course numbers. Pictures, notes, letters from colleagues, artifacts from the student’s professional work environment or other special artifacts may be added to the portfolio to show student’s growth through the academic journey in the Online RN to BSN program.

**Submission**
Submit the portfolio to the instructor in week 5 of NS4400D or NS4060D (whichever course is taken in the latter part of the program). The instructor and/or designee will review the portfolio and advise a student of any necessary revisions. If revisions are needed, they must be completed before the final grade is assigned. The portfolio is evaluated on a satisfactory/unsatisfactory scale.

**Student Representation**
All students are encouraged to provide input on decisions including admission standards, curriculum, assessment and the teaching/learning process. Students are invited to become active in nursing student associations and organizations:
1. Participate in program completion and alumni surveys.
2. Provide honest and fair feedback to the instructor when asked to complete instructor and course evaluations at the end of a course.
3. Volunteer for committee membership as available for the program.
4. Provide input when peers are representing student/program issues at committee meetings.

**Transfer**
All transfer courses must meet NAU guidelines. All Online RN to BSN program credits must be earned through NAU online.
University Policies
Students with questions regarding affirmative action, equal opportunity, harassment or information about any other university policies may refer to the current university undergraduate catalog or student handbook.
Tallgrass Prairie Ranch House

National Park Service Photo (Public Domain)
http://www.nps.gov/tapr/
National American University
School of Nursing

Overland Park, Kansas Campus:
PN, ASN Mobility, BSN and LPN to BSN Bridge Program Specifics

Note: The PN program will not accept student applicants after September 1, 2010.
The ASN Mobility program will not accept student applicants after December 1, 2010.

Mental Health Counseling
The university posts on students’ activity boards information of local low-cost therapeutic services for those needing the assistance of mental health counseling.

NCLEX® (State Board Licensing Exam)
The licensing exam for licensed practical nurses and professional nurses is a national exam which is administered by the National Council of State Boards of Nursing. The testing is available year round via computer adaptive testing (CAT) through designated testing centers. The test may take up to six (6) hours to complete. The graduate is responsible for all costs associated with the exam. The fee charged to become licensed may vary from state to state.

National American University is not responsible for the Kansas State Board of Nursing or any State’s Board of Nursing decision about your eligibility to sit for the NCLEX®-PN or the NCLEX®-RN exams. Refer to the Nurse Practice Act in the state in which you anticipate licensure.

See below the eligibility criteria for the licensure application pursuant to the Kansas State Nurse Practice Act (http://www.ksbn.org/mpatoc.htm):

(a) Qualifications of applicants. An applicant for a license to practice as a registered professional nurse or as a licensed practical nurse shall:
(1) have graduated from an approved school of professional nursing or from an approved practical nursing program in the United States or its territories or from a school of practical nursing or professional nursing in a foreign country which is approved by the board as defined in rules and regulations;
(2) have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and
(3) file with the board written application for a license.
(b) Applicant deficient in qualifications. If the board finds in evaluating any applicant that such applicant is deficient in qualification or in the quality of such applicant’s educational experience, the board may require such applicant to fulfill such remedial or other requirements as the board may prescribe.
(c) License.
(1) The board shall issue a license to an applicant to practice as a registered professional nurse or practical nurse who has:
(A) Met the qualifications set forth in subsections (a) and (b);
(B) passed a written examination as prescribed by the board; and
(C) no disqualifying factors under K.S.A. 65-1120 and amendments…
Summary of: 65-1120.
(a) Grounds for disciplinary actions. The board may deny, revoke, limit or suspend any license, certificate of qualification or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse,…that is issued by the board or applied for under this act or may publicly or privately censure a licensee or holder of a certificate of qualification or authorization, if the applicant, licensee or holder of a certificate of qualification or authorization is found after hearing:
(1) To be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing;
(2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, …shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto;
(3) to have committed an act of professional incompetency as defined in subsection (e);
(4) to be unable to practice with skill and safety due to current abuse of drugs or alcohol;
(5) to be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act;
(6) to be guilty of unprofessional conduct as defined by rules and regulations of the board;
(7) to have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. 65-1114 and 65-1122 and amendments thereto;
(8) to have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (8) or
(9) to have assisted suicide in violation of K.S.A. 21-3406 and amendments thereto as established by any of the following:
(A) A copy of the record of criminal conviction or plea of guilty for a felony in violation of K.S.A. 21-3406 and amendments thereto.
(B) A copy of the record of a judgment of contempt of court for violating an injunction issued under section 5 and amendments thereto.
(C) A copy of the record of a judgment assessing damages under K.S.A. 2002 Supp. 60-4405 and amendments thereto.

For additional information concerning licensure, go to the following links:
- Kansas State Board of Nursing:  http://www.ksbn.org/
- Pearson Vue:  http://www.pearsonvue.com/nclex/

http://www.ksbn.org/cne/NursingArticulation.pdf

**Mission**
The mission of this council is to increase educational mobility for nurses in the state of Kansas.

**Purpose**
The purpose of this collaborative council is to promote educational mobility for nurses in Kansas by sustaining a statewide articulation plan for basic nursing education program.
Assumptions

1. Articulation is the process through which nursing programs cooperate to facilitate education progress of graduates from one program/level to the next with minimal loss of academic credit or duplication of learning experiences.

2. Every professional nursing program in Kansas must have an articulation plan and advanced standing admission policy consistent with the Kansas State Board of Nursing policies and the 1202 commission report.

3. Programs in practical, associate and baccalaureate degree nursing must meet standards determined by the Kansas State Board of Nursing.

4. Each educational institution establishes its own mission, goals, standards and policies.

5. There is a common core of knowledge, attitudes and cognitive and psychomotor skills that graduates of all three types of nursing programs should possess; there are distinct differences in the breadth, depth, scope of preparation and knowledge of each type of graduate.

6. Completion of one level does not necessarily mean that a graduate will have the desire or the ability to progress to the next level.

7. Nurses seeking to advance their professional education deal with the multiple realities of educational requirements, family and personal responsibilities, job-related demands, financial concerns and geographic considerations.

8. Students receive personal satisfaction from educational experiences that are challenging, relevant to their personal and professional goals, and reasonable.

Kansas Statewide Nursing Articulation Plan

For progression to the associate degree in nursing:

<table>
<thead>
<tr>
<th>Kansas Nursing Articulation Model: Practical Nurse to Associate Degree Nurse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulation Criteria:</td>
</tr>
<tr>
<td>• Must meet program admission requirements.</td>
</tr>
<tr>
<td>• Must be graduate of a Kansas program.</td>
</tr>
<tr>
<td>• Must receive credit equivalent to a minimum of 40% of the admitting program’s nursing credit hours.</td>
</tr>
<tr>
<td>• Must validate previous nursing information when required through NCLEX-PN, testing, escrow or portfolio according to school policy (See below).</td>
</tr>
<tr>
<td>Variables</td>
</tr>
<tr>
<td>Nursing Credits:</td>
</tr>
<tr>
<td>Non-Nursing Credits:</td>
</tr>
</tbody>
</table>

For progression to the bachelor’s of science in nursing degree:

<table>
<thead>
<tr>
<th>Kansas Nursing Articulation Model: Associate Degree or Diploma Graduates to the Bachelor of Science in Nursing Degree (BSN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulation Criteria:</td>
</tr>
<tr>
<td>• Must meet program admission requirements.</td>
</tr>
<tr>
<td>• Must be graduate of a Kansas program.</td>
</tr>
<tr>
<td>• Must receive credit equivalent to a minimum of 40% of the admitting program’s nursing credit hours.</td>
</tr>
<tr>
<td>• Must validate previous nursing information when required through NCLEX-RN, testing, escrow or portfolio according to school policy (See below).</td>
</tr>
<tr>
<td>Variables</td>
</tr>
<tr>
<td>Nursing Credits:</td>
</tr>
<tr>
<td>No work experience required.</td>
</tr>
<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>Non-Nursing Credits:</td>
</tr>
</tbody>
</table>

| **Out-of-State Graduates** (regardless of time since graduation): | Nursing credits will be evaluated individually by the admitting nursing program. | Non-nursing courses will be transferred according to individual school policy. |

**Professional Appearance**

All uniforms will be loose enough to provide ease of movement in clinical activities. Slack length must be at the top of the shoes. Attire will cover cleavage, the midriff and underwear. Students may wear a black or white round neck, short sleeve Tee-shirt under scrub top if desired.

Soft-soled (rubber soled) low-heeled shoes will be worn. Shoes are to be clean and in good repair. Shoes will be black in color and brand name of “Klogs” with enclosed toe. Sandals, platform shoes, “crocs” or other shoes are not acceptable. Black socks with slacks are to be worn.

**Severe/Inclement Weather**

During the year, National American University-Overland Park may be closed, have a late start or early dismissal due to weather and road conditions. If National American University-Overland Park is closed due to weather, students are not expected to report for clinical practice. The announcements will be on the stations listed.

TV: Fox 4 News         KCTV 5         KMBC TV 9

All closing, late starts and early dismissals will run continuously across the bottom of the television screen. You may watch for details on the television or call National American University at 913-217-2900.

**Student Drug Testing**

In order for students to participate in clinical training within certain agencies, a drug screening test may be necessary. Nursing faculty will advise students of specific requirements and students must comply with drug screening procedures outlined by the specific agencies. Please note that affiliated clinical agencies reserve the right to require drug testing at any time. Pending return of the drug screening results, students may not be permitted to work within the specific agency. Further, if a student-caused delay in testing occurs, the clinical time missed by the student will be considered an unexcused absence. If drug testing is required, then the students are responsible for payment of this expense.

In the event of a positive drug test, the student may appeal the findings as outlined by the procedures for the specific health agency. A student with a substantiated positive drug test will
be referred to the nursing program chair for dismissal/progression determination. A failed test may prevent the student from completing the academic requirements for either graduation or continuation in the program.
Badlands National Park

National Park Service Photo (Public Domain)
http://www.nps.gov/badl
National American University
School of Nursing

Rapid City and Sioux Falls, South Dakota Campuses: BSN Program Specifics

Professional Appearance
All uniforms will be loose enough to provide ease of movement in clinical activities. Slack length must be at the top of the shoes. All uniforms will be a standard uniform as decided by the SD BSN faculty. Check with the program administrative assistant for specifications. Attire will cover cleavage, midriff and underwear. Students may wear round or turtle neck, short sleeve Tee-shirt under scrub top if desired; color will be determined by faculty. Soft-soled (rubber soled), low-heeled shoes will be worn. Shoes are to be clean and in good repair. Further instructions for appropriate shoes will be available from the program administrative assistant. Sandals, platform shoes, “crocs” or other shoes are not acceptable.

Professional Language and Speech
Student shall speak professionally and avoid any terminology of sexual, prejudice, insulting, sarcastic or vulgar nature.

Sequence of Courses
All 3000 level nursing courses must be completed prior to 4000 level nursing courses. All nursing courses proceed in a sequence for all students admitted to the clinical core cohort.

South Dakota Nurse Practice Act
Completion of the nursing program does not guarantee eligibility to take the licensure examination. The eligibility criteria for the licensure application pursuant to the South Dakota State Nurse Practice Act can be obtained at http://doh.sd.gov/Boards/Nursing/nurseact.aspx.
Eligibility for Licensure Application
The licensing exam for professional nurses is a national exam which is administered by the National Council of State Boards of Nursing. The testing is available year round via computer adaptive testing (CAT) through designated testing centers. The test may take up to six (6) hours to complete. The graduate is responsible for all costs associated with the exam. The fee charged to become licensed may vary from state to state.

National American University is not responsible for the Missouri State Board of Nursing or any State’s Board of Nursing decision about your eligibility to sit for the NCLEX®-RN exam. Refer to the Nurse Practice Act in the state in which you anticipate licensure.

See below the eligibility criteria for the licensure application pursuant to the Missouri State Nursing Practice Act (http://www.moga.mo.gov/statutes/C335.HTM):

Section 335.046: License, application for--qualifications for, fee--hearing on denial of license.
335.046. 1. An applicant for a license to practice as a registered professional nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. The applicant shall be of good moral character and have completed at least the high school course of study, or the equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional nursing degree or diploma. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking lands shall be required to submit evidence of proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice nursing as a registered professional nurse. The applicant for a license to practice registered professional nursing shall pay a license fee in such amount as set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

2. An applicant for license to practice as a licensed practical nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. Such applicant shall be of good moral character, and have completed at least two years of high school, or its equivalent as established by the state board of education, and have successfully completed a basic prescribed curriculum in a state-accredited or approved school of nursing, earned a nursing degree, certificate or diploma and completed a course approved by the board on the role of the practical nurse. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking countries shall be required to submit evidence of their proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination,
the board may issue to the applicant a license to practice as a licensed practical nurse. The applicant for a license to practice licensed practical nursing shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

3. Upon refusal of the board to allow any applicant to sit for either the registered professional nurses' examination or the licensed practical nurses' examination, as the case may be, the board shall comply with the provisions of section 621.120, RSMo, and advise the applicant of his or her right to have a hearing before the administrative hearing commission. The administrative hearing commission shall hear complaints taken pursuant to section 621.120, RSMo.

4. The board shall not deny a license because of sex, religion, race, ethnic origin, age or political affiliation.

Section 335.066: Denial, revocation, or suspension of license, grounds for, civil immunity for providing information—complaint procedures.

335.066. 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstate any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

   (1) Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

   (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

   (3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

   (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

   (5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;

   (6) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

   (7) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
(8) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(10) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(12) Violation of any professional trust or confidence;

(13) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(16) Failure to successfully complete the impaired nurse program.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160, RSMo, shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. If the board concludes that a nurse has committed an act or is engaging in a course of conduct which would be grounds for disciplinary action which constitutes a clear and present danger to the public health and safety, the board may file a complaint before the administrative hearing commission requesting an expedited hearing and specifying the activities which give rise to the danger and the nature of the proposed restriction or suspension of the nurse's license. Within fifteen days after service of the complaint on the nurse, the administrative hearing commission shall conduct a preliminary hearing to determine whether the alleged activities of the nurse appear to constitute a clear
and present danger to the public health and safety which justify that the nurse's license be immediately restricted or suspended. The burden of proving that a nurse is a clear and present danger to the public health and safety shall be upon the state board of nursing. The administrative hearing commission shall issue its decision immediately after the hearing and shall either grant to the board the authority to suspend or restrict the license or dismiss the action.

9. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621, RSMo, regarding the activities alleged in the initial complaint filed by the board.

10. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

For additional information concerning licensure, contact:
Missouri State Board of Nursing
3605 Missouri Boulevard
P.O. Box 656
Jefferson City, MO 65102-0656
(573) 751-0681 Telephone
http://www.pr.mo.gov/nursing.asp

Students are responsible for reviewing full rules and regulations and insuring compliance.

NLNAC Accreditation
The NAU-Zona Rosa Associate of Science degree in Nursing is accredited by the National League for Nursing Accrediting Commission (NLNAC).

Information concerning accreditation can be obtained by contacting:
National League for Nursing Accrediting Commission, Inc.
3343 Peachtree Road NE
Suite 500
Atlanta, Georgia 30326
(404) 975-5000 Telephone
www.nlnac.org

Professional Appearance
Rubber soled shoes are to be white or black, leather with enclosed toe and heel. Sandals, platform shoes or clogs are not acceptable. Shoes must be kept clean.
Neutral colored heels are to be worn with dress/skirts. White socks are to be worn with slacks.

Exceptions to the standard dress code may be necessary or allowed for clinical experiences in different clinical settings (i.e. mental health, pediatrics). The course instructor must approve all exceptions.

Any student who does not conform to the uniform policy will be asked to leave the clinical facility will result in a U for the day. Trends in failure to follow policy will result in an F every time thereafter.
Addendum A: ATI Information Packet
(Added April 2010)

National American University
School of Nursing
Pre-Licensure Professional Nursing Program
Assessment Technologies Institute (ATI) Testing Policy

What is ATI?
- ATI stands for Assessment Technologies Institute (ATI). ATI offers an assessment-driven review program designed to lower program attrition and increase student pass rates on the nursing licensing exam.
- The ATI comprehensive program is utilized throughout the students’ enrollment in the clinical core of the nursing program at National American University.
- The ATI comprehensive program includes books and online Review Modules with embedded media, online practice and proctored testing over the major content areas in nursing.
- ATI tools assist students to prepare more intentionally, increase confidence and improve familiarity with content and computerized NCLEX-RN® testing.
- The ATI comprehensive program is not used as ‘High Stakes Testing’. Students will not fail a class nor be denied advancement based on the ATI score alone.

How will ATI be used in the School of Nursing?
National American University (NAU) is committed to the utilization of providing educational resources designed to assist undergraduate nursing students to prepare and be successful on the NCLEX-RN® examination. These resources include:

- During the first quarter of the clinical core of the nursing program, students will complete a Self Assessment Inventory and a Critical Thinking Entrance test. The Self Assessment Inventory is not proctored and can be done outside of class on any computer with Internet access. This assessment helps students identify their learning styles and work habits. The Critical Thinking Test is proctored in the computer lab and is a baseline test. Students will take it again at the end of the program to see how they have progressed.

- Participation in the ATI Comprehensive Assessment and Review Program (CARP). The CARP incorporates Content Mastery Series Tests throughout the curriculum, content area Review Modules and the RN Comprehensive Predictor Exam prior to graduation. This program is intended to help students prepare systematically to review the NCLEX-RN® and become familiar with the content and testing process.

There are a series of Content Mastery Series Tests that students will be taking (listed in the Tables 1 and 2 below). In addition, some of these Mastery Tests have practice tests. The practice tests have rationales provided to learn from the tests and will
assure that students are ready to take the Mastery Test. Practice tests can be taken multiple times until the student obtains 100%. It is important to know that these practice tests are available for the students to complete in an independent study format. The Mastery Tests will be evaluated based upon the proficiency level students obtain as well as the remediation students may need to complete. See Algorithms for Proficiency Levels and Remediation.

- The RN Comprehensive Predictor Exam. This 180-item test offers an assessment of the student’s basic comprehension and mastery of basic principles including fundamentals of nursing, pharmacology, adult medical-surgical nursing, maternal newborn care, mental health nursing, nursing care of children, nutrition, leadership and community health nursing. The percentage of questions from all major NCLEX-RN® client need categories (management of care, safety and infection control, health promotion and maintenance, psychosocial integrity, basic care and comfort, pharmacological therapies and parental therapies, reduction of risk potential and physiological adaptation) will be similar to the percentage of questions on the NCLEX-RN®. This test will generate the following data: Individual Score (% Correct), Predicted Probability to Pass NCLEX-RN®, National and Program Means, Individual Scores (% Correct) within Content Topic Categories, Topics to Review and Individual Scores (% Correct) within an Outcome (Thinking Skills, Nursing Process, Priority Setting, NCLEX-RN® Client Need Categories, Clinical Topics).

How should students use all their ATI materials?
ATI materials include soft cover review books, online review modules with embedded media and Internet resources. Students can augment their learning by using these resources as a way to help them study throughout the course. Students can use the ATI materials after completing the assigned textbook reading to further prepare for class. Students that prepare for the tests and those who remediate will benefit most from this educational testing package. Students will also receive an ‘online practice code’ to complete non-proctored testing to test oneself. In addition, during the course students may need to complete a mastery online proctored test. This proctored test will identify how the NAU student did in comparison to other nursing students from around the country and help to diagnose strengths and weaknesses in content areas.

When does ATI testing occur?
Students in the undergraduate pre-licensure registered nursing major will be required to take ATI Mastery Tests pertaining to each of the major content areas throughout the curriculum. The ATI test or tests will most likely be given towards the end of each nursing course. The test may be scheduled outside of lecture class time and the student is required to attend. Testing will take place on campus, will be proctored, and the testing schedule will be provided early in the course.

What is a proficiency level?
Expert professors from around the USA have agreed upon the ATI scores on each Content Mastery Series Test that relate to different levels of proficiency. NAU uses the proficiency level as a way to decide what if any remediation may be necessary. Below find a description of what each Proficiency Level means:
Proficiency Level 3: Indicates a student is likely to exceed NCLEX-RN® performance standards in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.

Proficiency Level 2: Indicates a student is fairly certain to just meet NCLEX-RN® performance standards in this content area. Students are encouraged to engage in continuous focused review to improve their knowledge of this content.

Proficiency Level 1: Indicates a student is likely to just meet NCLEX-RN® performance standards in this content area. Students must develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of knowledge of this content. Refer to Remediation Plan.

**What is the benchmark for ATI Content Mastery Scores and Testing?**

- **Proficiency Level 2** will be the minimal benchmark for all Content Mastery Series Tests.
- Students who do not achieve the benchmark on the first proctored Content Mastery Series Test in a content area must remediate and retake the test (see Remediation Plan).
- Only students who have not achieved at or above the benchmark may repeat the test in a specific content area.

**How can students prepare for Content Mastery Series Testing?**

- Take the online non-proctored practice test until a 100% level is achieved.
- Students are only able to take an online non-proctored assessment once in a 48-hour period.
- Students can create focused reviews after completing online practice assessments.
- Students can complete application exercises from Review Modules for topics covered in class.

**How can students remediate following an unsuccessful Content Mastery Series Test?**

- The purpose of remediation is to correct or improve a deficiency in a specific content area that has been identified by the ATI Content Mastery Series Test with the intent of ultimately improving student success on NCLEX-RN®.
- Students who do not reach Proficiency Level 2 on a Content Mastery Series Test on the first attempt must immediately schedule a retest to be taken within the available time frames specified by the instructor.
- Students must show proof of remediation before test codes are released for the second attempt; or in order to gain entrance into the testing environment for the second attempt.
- See Mastery Assessment Algorithm
- See Remediation Plan.

**What about the Focused Assessments?**

There are Focused Assessments that address certain topical areas that students will take in nursing courses. For these Focused Assessments, students will only get a percent score; the proficiency level is not reported. Students will have the rationale appear as they are taking this Focused Assessment. No practice tests or remediation are required with these assessments.
What about the RN Comprehensive Predictor Exam?

- The RN Comprehensive Predictor Exam will be administered as indicated in the Tables 1 and 2 below.
- An ATI practice test will be recommended during the first week of the second to the last quarter or as a program necessitates. A self-remediation plan to correct deficiencies is recommended. A second practice test will be given at midterm in preparation for the first proctored exam.
- The first proctored exam will be administered the week of final exams.
- Students achieving ≥82% (probability of passing NCLEX-RN®) will not be required to take a second test. Remediation is required if the individual adjusted score is <82% (probability of passing NCLEX-RN®). A remediation plan must be completed by the student and turned in to the instructor by the first week of the following quarter.
- The second proctored exam will be scheduled in the last quarter of the program.
- See RN Comprehensive Predictor Exam Algorithm.

References


NCLEX-RN® is a registered trademark of the National Council on State Boards of Nursing, Inc. (NCSBN)
Table 1. An ATI exam is required in the following courses of the BSN Program:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking – Entrance</td>
<td>NS3326D</td>
</tr>
<tr>
<td>Self-Assessment Inventory Web</td>
<td>NS3326D</td>
</tr>
<tr>
<td>Adult Medical-Surgical Nursing</td>
<td>NS4243</td>
</tr>
<tr>
<td>Community Health Nursing</td>
<td>NS4043</td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td>NS3343</td>
</tr>
<tr>
<td>Leadership in Nursing</td>
<td>NS4143</td>
</tr>
<tr>
<td>Maternal Newborn Nursing</td>
<td>NS3330</td>
</tr>
<tr>
<td>Mental Health Nursing</td>
<td>NS4143</td>
</tr>
<tr>
<td>Nursing Care of Children</td>
<td>NS3343</td>
</tr>
<tr>
<td>Nutrition</td>
<td>NS3360</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>NS3346D</td>
</tr>
<tr>
<td>Comprehensive Predictor</td>
<td>NS4300</td>
</tr>
<tr>
<td>Critical Thinking - Exit</td>
<td>NS4310</td>
</tr>
</tbody>
</table>

Table 2. An ATI exam is required in the following courses of the ASN Program:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking – Entrance</td>
<td>NS1010</td>
</tr>
<tr>
<td>Self-Assessment Inventory Web</td>
<td>N/A</td>
</tr>
<tr>
<td>Adult Medical-Surgical Nursing</td>
<td>NS3011</td>
</tr>
<tr>
<td>Community Health Nursing</td>
<td>NS3011</td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td>NS1030</td>
</tr>
<tr>
<td>Leadership in Nursing</td>
<td>NS3011</td>
</tr>
<tr>
<td>Maternal Newborn Nursing</td>
<td>NS2011</td>
</tr>
<tr>
<td>Mental Health Nursing</td>
<td>NS2021</td>
</tr>
<tr>
<td>Nursing Care of Children</td>
<td>NS2011</td>
</tr>
<tr>
<td>Nutrition</td>
<td>NS3011</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>NS2011</td>
</tr>
<tr>
<td>Comprehensive Predictor</td>
<td>NS3011</td>
</tr>
<tr>
<td>Critical Thinking - Exit</td>
<td>NS3011</td>
</tr>
</tbody>
</table>

- Course faculty will coordinate scheduling of computer-administered assessments. Completion of the designated ATI examination(s) and remediation (if needed) is a course requirement.
- Each student is required to take the ATI RN Comprehensive Predictor examination in the computer lab at a date to be specified by the instructor.
- The expected minimum level of achievement on the RN Comprehensive Predictor exam is 82% (probability of passing NCLEX-RN®). Students who do not achieve a score that reaches 82% will also be required to complete non-proctored ATI assessments. The instructor will determine which of these assessments will be required.
National American University
School of Nursing

Pre-Licensure Professional Nursing Program
Content Mastery Series Testing Algorithm

Nutrition, Fundamentals of Nursing, Pharmacology, Adult Medical-Surgical, Community Health, Mental Health, Nursing Leadership, Nursing Care of Children and Maternal Newborn

Student will:
- Complete the online practice assessment for each content area achieving a minimum of 100% correct. Students must wait 48 hours between attempts.
- Use ‘individual performance profile’ to guide study of the review modules in preparation for the proctored Content Mastery Series Testing.
- Take proctored Content Mastery Series Testing.

Student achieves a Proficiency Level 2 or higher on the proctored Content Mastery Series Testing.

Review suggested content areas from the Assessment in Review Modules.

Student achieves below Proficiency Level 2 on the proctored Content Mastery Series Testing.

Student schedules an appointment with a course instructor within first (1) week after exam to discuss results and remediation course of action.

Remediation strategies and guidelines to take second proctored exam:
1. Review suggested content areas from the Assessment in Review Modules.
2. Complete additional online practice exams and complete any other assessments recommended by course instructor.
3. Complete the Plan for Remediation Form.
4. Submit a copy of the online practice exam results to course instructor.
5. Schedule to take the second proctored Mastery Assessment with the course instructor.

Student takes second proctored Mastery Assessment on scheduled date.
National American University
School of Nursing
Pre-Licensure Professional Nursing Program
RN Comprehensive Predictor Exam Algorithm

Students will:
- Take the online practice assessment for each content area achieving a minimum of 82% probability of passing NCLEX-RN®.
- Study the ‘Topics to Review’ prior to taking the proctored assessment.
- Take proctored assessment bringing a copy of the score report from online non-proctored practice test as ‘admission ticket’.

Student achieves ≥ 82% probability of passing on proctored assessment.

- Student may take optional second practice exam.

Student achieves < 82% probability of passing on proctored assessment

- Student must provide evidence of remediation prior to taking second proctored assessment.
- Student takes second proctored assessment.

Student achieves ≥ 82% probability of passing on second proctored assessment:

- No additional remediation required.

Student achieves < 82% probability of passing on second proctored assessment:

- Additional remediation will be required.
Initial all and sign below:

_____ I have received a copy of and have read the Assessment Technologies Institute (ATI) Testing Policy as well as the *Content Mastery Series Testing* and the *RN Comprehensive Predictor Exam Algorithms*.

_____ I understand that it is my responsibility to utilize all the Review Modules, DVDs and online resources available through the Assessment Technologies Institute’s Comprehensive Assessment and Review Program.

_____ I understand that it is my responsibility to remediate as stated in this Policy and that failure to do so will result in an incomplete grade for the course.

Student Printed Name: __________________________________________________________

Student Signature: ___________________________  Date: _______________
National American University  
School of Nursing  
Pre-Licensure Professional Nursing Program  
Assessment Technologies Institute (ATI) Plan for Remediation

Student Signature: ______________________________________________________________

List topic(s) missed from ATI assessment: ____________________________________________

--------------------------------------------------------------------------------------------

- Remediation is mandatory if a student achieves below Proficiency Level 2 on the Content Mastery Exam and if the score is below 82% on RN Comprehensive Predictor Exam.
- The student must schedule an appointment with the course instructor within one (1) week after exam to discuss results and remediation course of action. The second test may not be taken until remediation is complete and documented.
- The student must access the results from the ATI exam in which the individual score fell below Proficiency Level 2 (or <82% on the RN Comprehensive Predictor). The student will identify the topics to review.
- The appropriate ATI materials and text books should be used to assist in reviewing the topics.
- The student must complete the Focused Content Review on the list of topics; indicate the source for information and make additional copies as needed.
- Additional remediation may be recommended by the instructor.
- Practice tests can be taken multiple times until the student obtains 100%. Take the online practice assessment until 100% is achieved.
- Prior to taking the second test, the student must turn in the copy of remediation notes to the instructor/test proctor. The student will sign the notes in front of the instructor/proctor.

Student’s plan for remediation:

--------------------------------------------------------------------------------------------

--------------------------------------------------------------------------------------------

--------------------------------------------------------------------------------------------

--------------------------------------------------------------------------------------------

--------------------------------------------------------------------------------------------
TOPIC (Condition): ____________________________________________________________

Presenting signs and symptoms:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Diagnosis (lab findings, diagnostic procedures):
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Nursing diagnosis and interventions (prioritize):
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Complications (signs/symptoms, lab values):
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Client education (diet, what to monitor, what to report):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

**TOPIC (Non-Condition):** __________________________________________________________

What are the underlying principles?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

What is the relationship to the nurse’s role/practice? (why, when, how)
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student Signature: ________________________________________________________________