National American University (NAU) School of Nursing (SON) Student Handbook: Undergraduate and Graduate
Welcome

Nursing is a people-oriented profession. Individuals entrust nurses to provide care when they/or significant others are most vulnerable. The core meaning of nursing is to “nurture.” Clients and families are dependent on nurses and other health care professionals to deliver safe high-quality care. Nurses are credited with defining the client’ experience. It is imperative that nurses invest in safety, quality, and genuine in the care they deliver.

Although the shortage of nurses is 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 well-being of all Americans.

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

The SON offers the Associate of Science in Nursing (ASN), the Bachelor of Science in Nursing (BSN), and the Master of Science in Nursing (MSN) degree programs. Program faculty and staff are committed to assist all students as they enter the career ladder of nursing. Welcome to a career path in nursing that is truly a lifelong learning experience and profoundly rewarding!

Have a great journey!

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Preface

The NAU SON student handbook has been designed to acquaint you with the policies, regulations, and services of the SON 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.

The NAU SON student handbook is supplemental to the NAU catalog. Nursing students should review and adhere to the NAU and SON policies and guidelines.

The NAU SON 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 SON policies and regulations as stated and distributed. Failure to comply with the NAU SON policies and regulations may result in warning or dismissal from the programs.

National American University
School of Nursing
5301 Mount Rushmore Rd.
Rapid City, SD 57701
(605) 721-5304
http://www.national.edu/
National American University Schools of Nursing

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 at the site you attend.

**Albuquerque, New Mexico Campus**
BSN Program
4775 Indian School Rd.
Albuquerque, NM 87110
(505) 348-3729

**Austin, Texas Campus**
BSN Program
13801 Burnet Rd., Ste. 300
Austin, TX 78727
(512) 651-4728

**Overland Park, Kansas Campus**
BSN and LPN Bridge to BSN Program
10310 Mastin St.
Overland Park, KS 66212
(913) 981-8724

**Rapid City, South Dakota Campus**
BSN Program
5301 Mount Rushmore Rd.
Rapid City, SD 57701
(605) 394-4800

**Sioux Falls, South Dakota Campus**
BSN Program
5801 S Corporate Place
Sioux Falls, SD 57108
(605) 336-4600

**Wichita West, Kansas Campus**
BSN and LPN Bridge to BSN Program
8428 W 13th St N, Ste. 120
Wichita, KS 67212
(316) 448-3184

**Zona Rosa, Missouri Campus**
ASN Program
7490 NW 87th St.
Kansas City, MO 64153
(816) 412-5500

*The Online RN to BSN and MSN programs are not offered in Tennessee. The MSN program is not offered in Arkansas or Tennessee*
Accreditations /Affiliations

The University

The university is recognized and/or accredited by the organizations identified in the university catalog. Please refer to the catalogs for specific accreditations/affiliations.

NAU is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604, www.ncahlc.org, (800) 621-7440.

The Accreditation Commission for Education in Nursing (ACEN) granted continuing accreditation for the NAU Zona Rosa, Mo. ASN program. For more information, please contact the ACEN at 3343 Peachtree Road NE Suite 850, Atlanta, GA 30326, (404) 975-5000, www.acenursing.org.

The baccalaureate and master’s degree programs in nursing at NAU are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036, (202) 887-6791.
National American University

Mission Statement

NAU welcomes students of diverse interests, cultures, and abilities and prepares them for careers in technical and professional 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 an 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 while promoting diversity in culture and perspective.

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.

**School of Nursing**

**Mission Statement**

The SON, as an integral part of NAU, is in concert with its mission, core values, and purposes. Consistent with the overall university mission, the SON 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.

**Vision**

Maintain and mature the infrastructure of the SON and the practice of nursing education.

**Core Values**

- Offer high quality nursing education and collaborative community partnerships.
- Provide a caring and supportive learning environment for nursing students.
- Offer professional nursing programs leading to career advancement and professional development.

**Programmatic Outcomes / Goals**

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 lifespan.

**Philosophy**

The SON derives its philosophy and purposes from the mission statement of NAU. The SON 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:

- **Experiential**: student-centered and lifelong learning; Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). The SON 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). Nursing is embraced as a discipline committed to the importance of lifelong learning for the maintenance and advancement of knowledge.

The SON 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).

- **Caring**: essential to nursing and nursing education; Benner (1984, 2000, 2001) and Leininger (1991, 2002, 2006). The SON and faculty embrace Benner’s tenet that caring practice is the invisible work of nursing, acknowledges a common human condition, and is required to nurture and sustain human life.

The SON and faculty further embrace Leininger’s 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).

- **Clinical Judgment**: qualitative distinction, evolves over time, integrative/dynamic; Benner (1984, 2000, 2001). The SON and faculty believe Benner’s tenet that clinical judgment is based on recognition of dynamic client/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.

- **Holistic Health/Illness/Death**: Leininger (1991, 2002, 2006). The SON 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.

The NAU SON 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 SON. The SON 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 are threaded throughout the curricula. 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 SON 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 client 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. Educational preparation within each level of practice should build on previous knowledge to facilitate career mobility.

The NAU SON Associate of Science in Nursing (ASN) program prepares students to serve clients with complex care needs, which require judgment, independent decision making within the professional nurse role, and collaborative decision-making. The National League for Nursing (NLN) publication Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing (NLN, 2010) provides guidelines for associate degree nursing education and practice.

The NAU SON BSN curriculum was designed to provide a broad base of principles from science and liberal arts including additional specialized courses in leadership, healthcare delivery systems, community and public health nursing, health promotion, nursing research, and evidence-based practice. To ensure the program quality and integrity, the BSN program follows the standards set out in the American Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008). The baccalaureate graduate enters the nursing profession as a nurse generalist with a strong foundation for developing specialized clinical practice and other advanced practice roles. The BSN graduates are prepared to function effectively in ambiguous, unpredictable, and complex environments; demonstrate critical thinking and flexibility; translate, integrate, and apply knowledge to enhance client care quality and safety. The program graduates possess the skills and credentials necessary to pursue graduate education.
The NAU SON Master of Science in Nursing (MSN) program includes four areas of study: Nursing Administration, Care Coordination, Nursing Education and Nursing Informatics. The MSN program utilizes the Essentials of Master’s Education in Nursing (AACN, 2011) to integrate the core competencies of the essentials into the MSN curricula for the various concentration areas. These emphases prepare the graduate for emerging roles in healthcare design, delivery and leadership, as well as higher education. The MSN graduates are prepared to face challenges of today’s complex academic and healthcare environments, as well as assume leadership roles at the local, state, national and international levels.

The model below represents the organizing structure of NAU SON. The model illustrates the emphasis on lifelong learning throughout all programs in a culturally congruent context for all populations. Students enter the NAU SON at varying points in their careers (pre-licensure 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.

**Student Learning Outcomes**

**Associate of Science in Nursing Degree:**

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 social, ethical, and legal issues that impact the delivery of domestic and global health care.
2. Integrate theory, research, and practice using critical thinking and effective problem solving for the advancement of the nursing profession.
3. Utilize current/emerging technologies and communicative methodologies to build collaborative relationships to promote evidence-based practice and improved healthcare outcomes.
4. Synthesize principles and theories from one’s specialty area of practice (administration, care coordination, education, or informatics) to participate in future advances in healthcare initiatives.
5. Model professional, scholarly, and leadership behaviors of one’s specialty area of practice (administration, care coordination, education, or informatics) that foster clinical reasoning and lifelong learning.

Pre-Licensure Nursing Programs

Associate of Science in Nursing (ASN) Degree

The two-year pre-licensure ASN program is offered at NAU Zona Rosa, Mo. campus.

Bachelor of Science in Nursing (BSN) Degree

The four-year pre-licensure BSN program is offered at NAU Albuquerque, N.Mex.; Austin, Texas; Bloomington, Minn.; Overland Park and Wichita West, Kan.; Rapid City and Sioux Falls, S.Dak. campuses.

Licensed Practical Nurse (LPN) Bridge to BSN Program

The LPN Bridge to BSN program is available at the Overland Park and Wichita West, Kan. campuses. LPNs who desire to become professional nurses with a BSN degree are required to take the NS3315 LPN to RN Transition course for bridging into the BSN clinical core.

NOTE: LPN bridging into the BSN clinical core students must have a practical nurse (PN) diploma with a 2.8 cumulative grade point average (CGPA) or above and a current active unencumbered licensed practical nurse (LPN) license.
In general, the pre-licensure nursing program curriculum features a *nursing foundational core*, which contains general education courses. The *nursing clinical core* contains the nursing specific courses.

**Post-Licensure Nursing Programs**

**Registered Nurse to Bachelor of Science in Nursing (RN to BSN Online)**
The RN to BSN program is offered for registered nurses utilizing an online learning platform. Students must hold an unencumbered registered nursing license to enroll in the program.

**Master of Science of Nursing (MSN Online)**
The MSN program is offered for registered nurses utilizing an online learning platform. Students must hold an unencumbered registered nursing license to enroll in the program. The MSN has four emphasis areas for students to choose as a program of study: (a) nursing administration, (b) care coordination, (c) education, and (d) nursing informatics.

**Advising**

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

- Foundational Core: Students in the foundational core classes are taking general education courses and receive the same advisement as other NAU students enrolled in general education courses at NAU.
- Student Learning Outcomes (SLO) Coordinator: Students have access to the SLO Coordinator through the program chair at the local campus. Students may be referred for assistance with utilizing SON resources (i.e. assistance with HESI/ATI product, Evolve and textbook resources, SmarThinking, and library navigation).
- Nursing Advisement: All nursing students have access to faculty for advisement. It is each student’s responsibility to maintain contact with their advisor.
- Based on student request and/or need, additional advising may be provided by the program chair, and/or another faculty member.
- If a student is at risk, the course faculty will notify the student and will meet with the student to assess the academic difficulty. Faculty will complete a *Student Improvement Plan – Classroom and/or Clinical/Lab* form, review it with the student, and the student will receive a copy to sign for academic file maintenance.
Transfer Courses

Undergraduate Transfer

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 ten (10) years upon application to the nursing program/nursing foundational core.

Nursing courses may be reviewed by the dean and/or associate dean for consideration of transferability into the nursing clinical core on a case-by-case basis.

Note: 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

A total of 13.5 credit-hours of graduate transfer credits are permitted to be included in a student’s program of study. The following conditions apply:

All such courses must have been completed at an institution recognized or accredited by an appropriate government or third-party agency. Transcripts from other organizations may be reviewed on a case-by-case basis; and

1. All courses must be graduate level and relevant to the students area of study; and
2. Courses included in a program of study which are taken more than five years prior to the date of graduation must be repeated; and
3. Transferred courses that replace core courses must be academically comparable to the NAU course it is intended to replace; and
4. Any course to be transferred into a program of study must have been completed with at least a “B” grade; and
5. A minimum of 70% of credits must be taken at NAU.

If all transfer requirements are met, three of the following courses may be transferred in the MSN program of study:
1. Leadership in Health Care: A Collaborative Approach to Theory/Ethics/Health Policy
2. Facilitating Health I: Health Assessment/Pathophysiology
3. Facilitating Health II: Advanced Pharmacology
4. Technology Utilization in Advanced Nursing Roles

Foundational Core Admissions Process

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

New Admission

- NAU admission representatives admit and provide copies of the NAU admission application to potential applicants.
- Applicants complete all admission paperwork and attend the NAU New Student orientation.
• Student attends a program information session with the director of student success (DSS) or designee.
• The campus director generates and signs a foundational core acceptance letter to the new student enrollee.
• Copies of the original, signed foundational core acceptance letter are sent to the financial aid services representative, registrar’s office, and SON administrative assistant for the student’s file.
• Subsequent academic advising will be provided by NAU learner services for non-nursing courses.

Existing Students

1. Students designated as non-nursing who have an interest in the BSN or ASN programs are eligible for acceptance into the foundational core. Appropriate paperwork for a program change is completed by the student’s DSS or designee.
2. Student attends program information session with the director of student success (DSS) or designee.
3. The campus director generates and signs a foundational core acceptance letter to the new student enrollee.
4. Copies of the original, signed foundational core acceptance letter are sent to the financial aid services representative, registrar’s office, and SON administrative assistant for the students’ file.
5. Subsequent academic advising will be provided by NAU learner services.
6. After attending the program information session, students go to the respective DSS/campus director for course registration or register online for foundational courses.

Reentry Students

1. Students will be readmitted to the foundational core courses following the NAU reentry policy as noted in the undergraduate catalog. NOTE: Students seeking to reenter the clinical core course must follow the guidelines outlined in this SON handbook.
2. Student attends program information session with the director of student success (DSS) or designee.
3. The campus director generates and signs a foundational core reentry letter to the reentry student.
4. Copies of the original, signed foundational core reentry letter are sent to the financial aid services representative, registrar’s office, and SON administrative assistant for students’ file.
5. Subsequent academic advising will be provided by NAU learner services for non-nursing courses.

School of Nursing Admissions Process

Pre-Licensure BSN and ASN Clinical Core
Nursing students and faculty should review NAU undergraduate catalog, the NAU SON student handbook for the student application process.
In pre-licensure nursing programs, 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.

Admission to the nursing foundational core does not guarantee admission in the nursing clinical core. Admission to the nursing clinical core is selective and highly competitive. Clinical Core Applications must be received at least 90 days prior to the start of each nursing clinical core cohort. For a new start BSN or ASN clinical core, the application timeline may be modified per program chair/director.

The criteria to be eligible for application to the clinical core of the BSN and ASN programs:

1. Admission to NAU must be made before application to the nursing clinical core.
2. Complete a national criminal background check and drug screen with a NAU chosen vendor with a successful result.
3. Must have evidence of medical terminology course work or similar knowledge provided through other programs of study. For students without evidence of prior medical terminology course work, NAU has available self-paced, self-pay courses, located on the university website under continuing education programs (HTH111 Survey of Medical Terminology OR, HTH120 Introduction to Medical Terminology).
4. All BSN foundational core courses must be successfully completed before the start of any clinical core course. Students who have not successfully completed all foundational core courses must apply for the next clinical core start. For the ASN program, general education nursing clinical core courses (SC1201, SC1370, PS2000, SO1050, or PS1050) may be completed prior to acceptance into the nursing clinical core. (Exceptions may apply as granted by the dean of the SON).
5. Minimum cumulative grade point average (CGPA) of 2.8 on all nursing foundational courses must be accomplished.
6. All required foundational core courses must be completed with a minimum grade of “C.”
7. All science courses must have been completed within five (5) years of application to the nursing foundational core. (Exceptions may apply as granted by the dean of the SON)
8. Applicant must provide a copy of state specific verification of active certification of a nursing assistant (CNA), emergency medical technician (EMT), medical assistant with associate degree including clinical training (MA), licensed vocational nurse (LVN), or licensed practical nurse (LPN).
9. Prior to application to the nursing clinical core, applicants must successfully complete a pre-entrance examination. The student must take the pre-entrance exam at a NAU SON campus location or arrange for an official transcript of previous exam scores to be sent to the SON. In an attempt to gain a higher score, applicants may retake the pre-entrance exam up to three times in a one-year period and must have a minimum of 14 days between testing dates. All components of the pre-entrance exam are considered as a whole, composite score.
10. Clinical core acceptance may be based on the overall ranking of the following items, but are not limited to:
   a. Pre-entrance exam composite score and science components.
   b. CGPA of 2.8 in foundational core courses (Individual Math / Science CGPA).
   c. Completion of foundational course work at NAU.
d. Prior completion of an associate, bachelor or master degree in any program of study.
e. Grades from science courses.
11. Students obtain and return the clinical core application to the SON administrative assistant or designee.
12. Applications for admission are reviewed by the SON Decision Committee for clinical core entrance.
13. The SON administrative assistant or designee sends clinical core decision letters to students.
14. Copies of the original, signed clinical core acceptance letter are sent to the financial aid services representative, registrar’s office, and SON administrative assistant for student’s file.

**Online RN to BSN**

1. The Online RN to BSN program reviews applications and admits students every academic quarter. Admissions decisions are made and communicated in writing once the program application and admissions requirements have been completed and reviewed.
2. Admission criteria include the following (please see NAU catalog for additional criteria, if applicable):
   a. Admission to NAU 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 registered nurse (RN) license from any state within the United States.* Evidence of current licensure must be present in the student’s departmental file.
   d. 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.

**MSN**

1. The 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.
2. Admission criteria include the following (please see NAU catalog for additional criteria, if applicable):
   a. Graduation from a baccalaureate degree program in nursing from an accredited institution.
   b. Current active unencumbered registered nurse (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 grade point average (CGPA) of 3.0 or above on a 4.0 scale during the baccalaureate degree completion.
3. The following NS courses may be considered for transfer or prior learning assessment (PLA) credit into the MSN program of study: NS6115 Leadership in Health Care: A Collaborative Approach to Theory/Ethics/Health Policy; NS6125 Facilitating Health I: Health Assessment / Pathophysiology; NS6135 Facilitating Health II: Advanced Pharmacology, and NS6160 Technology Utilization in Advanced Nursing Roles. In addition, NS6240 Nurse Educator Roles may be considered for prior learning assessment credit.
4. 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.

~ Please note that the MSN program will pilot the following changes in the admission criteria from fall 2015 through fall 2017 in order to be consistent with other NAU graduate programs: Admission GPA will not be taken into consideration for student admission into the MSN program. During the pilot project period, the MSN program team will monitor student academic success (progression) in the program. Academic support services and individual advising are available to students. The program team will review pilot project outcomes in fall 2017 and make a final decision regarding revisions in admission criteria.

School of Nursing Progression and Retention

1. Pre-licensure (BSN and ASN) nursing courses are sequential and the successful completion of each course is a prerequisite for admission to the next level or successive course. Each course of the quarter must be successfully completed to progress to the next quarter.

2. Nursing prefix (NS) courses may only be repeated once by students. In addition, clinical core students are only allowed to re-enter the program once.

3. Progression in the nursing program will depend on achieving the following:
   a. Satisfactory attendance of class per the university catalog.
   b. Completion of all lab, simulation and/or clinical hours.
   c. A passing score with a grade of “C,” “P,” “S,” or better in all nursing courses. Failure to achieve a passing grade in the theory or clinical course will result in the failure of the associated theory or clinical course. Failure to achieve a passing grade in the theory portion of the course and a “P” or “S” in the associated lab, clinical, and/or preceptorship portions, will result in a failing grade of “F” for the course, in which case the student will be required to repeat the entire course.
   d. Completion of lab, simulation and/or clinical assignments (i.e. care plans, concept maps, medication research, etc.).
   e. Completion of all standardized testing.
   f. Adherence to NAU SON student handbook and university catalogs.

4. A student who does not meet the requirements set forth above may not be permitted to progress. Please refer to any other guidelines pertaining to grievances, attendance and other related topics.

Exit from the School of Nursing

1. Students bear the responsibility of notifying the program chair at each respective campus when they discontinue studies in a course or at the university.

2. A student exiting the nursing program for any reason should complete an Exit Form for the SON. The form needs to be submitted within seven (7) working days from last date of attendance to the program chair.

3. Students who do not complete an Exit Form or submit the form within the required time will be at risk of not being readmitted to the SON program.

4. Students will be awarded grading as per the university catalogs.
Reentry for SON Programs

Any student who has interrupted progression for one quarter or more in the nursing program will need to apply for reentry. Students may apply for reentry once for pre-licensure (ASN or BSN) and reentry is not guaranteed. Students who leave the nursing program and apply for readmission will be required to complete a national criminal background check and drug screen prior to readmission into the program.

1. Students are responsible for meeting with the program chair regarding intentions to reenter no later than the first week of the quarter before the quarter of reentry. Failure to meet with the appropriate program chair may result in the delay or inability to reenter. Reentry is allowed on a space available basis as determined by the SON.

2. Students must set up a meeting with the nursing program chair in order to complete a Student Improvement Plan (SIP). The SIP outlines the requirements of remediation and/or competencies needed for reentry into the program. Failure to complete the SIP or the required remediation and/or competencies may result in denial of reentry into the NAU nursing program.

3. Reentry forms are reviewed on an individual basis within the SON by program chairs and faculty via the Decision Committee.

4. Students accepted for reentry into the nursing program will be notified in writing and a copy of the letter will be placed in the student file. Students are responsible for following NAU enrollment and admission policy for reentry.

School of Nursing Code of Conduct

Academic Integrity

The SON follows university academic integrity guidelines outlined in the NAU catalog.

In cases of suspected academic integrity violations, SON faculty are required to notify the program chair and follow the NAU academic integrity procedures.

Communication – Verbal / Non-Verbal

Effective communication is vital to ensure successful completion of the program. Students are responsible for communicating issues and concerns with course faculty 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 and NAU national.edu email addresses on file in the nursing program office to ensure the ability to contact students should clinical sites and time changes.
It is the responsibility of the student to remain apprised of the information in NAU catalogs, the SON handbook, and all other updates to policies and procedures. Students are responsible for reading information posted on student bulletin boards and in the learning management system (D2L).

Official SON electronic communication regarding academic classes or academic schedules will occur through School-sanctioned channels, (i.e. NAU email, listservs, D2L, etc). Electronic communications outside these channels are not endorsed for academic courses (i.e. text messages, social media, etc.).

Confidentiality Statement

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

Under no circumstance, is it appropriate to discuss a client information with any individual not directly involved in client care. 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.

Please refer to the Health Insurance Portability and Accountability Act (HIPAA), social media, and the Family Educational Rights and Privacy Act (FERPA) policy.

FERPA – Right to Privacy

Please see the NAU undergraduate/graduate catalog for details.

Social Media Policy (SON)

While social media allows the university to reach many audiences including faculty, staff and students, use of social media by SON faculty, staff and students presents special concerns for privacy and confidentiality. The general use of social media by SON faculty, staff and students is not affected by the following policy; its use related to confidential information about the School (including the faculty, staff and students), clients or SON - clinical affiliates (agencies with which the SON has entered a contractual relationship to provide clinical experience opportunities for students) is notably restricted.

Social media are defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (i.e. Wikipedia), blogs and microblogs (i.e. Twitter), content communities (i.e. YouTube), social networking sites (i.e. Facebook), virtual game worlds (i.e. World of Warcraft), and virtual social worlds (i.e. Second Life).

Regardless of how these forms of media are used, employees and students are responsible for the content they post or promote. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online,
the content leaves the contributing individual’s control forever and may be traced back to the individual in perpetuity.

Official SON electronic communication regarding academic classes or academic schedules will occur through School - sanctioned channels, (i.e. NAU email, listservs, D2L, etc). Electronic communications outside these channels are not endorsed for academic courses (i.e. text messages, social media, etc.).

SON students and employees are prohibited from disclosing through social media the following:

1. Protected Health Information, as defined by the HIPPA. For example, individuals may not disclose client names or otherwise refer to clients in any way that identifies them individually, including by their initials or by their location (i.e. hospital name or unit).
2. Education Record Information, as defined by the FERPA. Employees may not disclose FERPA protected information regarding students.
3. Confidential, non-public or proprietary information about families,
   a. clinical facility staff or clinical institutions;
   b. the School, its employees and students;
4. Copyrighted or intellectual property belonging to the university.
5. Comments that express or imply sponsorship or endorsement by the School or the university, unless you are officially authorized to act in this capacity for this purpose on behalf of the university or the School.

Accordingly, the use of social media for clinical discussions related to clients or SON and/or affiliated clinical facilities is prohibited.

If a faculty member or student identifies themselves as such online (i.e. list affiliation with the School in their Facebook profile), a disclaimer should be added that any opinions or views expressed do not represent the opinions of the SON or NAU.

Students in violation of this policy may be considered as having violated the NAU and SON Code of Conduct. However, like faculty and staff who violate this policy, students may face disciplinary action up to and dismissal from the SON and NAU.

Professional Conduct in Classroom / Lab / Clinical

As the SON 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 SON and NAU. In support of the NAU and SON missions, the following guidelines are offered to describe acceptable behavior of students in the classroom, lab and clinical settings:

1. Students should arrive on time and remain for the designated length of instruction. Arriving late is considered disrespectful and disruptive in nature. Students with emergent needs should notify faculty as far in advance as possible and cause minimal disruption to other learners.
2. Students should be courteous and keep noise to a minimum in and out of the learning environment.
3. Students must pick up and dispose of their trash.
4. Students should exemplify professional behavior and follow the policies and procedures of the university and the SON, the clinical learning agency, the course syllabi, and the respective state Nurse Practice Act.
5. No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users.
6. Eating and drinking is allowed in the designated areas only. This does not include the lab or clinical client care area.
7. Do not use the equipment or supplies for any purpose other than specified.
8. Any equipment malfunction or abuse must be reported to faculty immediately.
9. Safety and privacy measures (i.e. lowering beds, placing call lights, dignity of manikins, not removing manikins from beds, etc.) should be followed in all settings.
10. Electronics including cell phones, tablets, laptops, cameras, camera phones, and video recorders are prohibited unless authorized by faculty in advance.
11. All students must have proper orientation to all learning environments and equipment.
12. Students needing extra lab/skills practice request this by communicating with course faculty or program chair to arrange the time.

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, and courteous manner with clients, peers, faculty, and staff. Failure to do so represents unprofessional behavior. Examples of unprofessional behavior include **but are not limited** to:
1. violation of the HIPPA
2. client abandonment and/or neglect
3. theft of property from a clinical agency, client, others, or NAU
4. disorderly conduct
5. verbal abuse that involves an expressed or implied threat to a person’s safety
6. physical abuse of any person
7. possession of a weapon
8. possession of alcohol, drugs, or controlled substances
9. identified as under the influence of alcohol, legal or illegal drugs that could impair judgment.
10. physical or verbal abuse toward faculty, staff, peers and others.
11. any behavior that constitutes misconduct as defined by the SON student handbook or the board of nursing.

A faculty member may remove or refuse entry to a student from the classroom, lab and/or clinical learning area because of unprofessional behavior. The **Student Improvement Plan – Classroom or Lab/Clinical form** will be completed and placed in the student’s file. Consequences for unprofessional behavior will be at the discretion of the faculty and the program chair and may lead to dismissal from the SON. Students dismissed from the SON may continue their education at National American by transferring into other programs offered outside of the SON Impaired Practitioner
Impairment is defined as the inability to carry out duties and responsibilities in a reasonable and safe manner consistent with acceptable standards.
Some signs or symptoms of impairment include, but are not limited to:
- Excessive drowsiness/sleepiness
- Alcohol/Drug use
- Slurred/incoherent speech
- Argumentative/aggressive behaviors
- Erratic or Unusual behaviors
- Lack of coordination/dexterity
- Discrepancies in patient medication records

Many state boards of nursing have regulations regarding impairment in the clinical setting. Students should be aware of their state regulations related to the nurse practice act and impaired practitioners. It is highly recommended students are aware of the nurse practice act as it relates to themselves. Students may be removed from the classroom, lab or clinical site for suspicion of impairment which may lead to course failure.

**Professional Appearance – Lab / Clinical**

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

1. Students are expected to dress appropriately for the university environment for the classroom and to follow guidelines for lab/clinical dress (below).
2. Students are to wear the official nursing program uniform in all lab/clinical settings unless setting or agency requires other clinical attire. Cultural preferences should be brought to the attention of the faculty for accommodation and consideration.
3. Students choosing to wear a long-sleeved shirt under the uniform top may do so, however, it must be black or white, and in good repair.
4. A white lab coat with the NAU SON logo may be worn in the clinical setting. The lab coat must be clean with a pressed appearance.
5. Student identification (ID) is mandatory for clinical and must be in color including the student’s photo. The NAU SON student name badge must be worn anytime students are presenting themselves as nursing students of the nursing program. The name badge is to be worn on the chest of the uniform or lab coat and always visible.
6. 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 with the NAU SON logo and student ID badge must be worn over appropriate street clothes. Students’ not in proper attire cannot access client records.
7. No jewelry is allowed with the uniform except wedding rings, engagement rings, one pair of small post (no gauges, hoops, or dangling, etc.) earrings, and a wristwatch. Necklaces must be kept under clothing and not be visible.
8. No visible facial or body piercing jewelry is allowed in clinical setting/practicum. No objects of any type may be worn on the tongue.
9. All visible tattoos must be covered.
10. Hair must be a natural hue (natural color), clean, worn off collar, and back from face. Makeup should be subtle and in good taste. Neatly trimmed beards and mustaches are permitted.
11. Chewing gum is not allowed in the clinical setting or in the nursing laboratory.

12. 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. Shoes must be white and/or black. They must be enclosed shoes and leather, no cloth or mesh shoes, clean and in good repair. White socks or stockings are preferred. Undergarments cannot be visible under the uniform.

13. Fingernails must be clean, short with no polish. Artificial nails, nail wraps, shellac, or extenders are not permitted.

14. Absolutely no smoking, e-cigarettes, or chewing tobacco while in the student nursing uniform at the clinical/lab setting or while attending any NAU SON activities.

15. 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 course.

Clinical Experiences

Clinical experiences are designed to help students meet learning objectives and progress in the program. One of the professional expectations of a nurse is consistent attendance. Missed clinical are missed learning opportunities for a student and may cause a student to be unable to meet clinical course objectives which may result in course failure.

The facility size, availability, client census, student level, and theory content are considered by NAU when making clinical assignments. Students’ clinical assignments are based on learning experiences and clinical site availability.

Student clinical assignments will be made available once dates and times are secured with the affiliated clinical agencies. Student clinical assignments are tentative and subject to change at the discretion of the clinical agencies, clinical education coordinator, and/or program chair. Clinical hours may include days, evenings, nights, weekends, and/or some holidays.

Clinical experiences for students will be approached utilizing the scope of practice appropriate for the professional nurse. Clinical experiences occur through instruction in the clinical site with nursing faculty or preceptors. In addition, the SON may offer clinical experiences through lab simulations to the extent permitted by the respective state board of nursing.

Faculty will strive to provide a neutral clinical experience for students. This means that if a student is employed by a clinical site, NAU will strive to obtain another clinical site for the student. If this is not possible, the student must recognize and act consistent with his/her role as an NAU SON student during clinical hours.

Clinical Hours may vary for the different clinical agencies and clinical experiences. Clinical hours and sites are posted on individual clinical course syllabi.

Note: All students are responsible for locating their assigned clinical sites and knowing the clinical hours before the first day of clinical.
**Student Responsibilities during Preceptor Clinical(s)**

a. Adhere to all clinical facility policies and procedures.
b. Adhere to all university policies and procedures identified in the NAU catalogs and the NAU SON student handbook; failure to exhibit integrity, ethical conduct, or compliance with professional standards may warrant dismissal from the 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 NAU and SON policies on attendance. Change in schedule must be approved by the course faculty and preceptor.
f. Communicate effectively with preceptor and course faculty.
g. Seek feedback regarding completion of course objectives.
h. Turn in all required paperwork to instructor at end of course

**Lab/Clinical – Attendance**

Lab/Clinical attendance is mandatory for completion of the nursing program and to be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Lab / Clinical absences are unexcused unless approved by the program chair or designee in advance.

A student may be subject to dismissal from the program due to failure of the lab/clinical experience if the student misses >10% of a lab/clinical course. Extenuating circumstances with documentation are taken into consideration before a student is dismissed due to failure of the lab/clinical. If approved, the student is required to make-up the lab/clinical hours at the discretion of the program chair. A student with >3 unexcused occurrences over the duration of the nursing program, will be dismissed from the SON. Students dismissed from the SON may continue their education at National American by transferring into other programs offered outside of the SON.

NOTE: Re-entry students are allowed the following excused absences (with documentation) for the duration of the program:

<table>
<thead>
<tr>
<th>Percentage Completed</th>
<th>Allowable Absences</th>
</tr>
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<tbody>
<tr>
<td>Up to -24%</td>
<td>3</td>
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<tr>
<td>25-49%</td>
<td>2</td>
</tr>
<tr>
<td>50-75%</td>
<td>1</td>
</tr>
<tr>
<td>76-100%</td>
<td>1</td>
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</tbody>
</table>

**Lab / Clinical – Absences**

In the event of an absence, it is the responsibility of the student to notify the lab/clinical instructor or designee prior to the start of lab/clinical. Failure to notify the instructor or lab/designee of an absence prior to the start of the lab/clinical may result in failure of the
lab/clinical. NAU may require a student to provide documentation verifying the reason for the student’s absence.

A student who has been or will be absent from lab/clinical hours must complete a *Notification of Absence Form* and submit that form to the program chair within three (3) working days of the absence. In the event of clinical absence, NAU cannot guarantee that clinical make-up experience(s) can be identified and completed by a student in time for the student to progress into the next quarter of the program. As such, students should avoid absences and tardiness.

If a student is absent for surgery, a serious illness, or a health condition that could impact the student’s ability to safely perform in the lab/clinical setting, the SON may require the student to present documentation from a healthcare provider. The documentation must state the student is fit to safely return to lab/clinical practice without limitations or restrictions. This requirement ensures students and client safety.

**Lab / Clinical Tardiness**

Students must attend the full scheduled lab/clinical hours, unless prior arrangements have been made with the program chair/designee. If a student is tardy for lab/clinical hours, faculty may decline to permit the student to participate in the lab/clinical and the student will be deemed absent. Students may also be required to make-up the missed learning opportunity resulting from the tardiness.

The following applies for any lab/clinical tardiness issues:

1. If a student is between five (5) minutes and thirty (30) minutes late for lab/clinical, then the student will be given an unsatisfactory for the lab/clinical day. The student will be allowed to complete the lab/clinical day.
   a. If a student is tardy two or more times, the student is dismissed from the lab/clinical site, which may result in a course failure. Students dismissed from the lab/clinical site need to contact the program chair/designee and complete a *Notification of Absence Form*. Extenuating circumstances with documentation will be taken into consideration. Please review Lab / Clinical Absences section of the SON handbook.

2. If a student is more than thirty (30) minutes late, the student is dismissed from the lab/clinical site, given an unsatisfactory for the lab/clinical day, and it will be counted as a lab/clinical absence, which may result in failure of the course. Students dismissed from the lab/clinical site need to contact the program chair/designee and complete a *Notification of Absence Form*. Extenuating circumstances with documentation will be taken into consideration. Students without documented extenuating circumstance and any other absences may receive a failing grade for the course.

**Simulation**

Simulation is considered lab/clinical experience. Therefore, students need to adhere to lab/clinical policy. The goal of simulation is to provide a safe learning experience that promotes successful understanding in all aspects of health care. The SON faculty attempts to include all environmental factors to make the students’ learning experience realistic and authentic. For
enhanced learning, all students are expected to come to the SON lab prepared. The faculty provides students with positive feedback and debriefing of their performance, while students self-analyze their performance and use critical thinking during the reflection process.

Simulation case scenarios in the SON lab involve active participation for all students. Simulations and case scenarios are designed to help the student develop problem-solving and decision making skills. All students will adhere to the SON code of conduct information located in the SON handbook. Manikins are to be used with respect and treated as if they were “live” clients. Students involved in simulated scenarios should have everyone’s respect and attention. Situations simulated in the SON lab are to be used as a learning tool and no discussion of the actions of fellow students should take place outside of the lab.

The debriefing session involves the immediate feedback and a reflective critical thinking analysis and communication tool for participants of the simulation exercise. The purpose of the debriefing assessment provides an intense post conference and active evaluation process driven by instructors and peers. The focus of the debriefing should be on positive aspects and should allow the student to answer critical thinking questions.

Additional Information

Personal Property

The university assumes no responsibility for loss or damage to students’ personal property on university premises and/or in the clinical setting.

Incident, Errors or Unusual Occurrences

Incidents, errors or other unusual occurrences (i.e. needle sticks, medication errors, accidents, etc.) must be promptly recorded on a written incident report for protection of the student and the client. The Incident Report form must be completed promptly on discovery of the incident, error or unusual occurrence.

In accordance with the Center for Disease Control (CDC) all sharps are to be handled safely and disposed of properly. In the event of a needle stick, the lab/clinical faculty should be notified immediately, so first aid can be provided. The faculty should be notified so that an Incident Report form can be filled out and reported to 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. Students are expected to comply with these standards in all lab and clinical settings.

Students are responsible for obtaining and maintaining health insurance while they are in the program. If a student sustains an injury or accidental exposure in the clinical facility, the student must notify the faculty immediately. An Incident Report form is completed for the SON, in
addition to any clinical agency requirements. 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. Costs associated with illness or injury are the responsibility of the student.

Students are responsible for completing all treatments and follow-up procedures. Students are also responsible to submit any documentation requested by the SON as it pertains to the injury or infectious disease.

**Latex Sensitivity or Other Allergies**

It is the student’s responsibility to inform faculty if the student has a known allergy to latex or any other allergy that may impact clinical or lab performance. A student also has a responsibility to inform faculty if the student suspects symptoms of latex sensitivity or another allergic reaction. Symptoms of a latex allergy or sensitivity may include, but are not limited to: runny nose, itching eyes, asthma, eczema, contact dermatitis, and shock.

**Liability Coverage**

Students are covered by comprehensive liability insurance through NAU while acting in their normal scope of clinical duties. The normal scope of duties includes anything required, requested, or authorized by the university. Students are not covered by the university’s insurance when not acting within the student’s normal scope of student duties. There is no liability coverage when performing duties in a non-student role.

**Severe/Inclement Weather**

During the year, a respective NAU campus may be closed, have a late start, or early dismissal due to weather and road conditions. If a NAU campus is closed due to weather, students are not expected to report for class, lab or clinical practice. The announcements will be on the local radio or TV stations. For details, contact the campus and/or review student portal.

**Student Work and Projects**

Student work and projects may be retained and used as examples for accrediting agencies or the respective state board of nursing. Students will consent to this practice with a signature on the acknowledgment/consent page at the end of the NAU SON Undergraduate/Graduate Student Handbook.

**Photographic Image/Recording Consent and Confidentiality**

During participation in clinical simulation and/or theory courses, students may act as the performer or observer in photographic images, audiovisual digital recordings and/or videotape recordings. Due to the unique aspects of this type of training, you are asked to maintain and hold all information confidential regarding performance of specific individuals and/or the details of specific scenarios.
Students will consent to adherence and/or permission for the use of Photographic Image/Recording and Confidentiality with a signature on the acknowledgement/consent page at the end of the NAU SON Undergraduate/Graduate Student Handbook, representing the following statements:

- I authorize faculty and administrators of NAU to publicly show still photographs (slides or prints) and/or videotapes depicting me during education in the theory class, lab and/or simulation activities. I understand I will NOT be specifically identified and the photographs will be shown for educational or ceremonial purposes. No commercial use of the photographs (slides or prints) and/or videotapes will be made without my written permission.
- I am hereby informed that there is continuous audiovisual digital recording in rooms in the nursing lab/simulation center. I consent to continuous audiovisual digital recording while I am in the simulation center. I understand that, unless otherwise approved by me, I will NOT be specifically identified and that the recordings will be show only for educational or ceremonial purposes. No commercial use of the audiovisual recordings will be made without my written permission.

Evaluations: Student, Alumni, and Employer Surveys

To measure student, alumni, and employer satisfaction, the following surveys are currently used within the NAU SON:

- End of course survey: Students are provided with an online link for survey completion at the end of each course.
- Program completion survey: Students are provided with an online link at the end of the respective program.
- Alumni satisfaction survey: Email addresses are provided by students. The program administrative assistant emails an online link to graduates around six (6) months post-graduation.
- Employer satisfaction survey: Email addresses are obtained by the program administrative assistant. The program administrative assistant emails an online link to the graduates and/or their employers around six (6) months post-graduation.

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

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 includes a sample methods students can become involved:

1. Participate in program completion and alumni surveys.
2. Provide honest and fair feedback to the faculty when asked to complete faculty and course evaluations at the end of a course (theory, lab, and clinical courses).
3. Volunteer for committee membership (i.e. collaborative committee, student nurse association, etc.) as available on the campus.
4. Provide input when peers are representing student/program issues at committee meetings.

Textbooks, Electronic Resources and Study Materials

Prior to each nursing course, it is the student’s responsibility to purchase all required textbooks/electronic resources including study guides, workbooks, and case studies, etc. It is highly recommended that students retain all textbooks and study materials until completion of the nursing clinical core, as most of the materials are used in multiple quarters. Re-entry nursing students may be required to purchase current textbook editions consistent with the re-entry cohort.

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.

Release of Health/Background Information for Clinical Placement

Clinical affiliates of National American University may request that specific student information be released to them for students to participate in clinical experiences at the facility and/or reserve the right to randomly audit student health/background information. This request is standard practice between nursing programs and clinical affiliates. It is designed to protect the clinical affiliates’ patient population. Information that may be requested includes, but is not limited to:

- immunization records, to include annual flu vaccination
- results of tuberculosis skin tests or results of chest x-rays
- results of background checks
- additional health-related information beyond what is requested for admission to the program.

Students will consent to this practice with a signature on the acknowledgment page at the end of the NAU SON Undergraduate/Graduate Student Handbook. Failure to provide consent may prevent clinical placement to complete course requirements in some instances.

School of Nursing Policies and Procedures

SON Chain of Command/Communication

Faculty → Program Chair→ Associate Dean→ Dean

Background Check and Drug Screen

Students will follow the state and facility requirements for clinical attendance.

Policy. The NAU SON requires a background check and drug screen 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. An initial
Each nursing student is required to submit to a national background check which may include, but is not limited to the following:

- social security number verification
- criminal search (seven years or up to five criminal searches)
- employment verification to include reason for separation and eligibility for re-employment for each employer
- violent sexual offender and predatory registry search
- Health and Human Services (HHS)/Office of Inspector General (OIG) list of excluded individuals/entities
- U. S. General Services Administration (GSA) list of parties excluded from federal programs
- United States Treasury, Office of Foreign Assets Control (OFAC), list of specialty designated nationals (SDN)
- applicable state exclusion list, if one exists.

2. The SON will provide students with contact information for an approved agency to conduct the background check/drug screen. The student is responsible for the cost of the background check/drug screen.

3. Students will be required to sign a consent to release background information as part of the clinical core application process for clinical agency assignments.

4. Students will receive an email from the SON to complete the background check/drug screen process.

5. The initial background check/drug screen must be completed with application.

6. Students who leave the nursing program and apply for readmission will be required to complete a national criminal background check/drug screen prior to readmission into the program.

7. Some states may require periodic background check/drug screen.

8. The SON may deny admission and/or progression in 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. In addition, a student may be denied admission into the nursing clinical core or progression 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.

9. All drug screen results are reported to the nursing program chair. Positive drug screens will be shared with the individual student and may hinder admission or progression in the clinical core.

10. Students with positive drug screens will be directed back to the background check/drug screen vendor for further clarification.
Drug Screening “For Cause” Testing

**Policy.** This policy refers to the use/misuse of, or being under the influence of: Alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the nursing program.

1. When faculty, leadership and/or clinical agency perceives the odor of alcohol or observes behaviors such as, but not limited to: Slurred speech, unsteady gait, or confusion and these behaviors cause the school or clinical agency to suspect a student is impaired by alcohol or drugs, the following steps may be taken:
   - The nursing faculty will remove the student from the client care or assigned work area and notify the nursing program chair and campus director.
   - The student will be advised to adhere to the NAU conduct section of the NAU catalog for further direction.

**Clinical/Safe Practice Guidelines**

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

**Policy.** The following is the NAU SON policy related to safe practice in the clinical setting.

1. 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.
   - Faculty have the professional obligation to safeguard client well-being and to protect student rights. Faculty are expected to:
     - specify expectations in measurable terms.
     - assess significant behaviors.
     - give frequent, constructive feedback.
     - provide experience appropriate to students’ level of experiences.
     - document student endeavors.
     - identify all areas in which expectations are not being met.
   - Students are expected to:
     - assume responsibility for own actions.
     - prepare in advance for clinical experience.
     - report unsafe practice.
     - apply safety measures to nursing interventions.
     - function within guidelines and policies of the institution in which they are practicing.
     - maintain personal, physical, and emotional stability.
     - communicate appropriately, adequately, truthfully, verbally, and in writing.
     - recognize own limitations and the need for appropriate supervision.
     - provide appropriate care for all individuals regardless of age, sex, race, or diagnosis.
     - judiciously protect information of a confidential matter.
A student whose behavior is unsafe or likely to become unsafe will be removed from the clinical setting. A student who was removed from the clinical setting will be given an unsatisfactory grade on their clinical evaluation tool. A Student Improvement Plan – Lab/Clinical 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. Students have the right to have input into the plan. The student may receive a failing grade for the course and/or may lead to dismissal from the SON. Students dismissed from the SON may continue their education at National American by transferring into other programs offered outside of the SON. Copies of warnings and contracts will be given to the nursing program chair/designee for placement in the student’s file.

2. Guidelines for clinical evaluation of students will be presented in each course.

   **Form. Student Improvement Plan – Lab/Clinical**

**Core Performance Standards (Functional Abilities)**

**Policy.** NAU 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 limits 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 by contacting the designated ADA coordinator. The system student services office is the designated office at NAU 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, Rapid City, South Dakota 57701.

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

   System ADA Coordinator  
   5301 Mount Rushmore Rd.  
   Rapid City, SD 57701  
   (800) 209-0490

**Forms. Nursing Clinical Core Application – Core Performance Standards (Functional Abilities)**
General Grievance Policy and Procedure

SON Specific Policy and Procedure.

The NAU SON is committed to promptly addressing student concerns in accordance with its mission and core values. The steps below outline the process:

1. If a student has a concern or complaint, the student should first seek resolution by communicating directly with the person with whom the student has the grievance within one (1) business day of the event/issue.

2. If the student is unable to resolve the concern after communicating with the other person, the student may submit a completed Grievance Form within one (1) business day of the communication with the other person (step one) to the nursing program chair.

   The program chair will attempt to meet with the student and the other person within two (2) business days of receipt of the Grievance Form.

   The program chair will issue a decision within one (1) business day after the meeting via phone call, with follow up documentation via email or letter with a copy maintained in the campus SON grievance binder.

   If the program chair is unavailable, SON associate dean will act in place of the program chair.

3. The student may appeal the decision of the program chair within one (1) business day of the communication with the program chair (step two) to the dean of the SON and Graduate Nursing Studies.

   The student must submit the Grievance Form and all documentation to the SON dean and SON associate dean via email (contact information is located at the beginning of the SON Student Handbook).

   A SON grievance committee will be convened and consist of 3 to 4 members, to include the SON dean, SON associate dean, and up to two additional SON faculty/staff from a location different from the student.

   Students will be required to participate in a video conference with the SON grievance committee to discuss all pertinent data and answer questions about the situation.

   The SON dean/associate dean will issue a decision within four (4) business days after the meeting via phone call and/or an email, with a copy maintained in the campus SON grievance binder. If the SON dean is unavailable, the SON associate dean will act in place of the dean and make the final determination.
If the student feels that the SON has not adequately addressed the student's concerns, the student may contact the appropriate state agency listed in the university’s undergraduate or graduate catalog.

**Form.** *Grievance Form*

**Grading Criteria for the School of Nursing**
The following policies are specific to the SON and have been developed by faculty and program chairs.

**Grading Policy.** The course syllabi identify the items (i.e. exams, quizzes, assignments) which comprise the overall course grade. Eighty percent of the course grade comes from NCLEX-RN®-style testing (i.e. examinations, quizzes, standardized testing). The remaining 20 percent comes from assignments (i.e. case studies, papers, presentations, group work, etc.).

**IMPORTANT:** Students must score a 78% average on all exams, quizzes, and standardized tests before additional course assignments are added to the overall course grade. There is no rounding of percentages when calculating course grades.

The following grade/percentage points and quality points for grade point average calculation (GPA) are used by the SON:

- A 94-100% (4.0 quality points)
- B 86-93% (3.0 quality points)
- C 78-85% (2.0 quality points)
- D 66-77%
- F <66%

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>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.</td>
</tr>
<tr>
<td>B</td>
<td>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.</td>
</tr>
<tr>
<td>C</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

Late Assignment Policy
Assignments should be submitted on or before the due date. A student should notify his/her faculty prior to the due date if he/she is unable to meet the required due dates. The notification should include both the reason for not meeting the due date and the student's proposed plan and timeline for completing the work.

Students who do not make arrangements and receive faculty approval for late submission prior to the due date will receive a minimum of a 10% per day reduction in the total score available on the assignment. Faculty will deduct the per-day-reduction percent prior to grading the assignment and then the assignment will be graded. For example, if the assignment is worth 100 points and turned in one day late there will be a 10% deduction, PLUS points deducted for assignment content.

If a student has not turned in an assignment before three (3) days have elapsed after the due date, he or she will receive a zero (0). However, it is at the faculty discretion to review the assignment to provide feedback on content. Assignments submitted after the close of the quarter will receive a zero (0).

Examination/Quiz/Competency-Based Lab Evaluation Policy
Students should review the course syllabus and communicate with faculty regarding the scheduled dates of examinations, including midterm and final exams. Most classes include a comprehensive final exam typically scheduled during a seven-day testing period at the end of the quarter.

Students should be aware that exams/quizzes may have time limits, which vary from course to course. Once the exam/quiz begins, no late arrivals will be allowed to enter into the classroom. The exam/quiz will be rescheduled with a 10% deduction.

Exam/quiz extensions will be granted only for extenuating circumstances with documentation (i.e. death in the immediate family, acute illness, military deployment). A student who requests an exam/quiz extension in an online course is required to contact the faculty.

Note: All requests for exam/quiz extensions must be approved by the nursing program chair, faculty or designee prior to the scheduled exam time.

Examination/Quiz Procedures
The SON is committed to a process of replicating the circumstances that graduates will experience when writing for the NCLEX-RN® examination. The procedures of the National Council of State Boards of Nursing (NCSBN) rules for NCLEX-RN® are followed to
enhance graduate preparation with NCLEX-RN®. Nursing students are expected to uphold ethical principles with regard to academic integrity.

**Personal Items**
1. Students are not allowed to have anything in their possession during the exam or quiz except what is given by faculty or proctor (i.e. paper, pencil, calculator, ear plugs, etc.).
2. All personal items must be placed in the front of the classroom (or designated area) when students enter, and may not be accessed during the examination process, including the following:
   a. Bags, purses, and backpacks
   b. All electronic devices (i.e. cell phones, pagers, tablets, smart watches, MP3 players, jump drives, cameras or any other electronic devices).
   c. Educational, test preparation or study materials
   d. Coats/hats/scarves/gloves
   e. Medical aids/devices
   f. Food or drink, gum/candy

*Note:* If students refuse to store items identified above as required, the student will not be allowed to test and will not be allowed to schedule a make-up examination or quiz.

**Confidentiality**
Students are expected to maintain confidentiality of the examination before, during, and after the process. Students may NOT:
1. disclose or discuss with anyone information about the items or answers seen on the examination/quiz unless it is during a formal test review process with faculty. This includes not posting or discussing questions on the Internet and/or social media sites.
2. reconstruct examination/quiz items using memorization or copying of examination/quiz items, topics, etc.
3. seek assistance from any other party when answering items (in person, by phone, text or email) during the examination/quiz.
4. remove the examination/quiz items and/or responses (in any format) or notes (i.e. scratch paper, etc.) about the examination/quiz from the testing environment.
5. decline to participate in any investigation that needs to be conducted regarding examination/quiz irregularities.

*Note:* If a student observes any of the above behaviors, or any irregular behaviors that is in violation of the examination/quiz policy or procedures, they are required to report it to the instructor and/or program chair, who will report it to SON dean and/or SON associate dean and comply with a follow up investigation.

**Test Administration**
The SON utilizes various methods of administering examinations and quizzes, to include paper/pencil and electronic testing. Students are expected to adhere to the following:
1. May not take the examination/quiz for another person.
2. May not tamper with the computer or use it for any function other than taking the examination/quiz.
3. May not engage in disruptive behavior at any time while taking the examination/quiz.
4. Notify faculty / proctor at the time of the examination/quiz if there are any hardware/software problems by raising their hand.

**Examination/Quiz Completion**
In accordance with NCLEX guidelines, students are expected to leave the classroom quietly without disrupting other students after completion of any examination or quiz.

**Break Procedures During an Examination/Quiz**
Each student will be expected to take care of all personal needs immediately prior to the examination/quiz, and will not be allowed to take a break until he/she turns in the examination/quiz, barring any emergency. If students have to step out of an examination/quiz in process, then the student will not complete the examination/quiz. Notification to the program chair is required if a student must leave an examination/quiz to determine eligibility for taking a make-up examination. Quizzes will not be able to be made-up for this reason.

**Emergency Notification**
If a person outside of the SON needs to notify a student about an emergency while the student is taking an examination or quiz, that person should be provided the contact information for the program administrative assistant, program chair or designee. A message will be relayed to the student. If the student has to stop the examination or quiz, the grade will be forfeited until eligibility for a make-up examination/quiz is determined.

**Grounds for Exam Dismissal or Cancellation of Exam Results**
A student who violates the examination/quiz procedures, or engages in irregular behavior, misconduct, and/or does not follow the faculty member’s warning to discontinue inappropriate behavior will be dismissed from the testing environment. Additionally, the results of the examination/quiz may be withheld or canceled, and may lead to dismissal from the SON. Students dismissed from the SON may continue their education at National American by transferring into other programs offered outside of the SON.

Behaviors that are considered to constitute irregular behavior or misconduct include, but are not limited to:
1. Giving or receiving examination/quiz assistance of any kind.
2. Using, accessing, or attempting to access any prohibited aids. Prohibited aids are any devices or materials that will be helpful in taking the examination/quiz. Examples of aids are electronic devices, conversion tables, dictionaries, etc.
3. Attempting to take the examination/quiz for someone else.
4. Bringing any study aids to the classroom or accessing or attempting to access such study materials at any time after the start of the examination/quiz.
5. Failing to follow procedures or the instructions of faculty.
6.Creating a disturbance of any kind.
7. Tampering with the operation of the computer or attempting to use it for any function other than taking the examination/quiz.
In addition, students have three (3) business days after the exam is graded to challenge an exam grade or question, utilizing the SON Grievance Process.

Make-Up Policy for Exam/Quiz/Computerized Adaptive Testing
If a student is late for a class and an Exam/Quiz/Computerized Adaptive Testing (CAT) or Competency-Based Lab evaluation has been initiated, the student may not enter late to participate.

The late or absent student has three (3) business days after the original Exam/Quiz/Computerized Adaptive Test or Competency-Based Lab evaluation date to schedule a make-up Exam/Quiz/CAT or Competency-Based Lab evaluation.

The student will be required to arrange the make-up with course faculty. There will be 10% deducted from the available score for taking the Exam/Quiz/CAT or Competency-Based Lab evaluation late. If a student has not made up an Exam/Quiz/CAT or Competency-Based Lab evaluation as arranged, he or she will receive a zero percentage for the specific item missed.

The make-up exam/quiz may not be the same as the original administered exam/quiz. The type of make-up exam/quiz is at the discretion of faculty.

Exams/Quizzes/ Computerized Adaptive Tests/Competency-Based Lab evaluations that are taken prior to the scheduled date for administration will receive a 10% deduction unless the student provides written documentation of an extenuating circumstance that is acceptable to faculty. Work and vacation will not be considered an extenuating circumstance. Faculty-made exams and quizzes may not be available for early administration.

Discussion Questions – Best Practices Policy
Students will be provided a grading rubric for online discussion questions. Identified below are the best practices for an online discussion:
1. Minimum word count for your INITIAL post is 250 words AND your initial post also requires at least 1 reference.
2. There is no minimum word count for your RESPONSE posts. Two response posts per DQ are required. References are not required for your response posts UNLESS the information you include needs to be cited to avoid plagiarism (for example sharing an original author’s ideas, data, or quoting an original author’s exact words).
3. All postings should be free of grammatical and spelling errors. American Psychological Association (APA) formatting, utilizing the most current edition, is required for all in-text citations and references. Students are also required to maintain a scholarly voice and tone in all posts.

Health Insurance Portability and Accountability Act (HIPAA) Compliance

Policy. 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.

NAU SON 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:
1. Students and faculty will comply with current HIPAA regulations to ensure the confidentiality of all health or health-related information.
2. HIPAA regulations will be followed in all areas that involve PHI.
3. All students will be familiar with HIPAA policies and procedures in each of their clinical settings.
4. Current guidelines will be available to students and faculty at all times in the nursing program office.
5. If the student violates the Privacy Rule, an entry will be noted in the student’s record. A second violation will result in failure of the clinical course and possibly dismissal from the program.
6. If a clinical facility prohibits a student from returning to a clinical experience due to a violation of the Privacy Rule, the facility prohibition may lead to dismissal from the SON. Students dismissed from the SON may continue their education at National American by transferring into other programs offered outside of the SON.

For details regarding HIPAA compliance, please refer to www.hhs.gov website.

Form. Student Acknowledgement of Receipt of Program Materials

Health Records and BLS Certification
Not applicable to the Online RN to BSN and Online MSN programs.

Policy. The following contains the guidelines for required immunizations and BLS documentation. Students will not be allowed to attend clinical if immunizations and BLS are not current and up-to-date.
1. All health records (i.e. immunizations, tuberculosis testing, etc.), and BLS (American Heart Association Basic Life Support) certification must remain current and up-to-date. Failure to maintain current and up-to-date records will result in removal from the clinical area and may result in the failure of the course.
2. The student must provide a current BLS certification card and health record documentation to the nursing department or the student will not be permitted to enter the clinical areas. Note: No photocopy will be accepted; the nursing department will make copies of the original documentation. There are no exceptions.
3. Prior to the start of a new quarter, a statement is sent to students who have immunizations or BLS certification that will expire during the upcoming quarter.
4. Clinical facilities may require additional health documentation requirements.
Forms, Nursing Clinical Core Application – Immunization, Influenza and TB Screening Records*

Student/Graduate Reference Policy

Policy. 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 record. Students/graduates are encouraged to develop professional references in their work setting and utilize any educational records (i.e. clinical evaluations, transcripts, student portfolios, etc.) to provide self-reference.

Evaluating Student Achievement

Policy. The NAU SON is committed to a process of evaluating student achievement that provides accurate, specific, and timely feedback.

1. The master syllabus serves as the common template that reflects course description, course objectives, and delineation of credit hours (theory, lab, and clinical hours).
2. The syllabus also includes required textbook(s) and electronic resources required.
3. The course syllabus may have more detailed information related to the conduct of the course and will serve as a document of record for the specific course.
4. Specific to pre-licensure students, the SON policy is to provide the majority of student assessment in the theory portion of coursework through NCLEX-RN®-style questions and examinations.
5. The primary course faculty and clinical adjunct faculty are responsible for evaluating students and for assigning the final grade in clinical courses in accordance with established guidelines.
6. If a student questions a final grade or has an issue with a faculty decision, he/she may proceed with a grievance as outlined in the SON Grievance Policy.

Procedure for Student Notification of Programmatic Changes

Some State Boards of Nursing and accrediting bodies require the SON to establish and implement a written policy which includes procedures for notifying students of changes in program policies. Students in the SON receive notification of policy changes through one or more of the following:
1. A letter from the program chair provided to each student
2. Addendums located on the student portal
3. Addendums located in the course shell (for online courses).
4. Notification via hand-out (for on-ground courses)
   • Emails of change/notice
   • University Catalog
Standardized Testing Applications

The SON utilizes a combination of standardized testing resources to assist students to obtain knowledge and prepare for success with the NCLEX-RN®.

Assessment Technologies Institute (ATI)

Assessment Technologies Institute (ATI) is 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 NAU. 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 an ATI score alone.

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 study throughout the course. Students can use ATI materials after completing the assigned textbook reading to further prepare for class. Students who 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. In addition, students may need to complete a mastery online proctored test during certain nursing courses. 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 areas for improvement in content areas.

ATI Testing
Students in the undergraduate pre-licensure registered nursing major will take ATI Mastery Tests pertaining to the major content areas throughout the curriculum. The ATI test(s) will generally be given at the end of the nursing course. Testing takes place on campus, is proctored, and the testing schedule will be provided early in the course.

Proficiency Level
Expert professors from around the Unites States have agreed upon the ATI scores in 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 plan for improvement may be necessary. Proficiency levels are defined below:

- **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 *Plan for Improvement*.

**Preparation**
1. Take the online non-proctored practice test. Students are only able to take an online non-proctored assessment once in a 48-hour period.
2. Students can create focused reviews after completing online practice assessments.
3. Students can complete application exercises from review modules for topics covered in class.

**Remediation**
1. The purpose of the plan for improvement is to correct or improve a deficiency in a specific content area that has been identified by the ATI *Content Mastery Series Test*.
2. Students are encouraged, in conjunction with faculty, to develop a plan for improvement.
3. See *Mastery Assessment Algorithm*.
4. See *Plan for Improvement*.

**Focused Assessments**
There are *Focused Assessments* that address certain topic areas that students will take in nursing courses. For these *Focused Assessments*, students will only receive 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 plan for improvement is required with these assessments.

**Comprehensive Predictor Exam**
1. The *RN Comprehensive Predictor Exam* will be administered as indicated in Tables 1 and 2.
2. Students achieving ≥82% (probability of passing NCLEX-RN®) will not be required to take a second test. A plan for improvement is required if the individual adjusted score is <82% (probability of passing NCLEX-RN®).
3. See *RN Comprehensive Predictor Exam Algorithm*.

NOTE: Tables 1 and 2 provides an ATI testing guideline and may be adjusted according to student, faculty, or campus needs.

**Table 1. Sample ATI Layout for the ASN Program**

<table>
<thead>
<tr>
<th>ATI Exam</th>
<th>NS Course</th>
<th>Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking – Entrance</td>
<td>NS1010</td>
<td>1</td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td>NS1050</td>
<td>3</td>
</tr>
<tr>
<td>Maternal Newborn Nursing</td>
<td>NS2011</td>
<td>5</td>
</tr>
</tbody>
</table>
Table 2.
Sample ATI Layout for the Pre-licensure BSN Program

<table>
<thead>
<tr>
<th>ATI Exam</th>
<th>NS Course</th>
<th>Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking – Entrance</td>
<td>NS3326D</td>
<td>1</td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td>NS3360</td>
<td>3</td>
</tr>
<tr>
<td>Nursing Care of Children</td>
<td>NS3343</td>
<td>4</td>
</tr>
<tr>
<td>Community Health Nursing</td>
<td>NS4043</td>
<td>5</td>
</tr>
<tr>
<td>Mental Health Nursing</td>
<td>NS4043</td>
<td>5</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>NS4143</td>
<td>6</td>
</tr>
<tr>
<td>Adult Medical-Surgical Nursing</td>
<td>NS4243</td>
<td>7</td>
</tr>
<tr>
<td>Maternal Newborn Nursing</td>
<td>NS4300</td>
<td>7</td>
</tr>
<tr>
<td>Comprehensive Predictor</td>
<td>NS4310</td>
<td>8</td>
</tr>
<tr>
<td>Critical Thinking – Exit</td>
<td>NS4310</td>
<td>8</td>
</tr>
<tr>
<td>Leadership in Nursing</td>
<td>NS4400D</td>
<td>8</td>
</tr>
</tbody>
</table>

ATI Grading
One or more proctored ATI exams will be administered at designated times during the quarter. The ATI proctored exam(s) account for a percentage of the total course points. Please refer to the course syllabi for specifics.

Level 3 proficiency = 100%
Level 2 proficiency = 90%
Level 1 proficiency or below – 0% points are awarded

If a student fails to achieve a level 2 or greater, they must remediate and retake a proctored exam.

Point values for retakes will be awarded based on the following criteria:
Level 3 proficiency – 90%
Level 2 proficiency – 80%
Level 1 proficiency or below – 0 percent of the total course points

1. Course faculty will coordinate scheduling of computer-administered assessments. Completion of the designated ATI examination(s) is required.
2. Each student is required to take the ATI RN Comprehensive Predictor examination in the computer lab on a date to be specified by the faculty.
3. 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 faculty will determine which of these assessments will be required.

ATI Testing Guidelines

NAU has partnered with Assessment Technologies Institute®, LLC (ATI) to assist students in preparation for the NCLEX-RN® licensure examination taken after graduation. The preparation for the licensing exam starts immediately within both the Associate of Applied Science in Nursing Program and the Bachelor of Applied Science in Nursing Program curriculum. Table 3 includes an overview of the testing process and the expectations at each level.

NAU SON is committed of providing educational resources designed to assist undergraduate nursing students to prepare and be successful on the NCLEX-RN® examination. NOTE: Table 3 is an ATI testing guideline and may be adjusted according to student, faculty, or campus needs.

Table 3.
ATI Testing Guidelines

<table>
<thead>
<tr>
<th>ATI Practice Assessments/Tutorials</th>
<th>ATI Proctored Assessment</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Critical Thinking Entrance Proctored</strong></td>
<td>Faculty administer within the first 2 weeks of course</td>
<td></td>
</tr>
<tr>
<td><strong>The Neurological System (Part 1), and</strong></td>
<td><strong>The Neurological System (Part 2) Tutorials</strong></td>
<td></td>
</tr>
<tr>
<td><strong>The Musculoskeletal System Tutorial</strong></td>
<td>takes approximately 3 hours; drills (20 items); test (50 items).</td>
<td></td>
</tr>
<tr>
<td><strong>The Respiratory System Tutorial</strong></td>
<td>takes approximately 1.5 hours; drills (10 items); test (25 items).</td>
<td></td>
</tr>
<tr>
<td><strong>The Cardiovascular System Tutorial</strong></td>
<td>takes approximately 4 hours; drill (10 items); test (25 items).</td>
<td></td>
</tr>
<tr>
<td><strong>The Hematologic System Tutorial</strong></td>
<td>takes approximately 2 hours; drill (10 items); test (25 items).</td>
<td></td>
</tr>
<tr>
<td><strong>The Gastrointestinal System Tutorial</strong></td>
<td>takes approximately 2 hours; drill (10 items); test (25 items).</td>
<td></td>
</tr>
<tr>
<td><strong>The Reproductive and Genitourinary System Tutorial</strong></td>
<td>takes approximately 2.5 hours; drill (10 items); test (25 items).</td>
<td></td>
</tr>
</tbody>
</table>

Faculty may assign as homework for out of class assignments. Reinforces classroom knowledge. Improves critical thinking. May be used as a ticket to class.
<table>
<thead>
<tr>
<th>ATI Practice Assessments/Tutorials</th>
<th>ATI Proctored Assessment</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Endocrine System Tutorial</strong> takes approximately 2.5 hours; drill (10 items); test (25 items)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The Immune System Tutorial</strong> takes approximately 2.5 hours; drill (10 items); test (25 items).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pain and Inflammation Tutorial</strong> Takes approximately 3.5 hours; drill (10 items); test (25 items).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Infection Tutorial</strong> takes approximately 1.5 hours; drill (10 items); test (25 items).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RN Nursing Care of Children Online Practice 2013A (60 items)</strong> Faulty use as an assignment no later than week 4 of the course (students may receive assignment/homework points)</td>
<td><strong>RN Nursing Care of Children 2013 Proctored (70 items)</strong> Faculty administer no later than week 7 of the course <strong>Remediation may take place no later than week 9 of course</strong></td>
<td>Practice exam attempts are unlimited. Students to obtain 90% on Pharmacology Practice exam to be eligible to take proctored Pharmacology exam in Pharmacology II After 3 attempts on the Pharmacology Practice exams are completed without a minimum of a 90% scored, students are to complete the Remediation Request Form, and turn it into the nursing faculty or designee to get assistance.</td>
</tr>
<tr>
<td><strong>RN Nursing Care of Children Online Practice 2013B (60 items)</strong> Faculty assign as a ticket to the proctored assessment no later than week 7. Student should score a 90% or higher on the practice assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Learning System RN (40 items)</strong> Faculty use as an assignment no later than week 5 and 6 of the course (students may receive assignment/homework points) Nursing Care of Children 1-week 5 Nursing Care of Children 2-week 6</td>
<td><strong>RN Pharmacology Online Practice 2013B (60 items)</strong> Faculty assign as a ticket to the proctored assessment no later than week 7 student should score a 90% or higher on the practice assessment</td>
<td></td>
</tr>
<tr>
<td><strong>Learning System RN Nursing Care of Children (50 items)</strong> Faculty use as remediation tools to aid in student learning following the proctored assessment. Students’ complete the remediation process for the proctored assessment in addition to completing the learning system practice assessment</td>
<td><strong>RN Pharmacology 2013 Proctored (70 items)</strong> Faculty administer no later than week 7 of the course <strong>Remediation should take place no later than week 9 of course</strong></td>
<td>Failure to obtain the minimum of a Level 2 on Nursing Care of Children Proctored exam on first attempt will result in mandatory remediation. Failure to obtain the minimum of a Level 2 on Nursing Care of Children Proctored exam on second attempt may result in failure of the course and require course</td>
</tr>
<tr>
<td>ATI Practice Assessments/Tutorials</td>
<td>ATI Proctored Assessment</td>
<td>Comments</td>
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<tr>
<td>no later than week 6 of the course (students should receive assignment/homework points)</td>
<td>repeat.</td>
<td>Only 2 testing attempts allowed on all proctored exams.</td>
</tr>
<tr>
<td><strong>Learning System RN Pharmacology (50 items)</strong> Faculty use as a remediation tool to aid in student learning following the proctored assessment. Students’ complete the remediation process for the proctored assessment in addition to completing the learning system practice assessment.</td>
<td>Nursing Care of Children Proctored exam is calculated into course grade.</td>
<td>Practice exam attempts are unlimited.</td>
</tr>
<tr>
<td><strong>Pharmacology Made Easy 3.0</strong> Faculty assign the introduction the first week of class as class assignment or homework assignment — can also be a ticket to class. The other tutorials can be assigned throughout the weeks of the course in coordination with what is being covered. These assignments can be done in class or have due dates outside of actual class time due to being online.</td>
<td>Continue to work with Pharmacology practice exams in preparation for exam in Pharmacology II. Continue to work with Fundamentals of Nursing practice exams in preparation for exam in Adult Health Care Needs I.</td>
<td></td>
</tr>
<tr>
<td><strong>Introduction to Pharmacology Tutorial</strong> takes approximately 1 hour; drills 10 items; 25 items</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RN Pharmacology Online Practice 2013A (60 items)</strong> Faculty use as an assignment no later than weeks 4 or 5 of the course (students should receive assignment/homework points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RN Fundamentals Online Practice 2013A (60 items)</strong> Faculty use no later than week 4 of the course (students should receive assignment/homework points)</td>
<td>RN Fundamentals 2013 Proctored (70 items) Faculty administer no later than week 7 of the course **Remediation should take place no later than week 9 of course</td>
<td>Failure to obtain the minimum of a Level 2 on Fundamentals of Nursing Proctored exam on first attempt may result in mandatory remediation.</td>
</tr>
<tr>
<td><strong>RN Fundamentals Online Practice 2013B (60 items)</strong> Faculty assign as a ticket to the proctored assessment in week 7 student should score a 90% or higher on the practice assessment</td>
<td></td>
<td>Failure to obtain the minimum of a Level 2 on Fundamentals of Nursing Proctored exam on second attempt may result in failure of the course and require course repeat.</td>
</tr>
<tr>
<td><strong>Learning System RN (this contains 40 items)</strong> Faculty use as an assignment no later than weeks 5 and</td>
<td></td>
<td>Only 2 testing attempts allowed on all proctored exams.</td>
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<td></td>
<td></td>
<td>Fundamentals of Nursing Proctored exam is calculated into course grade.</td>
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<td></td>
<td>Continue to work with Pharmacology</td>
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<tr>
<td>ATI Practice Assessments/Tutorials</td>
<td>ATI Proctored Assessment</td>
<td>Comments</td>
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<td>------------------------------------</td>
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</tr>
<tr>
<td>6 of the course (students should receive assignment/homework points)</td>
<td></td>
<td>Practice exams in preparation for exam in Pharmacology II</td>
</tr>
</tbody>
</table>
| **Fundamentals 1—week 5**  
**Fundamentals 2—week 6** | | |
| *Learning System RN Fundamentals*  
(50 items)  
Faculty use as remediation tools to aid in student learning following the proctored assessment. Student should complete the Remediation process for the proctored assessment in addition to completing the learning system practice assessment | | |
| **RN Mental Health Online Practice 2013A**  
(60 items)  
Faculty use as an assignment no later than week 4 of the course (students may receive assignment/homework points) | **RN Mental Health 2013 Proctored**  
(*this contains 70 items*)  
Faculty administer no later week 7 of the course  
**Remediation should take place no later than week 9 of course** | Practice exam attempts are unlimited.  
Failure to obtain the minimum of a Level 2 on Community Health Proctored exam on first attempt will result in mandatory remediation.  
Failure to obtain the minimum of a Level 2 on Community Health Proctored exam on second attempt may result in failure of the course and require course repeat.  
Only 2 testing attempts allowed on all proctored exams.  
Practice exam attempts are unlimited. |
| **RN Mental Health Online Practice 2013B (60 items)**  
Faculty assign as a ticket to the proctored assessment no later than week 7 student should score a 90% or higher on the practice assessment | | |
| **Learning System RN (40 items)**  
Faculty use as an assignment no later than weeks 5 and 6 of the course (students should receive assignment/homework points) | | |
| **Mental Health 1-week 5**  
**Mental Health 2-week 6** | | |
| **Learning System RN**  
Faculty use as an assignment no later than week 6 of the course (students should receive assignment/homework points) | | |
| **Learning System RN**  
Faculty use as remediation tools to aid in student learning following the proctored assessment. Student should complete the Remediation process for the proctored assessment in addition to completing the learning system practice assessment | | |
<table>
<thead>
<tr>
<th>ATI Practice Assessments/Tutorials</th>
<th>ATI Proctored Assessment</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mental Health Final (50 items)</strong></td>
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<tr>
<td><strong>RN Adult Medical Surgical Online Practice 2013A (90 items)</strong> Faculty use as an assignment no later than week 4 of the course (students may receive assignment/homework points)</td>
<td><strong>RN Medical Surgical 2013 Proctored (100 items)</strong> Faculty should be administered no later than week 6 of the course. <strong>Remediation should take place no later than week 8 of course</strong></td>
<td>Failure to obtain the minimum of a Level 2 on Adult Medical - Surgical Proctored exam on first attempt will result in mandatory remediation. Failure to obtain the minimum of a Level 2 on Adult Medical - Surgical Proctored exam on second attempt may result in failure of the course and require course repeat. Only 2 testing attempts allowed on all proctored exams. Adult Medical – Surgical Proctored exam is calculated into course grade. Practice exam attempts are unlimited. Students to obtain 90% on Leadership - Management Practice exam to be eligible to take Proctored Pharmacology exam in Pharmacology II After 3 attempts on the Leadership - Management Practice exams are completed without a minimum of a 90% scored, students are to complete the Remediation Request Form, and turn it into the nursing administrator or designee to get assistance.</td>
</tr>
<tr>
<td><strong>RN Adult Medical Surgical Online Practice 2013B (90 items)</strong> Faculty assign as a ticket to the proctored assessment no later than week 6 and student should score a 90% or higher on the practice assessment</td>
<td><strong>RN Comprehensive Predictor 2013-180 items</strong> Faculty should be administered no later than week 7 of the course. <strong>Remediation should take place no later than week 9 of course</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Learning System RN Faculty</strong> Faculty use as an in/out of class assignment during each week of the course (students may receive assignment/homework points)</td>
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</tr>
<tr>
<td><strong>Medical-Surgical: Renal and Urinary—20 items</strong></td>
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<tr>
<td><strong>Medical-Surgical: Musculoskeletal –20 items</strong></td>
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<tr>
<td><strong>Medical-Surgical: Neurosensory—30 items</strong></td>
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<tr>
<td><strong>Medical-Surgical: Oncology—20 items</strong></td>
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<tr>
<td><strong>Medical-Surgical: Gastrointestinal—20 items</strong></td>
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<tr>
<td><strong>Medical-Surgical: Dermatological –20 items</strong></td>
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<tr>
<td><strong>Medical-Surgical: Cardiovascular and Hematology—30 items</strong></td>
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<tr>
<td><strong>Medical-Surgical: Immune and Infectious—30 items</strong></td>
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<tr>
<td><strong>Medical-Surgical: Respiratory—20 items</strong></td>
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<tr>
<td>ATI Practice Assessments/Tutorials</td>
<td>ATI Proctored Assessment</td>
<td>Comments</td>
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<tr>
<td><strong>Learning Systems RN (50 items)</strong></td>
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<tr>
<td>Faculty use these as remediation tools to aid in student learning following the proctored assessment. Student should complete the Remediation process for the proctored assessment in addition to completing the learning system practice assessment</td>
<td></td>
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</tr>
<tr>
<td>Medical Surgical Final</td>
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</tr>
<tr>
<td><strong>RN Comprehensive Online Practice 2013A (150 items)</strong></td>
<td></td>
<td>Failure to obtain the minimum of a Level 2 on Maternal - Newborn Proctored exam on first attempt will result in mandatory remediation. **Failure to obtain the minimum of a Level 2 on Maternal - Newborn Proctored exam on second attempt may result in failure of the course and require course repeat. Only 2 testing attempts allowed on all proctored exams. Maternal - Newborn Proctored exam is calculated into course grade. Practice exam attempts are unlimited. Students to obtain 90% on Nursing Care of Children Practice exam to be eligible to take Proctored Pharmacology exam in Pharmacology II After 3 attempts on the Nursing Care of Children Practice exams are completed without a minimum of a 90% scored, students are to complete the Remediation Request Form, and turn it into the nursing administrator or designee to get assistance.</td>
</tr>
<tr>
<td>Faculty use as an assignment no later than week 5 of the course (students should receive assignment/homework points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RN Maternal Newborn Online Practice 2013A (60 items)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty use as an assignment during week 4 of the course (students should receive assignment/homework points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RN Maternal Newborn Online Practice 2013B (60 items)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty assign as a ticket to the proctored assessment no later than week 7 student should score a 90% or higher on the practice assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Learning System RN (30 items)</strong></td>
<td></td>
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</tr>
<tr>
<td>Faculty use as an assignment no later than weeks 5 and 6 of the course (students should receive assignment/homework points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Maternal Newborn 1-week 5 Maternal Newborn 2-week 6</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Learning System RN Maternal Newborn Final (40 items)</strong></td>
<td></td>
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<tr>
<td>Faculty use as remediation tools to aid in student learning following the proctored assessment. Student should complete the Remediation process for the proctored assessment in addition to completing the learning system practice assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATI Practice Assessments/Tutorials</td>
<td>ATI Proctored Assessment</td>
<td>Comments</td>
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<tr>
<td>------------------------------------</td>
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</tr>
<tr>
<td><strong>RN Comprehensive Predictor 2013 (180 items)</strong>&lt;br&gt;Faculty administer no later than week 7 of the course&lt;br&gt;<strong>Remediation should take place no later than week 9 of course</strong>&lt;br&gt;&lt;br&gt;<strong>Critical Thinking Exit Proctored</strong>&lt;br&gt;Faculty administer no later than weeks 9 or 10 of the course</td>
<td>Practice exam attempts are unlimited.&lt;br&gt;Students to obtain 90% on Comprehensive Predictor Practice exam to be eligible to take Proctored Pharmacology exam in Pharmacology II.&lt;br&gt;After 2 attempts on the Comprehensive Predictor Practice exams are completed without a minimum of a 90% scored, students are to complete the Remediation Request Form, and turn it into the nursing administrator or designee to get assistance.&lt;br&gt;Failure to obtain the minimum of a Level 2 on Leadership - Management Proctored exam on first attempt will result in mandatory remediation.&lt;br&gt;Failure to obtain the minimum of a Level 2 on Leadership - Management Proctored exam on second attempt may result in failure of the course and require course repeat.&lt;br&gt;&lt;br&gt;<em>Only 2 testing attempts allowed on all proctored exams.</em>&lt;br&gt;&lt;br&gt;Leadership - Management Proctored exam is calculated into course grade.&lt;br&gt;Failure to obtain the minimum of a 90% probability of passing score on the Comprehensive Predictor Proctored exam on first attempt will result in mandatory remediation.&lt;br&gt;Failure to obtain the minimum of a 90% probability of passing score on the Comprehensive Predictor Proctored exam on second attempt will result in failure of the course and require course repeat.</td>
<td></td>
</tr>
<tr>
<td><strong>RN Comprehensive Online Practice 2013B (150 items)</strong>&lt;br&gt;Faculty assign as a ticket to the proctored assessment no later than week 7 student should score a 90% or higher on the practice assessment</td>
<td>RN Leadership 2013 Proctored (this contains 70 items) should be administered during week 7 of the course&lt;br&gt;<strong>Remediation should take place during week 9 of course</strong></td>
<td>Practice exam attempts are unlimited.&lt;br&gt;Students to obtain 90% on Comprehensive Predictor practice exam to be eligible to take Proctored Pharmacology exam in Pharmacology II.&lt;br&gt;After 2 attempts on the Comprehensive Predictor practice exams are completed without a minimum of a 90% scored,</td>
</tr>
<tr>
<td><strong>Learning System RN NCLEX-RN® Final (150 items)</strong>&lt;br&gt;Faculty use as remediation tools to aid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATI Practice Assessments/Tutorials</td>
<td>ATI Proctored Assessment</td>
<td>Comments</td>
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<tr>
<td>------------------------------------</td>
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</tr>
<tr>
<td>in student learning following the proctored assessment. Student should complete the Remediation process for the proctored assessment in addition to completing the learning system practice assessment</td>
<td>students are to complete the Remediation Request Form, and turn it into the nursing administrator or designee to get assistance.</td>
<td></td>
</tr>
<tr>
<td><strong>RN Leadership Online Practice 2013A (60 items)</strong> Faculty use as an assignment no later than week 5 of the course (students should receive assignment/homework points)</td>
<td>Failure to obtain the minimum of a Level 2 on Leadership – Management Proctored exam on <strong>first</strong> attempt will result in <strong>mandatory</strong> remediation.</td>
<td></td>
</tr>
<tr>
<td><strong>RN Leadership Online Practice 2013B (60 items)</strong> Faculty assign as a ticket to the proctored assessment no later than week 7 student should score a 90% or higher on the practice assessment Learning System RN (this contains 40 items) should be used as an assignment during week 6 of the course (students should receive assignment/homework points)</td>
<td>Failure to obtain the minimum of a Level 2 on Leadership - Management Proctored exam on <strong>second</strong> attempt may result in failure of the course and require course repeat.</td>
<td><strong>Only 2 testing attempts allowed on all proctored exams.</strong></td>
</tr>
<tr>
<td><strong>Learning System RN Leadership Final (50 items)</strong> Faculty use as remediation tools to aid in student learning following the proctored assessment. Student should complete the Remediation process for the proctored assessment in addition to completing the learning system practice assessment</td>
<td>Leadership - Management proctored exam is calculated into course grade.</td>
<td></td>
</tr>
</tbody>
</table>

Failure to obtain the minimum of a 90% probability of passing score on the Comprehensive Predictor Proctored exam on **first** attempt will result in **mandatory** remediation. Failure to obtain the minimum of a 90% probability of passing score on the Comprehensive Predictor Proctored exam on **second** attempt may result in failure of the course and require course repeat.

NOTE: based on ATI studies a student who achieves an adjusted individual score of 71.3% on the Comprehensive Predictor has a 90% predicted probability of passing NCLEX-RN®.*

*NAU does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to NAU.*

- Course faculty will coordinate scheduling of computer-administered assessments. Completion of the designated ATI examination(s) is required.
- Each student is required to take the ATI RN Comprehensive Predictor examination in the computer lab on a date to be specified by the faculty.
- 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 faculty will determine which of these assessments will be required.
Health Education Systems, Inc. (HESI)

HESI is a comprehensive suite of products that combines proven HESI preparation and testing, with Elsevier nursing remediation content and quizzing. HESI products are designed to work together throughout the nursing program to help students remediate and prepare for NCLEX-RN® exam.

HESI Scores and Grading
HESI scores are individually weighted based on both the difficulty level of each test item and the performance of the student on that item. Item difficulty is a mathematical measurement which describes the percentage of correct responses from a large sample. Each time the item is administered the difficulty level is recalculated, taking into consideration the new response.

The HESI score is used to describe performance on the Specialty and Exit Exams. The following table indicates the various levels of HESI scoring and the student’s required performance in relationship to the grade earned for each Specialty or Exit Exam.

<table>
<thead>
<tr>
<th>HESI Scoring Interval</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 900</td>
<td>Meets Recommended Performance</td>
</tr>
<tr>
<td>850 – 899</td>
<td>Meets Minimal Performance</td>
</tr>
<tr>
<td>≤ 849</td>
<td>Below Minimal Performance</td>
</tr>
</tbody>
</table>

Students may have one to three different content-area Specialty/Exit Exams scheduled in a quarter. Each Specialty and Exit Exam has two versions (except Community Specialty Exam), and the respective exams will be administered at designated times during the quarter. Each HESI Specialty Exam administered will count for 2.5% of the student’s quiz portion of their grade up to 7.5% of the student’s total quiz grade. The HESI Exit Exam is administered in NS4310 and is weighted higher because of its significance in relationship to NCLEX success.

NOTE: The grading percent points awarded for the HESI Exit Exam are disclosed in the NS4310 Syllabus.

All students who score 899 or less will sit for both versions of all HESI Specialty Exams and the Exit Exams. The student will receive a grade for the highest score achieved out of the two exam versions. Point values will be awarded based on the following performance levels:

<table>
<thead>
<tr>
<th>HESI Scoring Interval</th>
<th>Points Awarded Per Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 900</td>
<td>Meets Recommended</td>
</tr>
<tr>
<td></td>
<td>Performance = 2.5 percent points awarded</td>
</tr>
<tr>
<td>850 – 899</td>
<td>Meets Minimal Performance</td>
</tr>
<tr>
<td></td>
<td>= 2.0 percent points awarded</td>
</tr>
<tr>
<td>≤ 849</td>
<td>Below Minimal Performance</td>
</tr>
<tr>
<td></td>
<td>= 1.0 percent points awarded</td>
</tr>
</tbody>
</table>

HESI Student Preparation Policy
Prior to each HESI Specialty and Exit Exam students will complete the corresponding HESI Practice Quiz and Practice Exam as a ticket to test. **NOTE:** The HESI Exit Exam has a Practice Exam but not a Practice Quiz so no quiz will be assigned as preparation for the HESI Exit Exam.

Students must retake the HESI Practice Exams and HESI Practice Quizzes until a 95% has been achieved. Students who do not complete the corresponding HESI Practice Exam and HESI Practice Quiz with a 95% will not be allowed to sit for the first scheduled exam and will be given a 0.5% reduction in grade regardless of their second HESI Specialty score. The reduction in grade for the HESI Exit Exam(s) are disclosed in the NS4310 Syllabus. Additionally, the student will be required to complete the ≤ 849 required remediation prior to the second exam.

**HESI Remediation Policy**
Following the first version of all HESI Specialty and Exit Exams, all students are required to remediate. Each student’s remediation requirements are dependent on the individual student’s HESI score for each exam. HESI exam scores can be indicative of the student’s level of risk for success in the program and on the NCLEX-RN®. Students with lower HESI scores require more intense remediation. Remediation consists of the student completing the required number of hours of remediation based on their respective HESI Exam score and completing exams assigned by faculty (See the HESI Remediation Table below).

Students receive their HESI exam student report for recommended online remediation via an email link within 48 hours of the exam being closed. From this report, students will have their personal plan for recommended online remediation. Students should complete their specific customized remediation activities and hours in order to understand their missed concepts/content. Students may have a limited number of days to complete their remediation, depending on the dates of the second HESI proctored exam. Students must complete the work on their own and sharing of information or working with other students is considered academic dishonesty and can lead to student dismissal. The table below outlines the specific remediation activities based on student HESI Specialty or Exit Exam Scores:
### HESI Remediation Table

<table>
<thead>
<tr>
<th>HESI Score</th>
<th>Remediation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All students must remediate after the first exam regardless of score</strong></td>
<td>Students who fail to complete the required student and faculty remediation will not be eligible for admission into the second version of the HESI Specialty or Exit Exam.</td>
</tr>
<tr>
<td><strong>HESI Health Assessment Exam</strong></td>
<td>This exam does not have an Assignment Exam and Quiz therefore, students will complete a Mastery Adaptive Quiz created by faculty for their respective remediation. (This exam will be located in the HESI EAQ for Nursing Fundamentals).</td>
</tr>
<tr>
<td><strong>HESI Gerontology Exam</strong></td>
<td>This exam does not have an Assignment Exam and Quiz therefore, students will complete a Mastery Adaptive Quiz created by faculty for their respective remediation. (This exam will be located in the HESI EAQ for Nursing Fundamentals).</td>
</tr>
<tr>
<td><strong>HESI Exit Exam</strong></td>
<td>Remediation will consist of Full Completion of the HESI/Saunders Online Review Requirements for NS4310 with a passing grade of 78%. Students must take both Exit Exams during the quarter (See the NS4310 syllabus for detailed grading breakdown).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HESI Score</th>
<th>Remediation</th>
</tr>
</thead>
</table>
| 900 or above | 1. The student will complete the online remediation found in their HESI Student Access link specific to the exam. A minimum of **four** hours of study is recommended.  
2. The student will complete the corresponding HESI Assignment Quiz and Assignment Exam until a 95% has been achieved.  
3. Student is **not** required to retest. |
| 850-899 | 1. The student will complete the online remediation found in their HESI Student Access link specific to the exam. A minimum of **four** hours of study is required. Faculty will track student remediation activities and time through HESI Assessment –Remediation Reports.  
2. The student will complete the corresponding HESI Assignment Quiz and Assignment Exam until a 95% has been achieved prior to retesting. Failure to achieve a 95% for the HESI Assignment Exam and HESI Assignment Quiz (or the Mastery Adaptive Quiz for Health Assessment/Gerontology) prior to retesting will result in a 0.5% deduction of the 2.5% of the percent points awarded for the HESI Specialty. The deduction in grade for the HESI Exit Exam(s) are disclosed in the NS4310 Syllabus.  
3. Student is required to retest. |
| 849 and below | 1. The student will complete the online remediation found in their HESI Student Access link specific to the exam. A minimum of **five** hours of study is required. Faculty will track student remediation activities and time through HESI Assessment –Remediation Reports.  
2. The student will complete the corresponding HESI Quiz and Assignment Exam until a 95% has been achieved prior to retesting.
retesting. Failure to achieve a 95% for the HESI Assignment Exam and HESI Assignment Quiz (or the Mastery Adaptive Quiz for Health Assessment/Gerontology) prior to retesting will result in a 0.5% deduction of the 2.5% of the percent points awarded for the HESI Specialty. The deduction in grade for the HESI Exit Exam(s) are disclosed in the NS4310 Syllabus.

3. Student is required to retest.

**HESI Schedule**

The HESI Specialty and Exit exams are scheduled as follows for NAU BSN Programs:

<table>
<thead>
<tr>
<th>HESI Proctored Examinations</th>
<th>NS Course</th>
<th>Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Assessment Specialty Exam</td>
<td>NS3330</td>
<td>2</td>
</tr>
<tr>
<td>Fundamentals Specialty Exam</td>
<td>NS3360</td>
<td>3</td>
</tr>
<tr>
<td>Pediatric Specialty Exam</td>
<td>NS3343</td>
<td>4</td>
</tr>
<tr>
<td>Dosage Calculations Specialty Exam</td>
<td>NS3343</td>
<td>4</td>
</tr>
<tr>
<td>Psychiatric Mental Health Exam</td>
<td>NS4043</td>
<td>5</td>
</tr>
<tr>
<td>Community Specialty Exam</td>
<td>NS4043</td>
<td>5</td>
</tr>
<tr>
<td>Pharmacology Specialty Exam</td>
<td>NS4143</td>
<td>6</td>
</tr>
<tr>
<td>Gerontology Specialty Exam</td>
<td>NS4243</td>
<td>7</td>
</tr>
<tr>
<td>Medical Surgical Specialty Exam</td>
<td>NS4243</td>
<td>7</td>
</tr>
<tr>
<td>Maternity Specialty Exam</td>
<td>NS4300</td>
<td>7</td>
</tr>
<tr>
<td>Critical Care Specialty Exam</td>
<td>NS4310</td>
<td>8</td>
</tr>
<tr>
<td>Management Specialty Exam</td>
<td>NS4400D</td>
<td>8</td>
</tr>
<tr>
<td>Exit Exam</td>
<td>NS4310</td>
<td>8</td>
</tr>
</tbody>
</table>

The HESI Specialty and Exit exams schedule for ASN is noted in the course syllabi.
NAU SON Campus/State Specific Requirements
New Mexico Nurse Practice Act
NAU is not responsible for the New Mexico State Board of Nursing or any state’s board of nursing decision about eligibility to sit for the NCLEX-RN® exam. Refer to the Nurse Practice Act in the state in which licensure is anticipated.

See below the eligibility criteria for the licensure application pursuant to the New Mexico State Nursing Practice Act, which can be located at: http://nmbon.sks.com/nursing-practice-act.aspx

Information concerning licensure can be obtained by contacting:
New Mexico Board of Nursing
6301 Indian School Rd. NE, Suite 710
Albuquerque, NM 87110
(505) 841-8340

Background Check
The New Mexico Department of Health (NMDOH) regulations require all persons providing client care to pass a background check as defined in the New Mexico Caregivers Criminal History Screening Act (CCHSA). The required background check is conducted and regulated by NMDOH.

Professional Appearance
All nursing uniforms including shoes are campus specific. 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 plain black or white pullover 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 must have enclosed toe and heel.

Student Drug Testing
Students participating in clinical training will be required to submit to a urine drug test. Nursing faculty will inform students of the specific requirements of the clinical site. The clinical site may require the test results before a student may participate in training and may require drug testing at any time. If a student causes a delay in testing, the clinical time missed by the student will be considered an unexcused absence. The student is responsible for the cost of any drug test.

In the event of a positive drug test, the student may challenge the findings, if permitted by the clinical site. A student with a substantiated positive drug test will be referred to the nursing program chair for progression determination or dismissal from the program.
### BSN Clinical Core Curriculum: Albuquerque, New Mexico

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I SPRING</td>
<td>NS3320D Pathophysiologic Concepts I</td>
<td>4</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS3321D Holistic Health Assessment</td>
<td>4</td>
<td>20</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS3325 Introduction to Professional Nursing Practice</td>
<td>3</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS3326D Professional Role Development</td>
<td>2</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>13</strong></td>
<td><strong>110</strong></td>
<td><strong>40</strong></td>
<td></td>
</tr>
<tr>
<td>II SUMMER</td>
<td>NS3331 Foundations of Holistic Nursing Clinical</td>
<td>3</td>
<td></td>
<td></td>
<td><strong>90</strong></td>
</tr>
<tr>
<td></td>
<td>NS3330 Foundations of Holistic Nursing</td>
<td>7</td>
<td>40</td>
<td>60</td>
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</tr>
<tr>
<td></td>
<td>NS3340D Pathophysiological Concepts II</td>
<td>4</td>
<td></td>
<td></td>
<td><strong>40</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
<td><strong>80</strong></td>
<td><strong>60</strong></td>
<td><strong>90</strong></td>
</tr>
<tr>
<td>III FALL</td>
<td>NS3346 Pharmacology for Nurses</td>
<td>4</td>
<td></td>
<td></td>
<td><strong>40</strong></td>
</tr>
<tr>
<td></td>
<td>NS3360 Holistic Nursing Care in Acute Illness I</td>
<td>7</td>
<td>40</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS3361 Holistic Nursing Care in Acute Illness I Clinical</td>
<td>3</td>
<td></td>
<td></td>
<td><strong>90</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
<td><strong>80</strong></td>
<td><strong>60</strong></td>
<td><strong>90</strong></td>
</tr>
<tr>
<td>IV WINTER</td>
<td>NS3343 Holistic Nursing Care in Chronic Illness I</td>
<td>6</td>
<td>40</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS3345 Holistic Nursing Care in Chronic Illness I Clinical</td>
<td>4</td>
<td></td>
<td></td>
<td><strong>120</strong></td>
</tr>
<tr>
<td></td>
<td>NS4000D Issues in Transcultural Nursing</td>
<td>4</td>
<td></td>
<td></td>
<td><strong>40</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
<td><strong>80</strong></td>
<td><strong>40</strong></td>
<td><strong>120</strong></td>
</tr>
<tr>
<td>V SPRING</td>
<td>NS4043 Holistic Nursing Care of the Community</td>
<td>6</td>
<td></td>
<td></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td></td>
<td>NS4045 Holistic Nursing Care of the Community Clinical</td>
<td>2</td>
<td></td>
<td></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td></td>
<td>NS4210D Research and Evidence-Based Practice</td>
<td>4</td>
<td></td>
<td></td>
<td><strong>40</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
<td><strong>100</strong></td>
<td></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td>VI SUMMER</td>
<td>NS4143 Holistic Nursing Care in Acute Illness II and End of Life</td>
<td>6</td>
<td></td>
<td></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td></td>
<td>NS4145 Holistic Nursing Care in Acute Illness II and End of Life Clinical</td>
<td>4</td>
<td></td>
<td></td>
<td><strong>120</strong></td>
</tr>
<tr>
<td></td>
<td>NS4060D Caring for Vulnerable Populations</td>
<td>4</td>
<td></td>
<td></td>
<td><strong>40</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
<td><strong>100</strong></td>
<td></td>
<td><strong>120</strong></td>
</tr>
<tr>
<td>VII FALL</td>
<td>NS4243 Holistic Nursing Care in Chronic Illness II and End of Life</td>
<td>6</td>
<td></td>
<td></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td></td>
<td>NS4245 Holistic Nursing Care in Chronic Illness II and End of Life Clinical</td>
<td>4</td>
<td></td>
<td></td>
<td><strong>120</strong></td>
</tr>
<tr>
<td></td>
<td>NS4300 Concept Integration for the Professional Nursing Role I</td>
<td>5</td>
<td>30</td>
<td>10</td>
<td><strong>45</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td><strong>90</strong></td>
<td><strong>10</strong></td>
<td><strong>165</strong></td>
</tr>
<tr>
<td>VIII WINTER</td>
<td>NS4310 Concept Integration for the Professional Nursing Role II</td>
<td>5</td>
<td>10</td>
<td></td>
<td><strong>120</strong></td>
</tr>
<tr>
<td></td>
<td>NS4400D Leadership and Management in Nursing</td>
<td>6</td>
<td></td>
<td></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>11</strong></td>
<td><strong>70</strong></td>
<td></td>
<td><strong>120</strong></td>
</tr>
<tr>
<td></td>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>107</strong></td>
<td><strong>710</strong></td>
<td><strong>210</strong></td>
<td><strong>765</strong></td>
</tr>
</tbody>
</table>
Austin, Texas Campus: BSN Program

The Texas Board of Nursing (BON) does not approve/accredit out-of-state nursing education programs, including correspondence/online courses/programs. The BON only approves and regulates nursing education programs in the State of Texas. According to state statutes, the Texas Board does recognize graduates from pre-licensure nursing education programs that are approved/accredited by other state boards of nursing as being eligible to apply to take the NCLEX-RN® examination and apply for licensure in Texas or to endorse into Texas if initially licensed as a nurse in another state.

Background Checks and Fingerprinting

Criminal background checks are performed on all applicants for Licensure in Texas. A criminal background check must be completed through the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) based on the set of fingerprints you provide to MorphoTrust. The BON cannot accept fingerprint cards or criminal background check results mailed by the applicant, or results that were completed for another facility, even if the previous check was completed through the DPS and the FBI.

§217.2. Licensure by Examination for Graduates of Nursing Education Programs Within the United States, its Territories, or Possessions.
(a) All applicants for initial licensure by examination shall:
(1) file a complete application containing data required by the board attesting that all information contained in, or referenced by, the application is complete and accurate and is not false or misleading, and the required application processing fee which is not refundable;
(2) submit verification of completion of all requirements for graduation from an approved nursing education program, or certification from the nursing program director of completion of certificate/degree requirements. Prerequisites of an accredited master’s degree program leading to a first degree in professional nursing must be approved by the board;
(3) pass the NCLEX-PN (LVN applicant) or NCLEX-RN (RN applicant);
(4) Licensed vocational nurse applicants:
(A) must hold a high school diploma issued by an accredited secondary school or equivalent educational credentials as established by the General Education Development Equivalency Test (GED);
(B) who have graduated from another U.S. jurisdiction’s nursing education program must satisfactorily have completed curriculum comparable to the curriculum requirements for graduates of board-approved vocational nurse education programs.
(5) submit FBI fingerprint cards provided by the Board for a complete criminal background check; and
(6) pass the jurisprudence exam approved by the board, effective September 1, 2008.
(b) Should it be ascertained from the application filed, or from other sources, that the applicant should have had
an eligibility issue determined by way of a petition for declaratory order pursuant to the Occupations Code §301.257, then the application will be treated and processed as a petition for declaratory order under §213.30 of this title (relating to Declaratory Order of Eligibility for Licensure), and the applicant will be treated as a petitioner under that section and will be required to pay the non-refundable fee required by that section.

(c) An applicant for initial licensure by examination shall pass the NCLEX-PN or NCLEX-RN within four years of completion of requirements for graduation.

(d) An applicant who has not passed the NCLEX-PN or NCLEX-RN within four years from the date of completion of requirements for graduation must complete a board approved nursing education program in order to take or retake the examination.

(e) Upon initial licensure by examination, the license is issued for a period ranging from six months to 29 months depending on the birth month. Licensees born in even-numbered years shall renew their license in even-numbered years; licensees born in odd-numbered years shall renew their licenses in odd-numbered years.

(f) The U.S. Army Practical Nurse Course (formerly the 91C Clinical Specialist Course) is the only military program acceptable for vocational nurse licensure by examination.

The provisions of this §217.2 adopted to be effective September 1, 1999, 24 TexReg 4001; amended to be effective July 14, 2003, 28 TexReg 5532; amended to be effective September 28, 2004, 29 TexReg 9189; amended to be effective April 16, 2006, 31 TexReg 3031; amended to be effective September 26, 2007, 32 TexReg 6519; amended to be effective May 14, 2009, 34 TexReg 2767; amended to be effective July 12, 2010, 35 TexReg 6083.

§217.3. Temporary Authorization to Practice/Temporary Permit.

(a) A new graduate who completes an accredited basic nursing education program within the United States, its Territories or Possessions and who applies for initial licensure by examination in Texas may be temporarily authorized to practice nursing as a graduate nurse (GN) or graduate vocational nurse (GVN) pending the results of the licensing examination.

(1) In order to receive temporary authorization to practice as a GN or GVN and obtain a Permit, the new graduate must:

(A) file a completed application, including verification of completion of graduation requirements and the non-refundable application processing fee (see §217.2(a)(1)-(2) of this title relating to Licensure
by Examination for Graduates of Basic Nursing Education Programs Within the United States, its Territories or Possessions);

(B) have no outstanding eligibility issues (see §213.30 of this title (relating to Declaratory Order of Eligibility for Licensure), and Texas Occupations Code §301.257);

(C) have never taken the NCLEX-PN or NCLEX-RN. Temporary authorization to practice as a GN will not be issued to any applicant who has previously failed the licensing examination; and

(D) have registered to take the NCLEX-PN or NCLEX-RN with the examination administration service.

(2) The temporary authorization to practice as a GN or GVN, which is not renewable, is valid for 75 days from the date of eligibility, receipt of permanent license, or upon receipt of a notice of failing the examination from the Board, whichever date is the earliest. The GN or GVN must immediately inform employers of receipt of notification of failing the examination and cease nursing practice.

(3) The new graduate who has been authorized to practice nursing as a GN or GVN pending the results of the licensing examination must work under the direct supervision of either a licensed vocational or a registered professional nurse if a GVN or a registered professional nurse only if a GN, who is physically present in the facility or practice setting and who is readily available to the GN or GVN for consultation and assistance. If the facility is organized into multiple units that are geographically distanced from each other, then the supervising nurse must be working on the same unit to which the GN or GVN is assigned. The GN or GVN shall not be placed in supervisory or charge positions and shall not work in independent practice settings.

(4) The nurse administrator of facilities that employ Graduate Nurses or Graduate Vocational Nurses must ensure that the GN or GVN has a valid temporary authorization to practice as a GN or GVN pending the results of the licensing examination, has scheduled a date to take the NCLEX-PN or NCLEX-RN, and does not continue to practice after expiration of the 75 days of eligibility or receipt of a notice of failing the examination from the Board, whichever date is earlier.

(b) A nurse who has not practiced nursing for four or more years may be issued a temporary permit for the limited purpose of completing a refresher course, extensive orientation to the practice of professional or vocational nursing, whichever is applicable, or academic course. The permit is valid for six months and is nonrenewable.

(c) A nurse whose license has been suspended, revoked, or surrendered through action by the board, may be issued a temporary permit for the limited purpose of meeting any requirement(s) imposed by the board in order for the nurse’s license to be reissued. The permit is valid for six months and is nonrenewable.
The provisions of this §217.3 adopted to be effective September 1, 1999, 24 TexReg 4001; amended to be effective July 5, 2004, 29 TexReg 6296.
## BSN Clinical Core Curriculum: Austin, Texas

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course</th>
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<th>Theory Hours</th>
<th>Lab Hours</th>
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<td>I SPRING</td>
<td>NS3320D Pathophysiologic Concepts I</td>
<td>4</td>
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<td>NS3321D Holistic Health Assessment</td>
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<td></td>
<td>NS3325 Introduction to Professional Nursing Practice</td>
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<td>NS3330 Foundations of Holistic Nursing</td>
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<td>NS3340D Pathophysiologic Concepts II</td>
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<td>III FALL</td>
<td>NS3346 Pharmacology for Nurses</td>
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<td>IV WINTER</td>
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<td>NS3345 Holistic Nursing Care in Chronic Illness I Clinical</td>
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<td>NS4000D Issues in Transcultural Nursing</td>
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<td>NS4060D Caring for Vulnerable Populations</td>
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<td><strong>TOTAL</strong></td>
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<td>NS4300 Concept Integration for the Professional Nursing Role I</td>
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<td>NS4310 Concept Integration for the Professional Nursing Role II</td>
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<tr>
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<td>NS4400D Leadership and Management in Nursing</td>
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<td><strong>GRAND TOTAL</strong></td>
<td>107</td>
<td>710</td>
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</tbody>
</table>
Online MSN Program

Advisement
The online MSN program has a dedicated advisor to assist students enrolled in the program. The online nursing program learner services advisor is available for academic advising related to the nursing program courses. Graduate studies academic coordinators are also available as stated in the NAU master’s 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.

Please refer to the NAU IRB procedures manual for additional information.

MSN Graduate Portfolio Guidelines
The professional nurses should be aware of their need for continuous lifelong learning. By developing a portfolio of professional competency, the graduate-prepared nurse learns to value growth. Not only does this portfolio demonstrate recent accomplishments, it also provides a framework by which the graduate-prepared nurse can pursue evidence-based practice throughout the career. The artifacts contained herein are key indicators of a commitment to continuous pursuit of educational and professional excellence.

The MSN student learning outcomes (SLOs) guide and inform the MSN graduate curriculum. These competencies are designed to identify a nurse who is able to effectively perform the duties of a professional educator. Graduates of this program have met these outcomes and will be equipped to be leaders. The artifacts in this section are exemplars of student accomplishments related to the following five SLOs:
1. Analyze social, ethical and legal issues that impact the delivery of domestic and global healthcare.
2. Integrate theory, research, and practice using critical thinking and effective problem solving for the advancement of the nursing profession
3. Utilize current/emerging technologies and communicative methodologies to build collaborative relationships to promote evidence-based practice and improved healthcare outcomes.
4. Synthesize principles and theories from one’s specialty area of practice (administration, care coordination, education, or informatics) to participate in future advances in healthcare initiatives.
5. Model professional, scholarly, and leadership behaviors of one’s specialty area of practice (administration, care coordination, education, or informatics) that foster clinical reasoning and lifelong learning.

At the prescribed time in each course, submit the designated artifact from that course to the appropriate Dropbox. Ensure that the artifacts are edited based on faculty and/or appropriate peer feedback. These artifacts are to be your best work.
## Portfolio Contents

<table>
<thead>
<tr>
<th>Course</th>
<th>Assignment</th>
<th>MSN SLOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS6115: Leadership in Health Care: A Collaborative Approach to Theory/Ethics/Health Policy</td>
<td>Designate Portfolio Assignment as labeled in the course room. OR Evidence of Prior Learning Credits.</td>
<td>Outcome #1: Analyze social, ethical and legal issues that impact the delivery of domestic and global healthcare. OR Evidence of Prior Learning Credits.</td>
</tr>
<tr>
<td>NS6240: Nurse Educator Role</td>
<td>Designate Portfolio Assignment as labeled in the course room.</td>
<td>Outcome #2: Integrate theory, research, and practice using critical thinking and effective problem solving for the advancement of the nursing profession</td>
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<tr>
<td>OR NS6212 Specialty in Practice – Nursing Informatics</td>
<td></td>
<td></td>
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<tr>
<td>OR NS6222 Specialty in Practice – Care Coordination</td>
<td></td>
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<tr>
<td>OR NS6232 Specialty in Practice – Nursing Administration</td>
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<tr>
<td>NS6251: Nursing Capstone Project Planning</td>
<td>A current copy of your most recent nursing license. An up-to-date resume.</td>
<td>Outcome #1: Analyze social, ethical and legal issues that impact the delivery of domestic and global healthcare.</td>
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<tr>
<td></td>
<td>Two signed letters of reference for employment.</td>
<td>Outcome #2: Integrate theory, research, and practice using critical thinking and effective problem solving for the advancement of the nursing profession</td>
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<tr>
<td></td>
<td>Two signed letters of reference for higher education, ONLY if furthering one’s education is desired.</td>
<td>Outcome #3: Utilize current/emerging technologies and communicative</td>
</tr>
<tr>
<td>Course</td>
<td>Assignment</td>
<td>MSN SLOs</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
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</tr>
<tr>
<td>Required artifacts as listed above</td>
<td>methodologies to build collaborative relationships to promote evidence-based practice and improved healthcare outcomes.</td>
<td></td>
</tr>
<tr>
<td>Most recent version of one’s personal nursing philosophy in area of study: (administration, care coordination, education, or informatics).</td>
<td>Outcome#4: Synthesize principles and theories from one’s specialty area of practice (administration, care coordination, education, or informatics) to participate in future advances in healthcare initiatives.</td>
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<tr>
<td>Letter to Preceptor</td>
<td>Outcome#5: Model professional, scholarly, and leadership behaviors of one’s specialty area of practice (administration, care coordination, education, or informatics) that foster clinical reasoning and lifelong learning.</td>
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<tr>
<td>Capstone Checklist</td>
<td></td>
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<td>Project Site Permission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS6261: Nursing Capstone Practicum</td>
<td>Project Summary/Launch Form</td>
<td>Outcome#1: Analyze social, ethical and legal issues that impact the delivery of domestic and global healthcare.</td>
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<tr>
<td>2 Time Logs</td>
<td>Evaluation Tool <em>(Completed by Preceptor)</em></td>
<td>Outcome#2: Integrate theory, research, and practice using critical thinking and effective problem solving for the advancement of the nursing profession.</td>
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<td>Evaluation Tool <em>(Completed by Student)</em></td>
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<tr>
<td>NS6261 Final Paper</td>
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<td>Outcome#3: Utilize current/emerging technologies and communicative methodologies to build collaborative relationships to promote evidence-based practice and improved healthcare outcomes.</td>
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<tr>
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<td></td>
<td>Outcome#4: Synthesize principles and theories from</td>
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</table>
### Course | Assignment | MSN SLOs
--- | --- | ---
 |  | one’s specialty area of practice (administration, care coordination, education, or informatics) to participate in future advances in healthcare initiatives. **Outcome#5:** Model professional, scholarly, and leadership behaviors of one’s specialty area of practice (administration, care coordination, education, or informatics) that foster clinical reasoning and lifelong learning.

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.

**Submission**
Each portfolio assignment must be submitted to the portfolio before the final grade for the course is released.

**Program Completion Length**
A student is expected to complete the graduate degree within five (5) years. Credits taken in the program, which were completed more than five years prior to graduation, will be reviewed by a committee composed of the dean of SON & Graduate Studies, program chair, and graduate nursing 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.
2. Achieve a grade of “B” or better in all nursing courses.
3. Maintain progression standards as outlined in the NAU master’s catalog.

**Sequence of Courses**
Some nursing courses in the online MSN program are sequential and require successful completion of the course(s) before enrolling in others. Course sequence is identified on the status sheets provided to the student by advisors and communicated in the NAU master’s catalog under course descriptions.
University Policies
Students with questions regarding affirmative action, equal opportunity, harassment, or information about any other university policies may refer to the current NAU master’s catalog.

Online Master of Science in Nursing (MSN) Curriculum Plan
The online MSN program has four programs of study, which includes emphasis in nursing administration, care coordination, education, and nursing informatics.

### MASTER OF SCIENCE IN NURSING: ONLINE CURRICULUM STUDY PLAN

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Pre-Requisites</th>
<th>Qtr. Credit Hours</th>
</tr>
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<tbody>
<tr>
<td></td>
<td><strong>Education Core Courses (18 quarter credits)</strong></td>
<td></td>
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<tr>
<td>NS6115</td>
<td>Leadership in Health Care: A Collaborative Approach to Theory / Ethics / Health Policy</td>
<td>NA</td>
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<tr>
<td>NS6125</td>
<td>Facilitating Health I: Health Assessment / Pathophysiology</td>
<td>NA</td>
<td>4.5</td>
</tr>
<tr>
<td>NS6135</td>
<td>Facilitating Health II: Advanced Pharmacology</td>
<td>NA</td>
<td>4.5</td>
</tr>
<tr>
<td>NS6160</td>
<td>Technology Utilization in Advanced Nursing Roles</td>
<td>NA</td>
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<tr>
<td></td>
<td><strong>Emphasis Courses (18 quarter credits)</strong></td>
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</tr>
<tr>
<td></td>
<td>Nursing Administration, Care Coordination, Education, and Nursing Informatics</td>
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</tr>
<tr>
<td></td>
<td><em>Refer to University Catalog for Specific Emphasis Courses</em></td>
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<td></td>
<td><strong>Nursing Applied Capstone (9 quarter credits)</strong></td>
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<tr>
<td>NS6251</td>
<td>Nursing Capstone: Project Planning</td>
<td>One graduate-level NS emphasis course</td>
<td>4.5</td>
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<tr>
<td>NS6261</td>
<td>Nursing Capstone: Practicum</td>
<td>Completion of all prior MSN courses</td>
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<tr>
<td></td>
<td><strong>TOTAL CREDIT HOURS</strong></td>
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Online RN to BSN Program

Advisement
The Online RN to BSN program has a dedicated advisor to assist students enrolled in the program. The Online Nursing Program Learner Services Advisor is available for academic advising related to the nursing program courses. Academic advisors are also available as stated in the National American University (NAU) student handbook.

Exit/Re-Entry
Students who wish to interrupt their education are requested to complete an Exit Survey Form.

Practicum/Observation Experiences
The program requires practicum/observation experiences in at least two courses (NS4050D and NS4401D). The practicum/observation experiences are an integral part of the learning process at NAU. The following guidelines pertain to all students related to practicum/observation experiences:

- The student will be responsible for finding practicum/observation experiences in their communities. The practicum/observation experiences proposed by the student will be approved by the course faculty.
- The observation experience (15 hours in the course NS4050D) 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. background check, immunizations, health assessment documentation).
- During the observation experiences, the student will not provide any hands-on care to individuals, nor practice nursing as defined by the respective state Nurse Practice Act.
- Students in NS4401D will be required to complete 60 total hours of clinical observation/project work in the leadership and management role. Up to 30 hours will be allotted for completing the Capstone Change Project. This includes research, writing, revising, and editing your project. The other 30 hours must be spent observing a BSN level or person above the RN level who is in a leadership and/or management role.
- In addition, 30 practicum hours are required in the optional course NS4155D.
- The student will be responsible for adhering to any agency/institution policies while a guest of the agency/institution.
- 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.
- 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.

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 catalog.
Sequence of Courses
Some nursing courses are sequential requiring successful completion of the course(s) 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.

Transfer
All transfer courses must meet NAU guidelines. Nursing major core credits of the Online RN to BSN program 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 NAU undergraduate catalog.
## Online RN to BSN Program Curriculum Plan

### BACHELOR OF SCIENCE IN NURSING

**RN TO BSN: ONLINE**

**CURRICULUM STUDY PLAN**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Pre-Requisites</th>
<th>Qtr. Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>NS3026D</td>
<td>Concepts and Challenges in Professional Nursing</td>
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<td>NS3050D</td>
<td>Pathophysiology in Practice</td>
<td>Prior A&amp;P course(s)</td>
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<td>NS3325D</td>
<td>Nursing Theory and Healthcare Delivery Models</td>
<td>NA</td>
<td>4</td>
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<tr>
<td>NS3250D</td>
<td>Ethics and Issues in Contemporary Nursing</td>
<td>NA</td>
<td>4</td>
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<tr>
<td>NS3305D</td>
<td>Evidence-Based Practice and Research in Nursing</td>
<td>MA3010 &amp; EN1300</td>
<td>6</td>
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<tr>
<td>NS4000D</td>
<td>Issues in Transcultural Nursing</td>
<td>EN1300</td>
<td>4</td>
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<tr>
<td>NS4050D</td>
<td>Public Health and Community Nursing**</td>
<td>NS3305D &amp; NS4000D</td>
<td>6</td>
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<td>NS4060D</td>
<td>Caring for Vulnerable Populations</td>
<td>NS4050D; EN1300</td>
<td>4</td>
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<td>NS4150D</td>
<td>Information Technology in Nursing</td>
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<td>NS4350D</td>
<td>Quality Management in Nursing and Healthcare</td>
<td>EN1300</td>
<td>4</td>
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<tr>
<td>NS4401D</td>
<td>Nursing Leadership in Practice Capstone**</td>
<td>MA3010 &amp; EN1300</td>
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</table>

**TOTAL CREDIT HOURS** 48

*General Education courses and nursing or open electives are not included in this listing of CORE courses. Please refer to the online RN to BSN status sheet for more details. Total program credits required is 180 quarter credit hours.

**Includes practicum/clinical hours – NS4050D (15 hours) and NS4401D (60 hours)
NCLEX-RN® (State Board Licensing Exam)
The licensing exam for professional nurses is a national exam, which is administered by the National Council of State Boards of Nursing (NCSBN). 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.

NAU is not responsible for the Kansas State Board of Nursing or any state’s board of nursing decision about eligibility to sit for the NCLEX-RN® exam. Refer to the Nurse Practice Act in the state in which licensure is anticipated.

Eligibility criteria for the licensure application pursuant to the Kansas State Nurse Practice Act can be found at the Kansas State Board of Nursing web site including the qualification of applicants and the following statutes:

In compliance with the KS Nurse Practice Act 60-2-107. Student policies: each nursing education program shall have a written policy providing information to any student who may be subject to licensure denial under K.S.A. 65-1120, and amendments thereto. The information shall be provided before admission to the nursing education program. In compliance with this statute, K.S.A. 65-1120 is included:

65-1120. Grounds for disciplinary actions; proceedings; witnesses; costs; professional incompetency defined; criminal justice record information.
(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, as an advanced registered nurse practitioner, or as a registered nurse anesthetist 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 registered professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner, or registered nurse anesthetist 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 a 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.
(b) Proceedings. Upon filing of a sworn complaint with the board charging a person with having been guilty of any of the unlawful practices specified in subsection (a), two or more members of the board shall investigate the charges, or the board may designate and authorize an employee or employees of the board to conduct such investigation. After investigation, the board may institute charges. If an investigation, in the opinion of the board, reveals reasonable grounds for believing the applicant or licensee is guilty of the charges, the board shall fix a time and place for proceedings, which shall be conducted in accordance with the provisions of the Kansas administrative procedure act.
(c) Witnesses. No person shall be excused from testifying in any proceedings before the board under this act or in any civil proceedings under this act before a court of competent jurisdiction on the ground that such testimony may incriminate the person testifying, but such testimony shall not be used against the person for the prosecution of any crime under the laws of this state except the crime of perjury as defined in K.S.A. 21-3805 and amendments thereto.
(d) Costs. If final agency action of the board in a proceeding under this section is adverse to the applicant or licensee, the costs of the board’s proceedings shall be charged to the applicant or licensee as in ordinary civil actions in the district court, but if the board is the unsuccessful party, the costs shall be paid by the board. Witness fees and costs may be taxed by the board according to the statutes relating to procedure in the district court. All costs accrued by the board, when it is the successful party, and which the attorney general certifies cannot be collected from the applicant or licensee shall be paid from the board of nursing fee fund. All moneys collected following board proceedings shall be credited in full to the board of nursing fee fund.
(e) Professional incompetency defined. As used in this section, “professional incompetency” means:
(1) One or more instances involving failure to adhere to the applicable standard of care to a degree which constitutes gross negligence, as determined by the board;
(2) repeated instances involving failure to adhere to the applicable standard of care to a degree which constitutes ordinary negligence, as determined by the board; or
(3) a pattern of practice or other behavior which demonstrates a manifest incapacity or incompetence to practice nursing.
(f) Criminal justice information. The board upon request shall receive from the Kansas bureau of investigation such criminal history record information relating to arrests and criminal convictions as necessary for the purpose of determining initial and continuing qualifications of licensees of and applicants for licensure by the board.


Two additional statutes of importance related to licensure include:

65-1115. Licensure of professional nurses; qualifications of applicants; examination; refresher course; renewal license; title and abbreviation; temporary permit; exempt license.
65-1116. Licensure of practical nurses; qualifications of applicants; examination; refresher course; renewal license; title and abbreviation; temporary permit; exempt license.

For additional information concerning licensure, go to the following websites:
1. Kansas State Board of Nursing.
2. Pearson Vue

Nursing Articulation in Kansas
Nursing educators and administrators in Kansas have supported the advancement of nurses through formalized articulation workgroups since 1992. The Report of the Council for Nursing Articulation in Kansas (2012) is available at the Kansas State Board of Nursing web site.

The NAU SON participates in the nursing articulation plan in Kansas with the LPN Bridge to BSN program. Admission criteria, program policies, and plan of study are communicated to the students through the university channels of communication including but not limited to the NAU public web site, the NAU undergraduate catalog, the NAU SON student handbook, and the BSN foundational core information packet.

Professional Appearance
Students follow the professional appearance guidelines outlined in the NAU SON Handbook: Undergraduate/Graduate

Student Drug Testing
Students participating in clinical training may be required to submit to a drug test. Nursing faculty will inform students of the specific requirements of the clinical site. The clinical site may require the test results before a student may participate in training and may require drug testing at any time. If a student causes a delay in testing, the clinical time missed by the student will be considered an unexcused absence. The student is responsible for the cost of any drug test.

In the event of a positive drug test, the student may challenge the findings, if permitted by the clinical site. A student with a substantiated positive drug test will be referred to the nursing program chair for progression determination or dismissal from the program.
Rapid City and Sioux Falls, South Dakota
Campuses: BSN Program

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/Licensure.aspx](http://doh.sd.gov/Boards/nursing/Licensure.aspx).

BSN Clinical Core Courses: Rapid City and Sioux Falls, South Dakota

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1. All 3000-level nursing courses (NS) must be completed for progression to 4000-level nursing courses.
2. All NS courses must be completed at NAU Rapid City or Sioux Falls, South Dakota campus.
3. Students must be officially accepted into the nursing clinical core to register for nursing courses.
4. Minimum course grade of “C,” “P,” or “S” is required for progression in all courses within the nursing clinical core.

5. Failure to achieve a passing grade in a theory or clinical course will result in the failure of the associated theory or clinical course.
Zona Rosa, Missouri Campus: ASN Program
NAU is currently not enrolling for this program.

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 (NCSBN). 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.

NAU is not responsible for the Missouri State Board of Nursing or any state’s board of nursing decision about eligibility to sit for the NCLEX-RN® exam. Refer to the Nurse Practice Act in the state in which licensure is anticipated.

See below the eligibility criteria for the licensure application pursuant to the Missouri State Nursing Practice Act.

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 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 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 nursing 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 reinstating 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.

Information concerning licensure can be obtained by contacting:
Missouri State Board of Nursing
3605 Missouri Blvd.
P.O. Box 656
Jefferson City, MO 65102
(573) 751-0681
http://www.pr.mo.gov/nursing.asp

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

ACEN Accreditation
The NAU-Zona Rosa ASN program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Information concerning accreditation can be obtained by contacting: Accreditation Commission for Education in Nursing 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 (404) 975-5000 http://acenursing.org/
Zona Rosa, Missouri: ASN Clinical Core Courses

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<td><strong>60</strong></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td>III</td>
<td>NS1050 - Adult Health Needs I</td>
<td>NS1030, NS1031, NS10</td>
<td>4</td>
<td>30</td>
<td>20</td>
<td></td>
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<tr>
<td></td>
<td>NS1051 - Adult Health Needs I - Clinical</td>
<td>NS1030, NS1031, NS10</td>
<td>5</td>
<td></td>
<td>150</td>
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</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>9</strong></td>
<td><strong>30</strong></td>
<td><strong>20</strong></td>
<td><strong>150</strong></td>
</tr>
<tr>
<td>IV</td>
<td>NS2031 – Adult Health Needs II</td>
<td>PS2000, NS1050, NS105</td>
<td>4</td>
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<td></td>
<td>NS2032 – Adult Health Needs II – Clinical</td>
<td>PS2000, NS1050, NS1051</td>
<td>7</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>11</strong></td>
<td><strong>30</strong></td>
<td><strong>20</strong></td>
<td><strong>210</strong></td>
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<tr>
<td>V</td>
<td>NS2011 – Maternal/Child Nursing</td>
<td>SO1050 or PS1050, NS2031, NS2032</td>
<td>6</td>
<td>60</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>NS2012 – Maternal/Child Nursing - Clinical</td>
<td>SO1050 or PS1050, NS2031, NS2032</td>
<td>3</td>
<td></td>
<td>90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS2021 – Mental Health Needs of Clients &amp; Families</td>
<td>EN1150, SO1050 or PS1050, NS2031, NS2032</td>
<td>3</td>
<td>30</td>
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<tr>
<td></td>
<td>NS2022 – Mental Health Needs of Clients &amp; Families - Clinical</td>
<td>SO1050 or PS1050, NS2031, NS2032</td>
<td>2</td>
<td></td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>14</strong></td>
<td><strong>90</strong></td>
<td><strong>150</strong></td>
<td></td>
</tr>
<tr>
<td>VI</td>
<td>NS2040 – Pharmacology II</td>
<td>NS2011, NS2012, NS2021, NS2022</td>
<td>1</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS3011 – Complex Adult Health Needs</td>
<td>NS2011, NS2012, NS2021, NS2022</td>
<td>5</td>
<td>30</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS3012 – Complex Adult Health Needs – Clinical</td>
<td>NS2011, NS2012, NS2021, NS2022</td>
<td>6</td>
<td></td>
<td>180</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
<td><strong>30</strong></td>
<td><strong>60</strong></td>
<td><strong>180</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>Nursing Clinical Core Courses</strong></td>
<td><strong>64</strong></td>
<td><strong>300</strong></td>
<td><strong>180</strong></td>
<td><strong>750</strong></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

1. All NS courses must be completed at NAU Zona Rosa, Missouri campus.
2. Students must be officially accepted into the nursing clinical core to register for NS courses.
3. Minimum course grade of “C”, “P”, or “S” is required for progression in all courses within the nursing clinical core.
4. Failure to achieve a passing grade in a theory or clinical course will result in failure of the associated theory or clinical course.
School of Nursing Forms
Clinical Release Form

Clinical affiliates of National American University (NAU) may request that specific student information is released to them in order for students to participate in clinical education in their facility. Your signature on this form allows NAU to release copies of these documents from your file to the clinical facility. This may include but is not limited to:

a. immunization records  
b. results of TB skin tests or results of chest x-rays  
c. background checks  
d. drug screen test  

NOTE: The clinical facilities may require nursing students to provide health-related information beyond of what is requested for admission into the nursing program. For instance, clinical agencies may request evidence of additional immunization or vaccination such an annual flu vaccination. Students should self-disclose requested information in order to participate in clinical education at the respective clinical facility.

Student Name (printed):  

Student Signature: Date:  

Revised 12-01-2017
Exit Interview Form – Campus Nursing Program

a. Reason for exiting the program:

Student: 

Program: 

b. Review of performance (if appropriate):


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


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


Student Signature: ___________________________ Date: ________________
Faculty Signature: ___________________________ Date: ________________
Program Chair Signature: ______________________ Date: ________________
National American University School of Nursing

Financial Aid Advising Session - Nursing Clinical Core

Please schedule an appointment with a financial service representative to discuss the financial aid resources available to you as a nursing clinical core student at National American University. This must be completed prior to __________ (date).

This form must be signed by both you and the financial service representative and returned to the nursing program office no later than __________ (date).

Student Name (printed): __________________________________________________________

Student Signature: ___________________________ Date: ________________

Financial Service Representative Name (printed): _________________________________

Financial Service Representative Signature: __________________ Date: ________________
Grievance Form

SECTION I – To be Completed by Student

Student Name: ___________________________ Date: _____________
Address: __________________________________________
Phone Number: __________________________ Email: _______________

STEP 1 – Reason for the Grievance
Be specific and to the point. ATTACH supporting documentation, if applicable. Use dates, times, places, who, what, where, why, when and how. Be factual, accurate and professional.

________________________________________________________________________

________________________________________________________________________

STEP 2 – Resolution sought Explain exactly the outcome you are seeking.

________________________________________________________________________

________________________________________________________________________

Student ID # __________________________ Student Signature ___________ Date ___________

SECTION II – To be Completed by the School of Nursing

Received By and Date: __________________________
Committee Members: __________________________ Date of Meeting: _____________

Brief notes on ruling with date student notified: __________________________
How notified: phone ☐ letter ☐

Outcome: Grievance approved ☐ Grievance denied ☐

Program chair will document in electronic student information system and save copy of this form in the grievance binder.
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 (printed):

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

Notification of Absence

A student who will be/has been absent for any reason must complete the student section of this form and submit the completed form to the program chair within three (3) calendar days of the absence. In the event of an emergency, the student must complete and submit the form as soon as possible following the absence. The program chair will then complete the chair’s section of the form, and the completed form will be placed in the student’s record and a copy sent to the student and faculty, as needed, for the missed hours.

If a student is absent for health-related reasons, the student may be required to submit documentation from a healthcare provider certifying the student’s ability to safely return. The SON may prohibit a student from returning until such documentation has been provided.

Questions about attendance guidelines or this form should be directed to the program chair.

To be completed by student:

Student First and Last Name: ____________________________________________
NAU Campus: Email Address: ____________________________________________
Phone Number: _______________________________________________________
Course Number: _______________________________________________________
Didactic Faculty: ______________________________________________________
Lab Faculty: __________________________________________________________
Clinical Faculty: ______________________________________________________
Faculty Advisor: ______________________________________________________
Date(s) Absent: _______________________________________________________
Reason for absence(s) (be specific): ______________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Student Signature:__________________________ Date:_______________________

Revised 12-01-2017
To be completed by program chair:

Absence(s) Excused or Not:

_____ Excused
_____ Excused, provided student produces satisfactory documentation as set forth below:
  _____ Documentation verifying reason for absence; and/or
  _____ Health provider certification of fitness required to return to clinical setting.

_____ Not excused

Comments (if any):

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Program Chair Signature: ____________________________ Date: ______________

Lab/clinical make-up session location(s), date(s), and faculty:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Dates completed: ____________________________

Student Signature: ____________________________

Program Chair Signature: ____________________________
Nursing Clinical Core Application

<table>
<thead>
<tr>
<th>APPLICANT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential Nursing Student Name: ____________________________</td>
</tr>
<tr>
<td>Former Name(s): ____________________________</td>
</tr>
<tr>
<td>Social Security Number: ____________________________</td>
</tr>
<tr>
<td>Address: ____________________________ Date of Birth: ____________________________</td>
</tr>
<tr>
<td>City: ____________________________ State: ____________________________</td>
</tr>
<tr>
<td>Zip Code: ____________________________</td>
</tr>
<tr>
<td>Home Phone: ____________________________ Work Phone: ____________________________</td>
</tr>
<tr>
<td>Cell Phone: ____________________________ Email Address: ____________________________</td>
</tr>
</tbody>
</table>

*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.*

Check the program for which you are applying:  ☐ ASN  ☐ BSN

The campus to which you are applying: ____________________________

Have you ever been dismissed, disciplined, or placed on probation from a college or university (check one)?

☐ Yes  ☐ No

If yes, explain: ____________________________

<table>
<thead>
<tr>
<th>HEALTHCARE CERTIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA/MA/EMT/Surg Tech</td>
</tr>
<tr>
<td>Certification Number: ____________________________ State: ____________________________</td>
</tr>
<tr>
<td>Expiration Date: __________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LPN/LVN</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Number: ____________________________ State: ____________________________</td>
</tr>
<tr>
<td>Expiration Date: __________</td>
</tr>
</tbody>
</table>
Please list any additional active license or certification information:

Name of License/Certification: ___________________________________________ State: __________
License Number: ___________________________ State: __________
Expiration Date: __________________________

Name of License/Certification: ___________________________________________ State: __________
License Number: ___________________________ State: __________
Expiration Date: __________________________

COLLEGES/UNIVERSITIES

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

1. School Name: ___________________________________________ City/State: ___________________________
   Did you graduate? □ Yes □ No
   Dates Attended From: ____________
   Degree: ____________
   To: ____________

2. School Name: ___________________________________________ City/State: ___________________________
   Did you graduate? □ Yes □ No
   Dates Attended From: ____________
   Degree: ____________
   To: ____________

3. School Name: ___________________________________________ City/State: ___________________________
   Did you graduate? □ Yes □ No
   Dates Attended From: ____________
   Degree: ____________
   To: ____________

4. School Name: ___________________________________________ City/State: ___________________________
   Did you graduate? □ Yes □ No
   Dates Attended From: ____________
   Degree: ____________
   To: ____________

EMPLOYMENT

List your present position(s), if any. Then list, in chronological order, all the positions you have held in the past year (attached resume is acceptable). If needed, please submit multiple copies of this page.

Employer: ___________________________________________
Dates Attended: From: ____________ To: ____________
Degree: ____________

Employer: ___________________________________________
Dates Attended: From: ____________ To: ____________
Degree: ____________

Employer: ___________________________________________
Dates Attended: From: ____________ To: ____________
Degree: ____________

Employer: ___________________________________________
Dates Attended: From: ____________ To: ____________
Degree: ____________
EMERGENCY CONTACT(S)

Person to notify in case of emergency:

Name: ____________________________ Relationship: ________________
Phone Number: ______________________ Other Number: ________________
Alternate Contact: Name: ________________ Relationship: ________________

CONSENT TO RELEASE OF BACKGROUND INFORMATION

I ACKNOWLEDGE THAT MY ACCEPTANCE INTO the nursing program clinical core at National American University (NAU) 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 the NAU nursing program office, 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.

Student Name: ____________________________ Date: __________________
Student Initials and last four of social: ________________ Date: ________________
Completion of this form with your signature constitutes consent to review all application materials submitted 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, 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, 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. FALSIFICATION MAY RESULT IN DENIAL OF ACCEPTANCE OR CONTINUATION IN THE NURSING PROGRAM. Medical paperwork must be completed in its entirety and turned into the SON Administrative Assistant or Program Chair before the end of the first month of the first quarter.*

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Initials and last four of social:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Re-Entry Form

**SECTION I TO BE COMPLETED BY THE STUDENT**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
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<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Reason for Reenter Request:</td>
<td></td>
</tr>
</tbody>
</table>

Withdrawal: ☐  
Quarter: _____  Year: ______

Failure: ☐  
Quarter: _____  Year: ______

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 ID # and signature:  
Date: ______

**SECTION II TO BE COMPLETED BY SCHOOL OF NURSING**

Approved: ☐  Not Approved: ☐

Reason for approval/denial:  
Date Letter Sent:  
Program Chair/Designee last 4 of social and signature:  
Date: ______
Student Improvement Plan - Classroom

STUDENT NAME: ___________________________   DATE: ___________

FACULTY NAME: ___________________________   COURSE: ___________

Beginning Date of Plan: ___________   Ending Date of Plan: ___________

Goal: To satisfactorily meet the classroom course objectives of the nursing curriculum.

Criteria: Current status of unsatisfactory progress (U) in meeting the required classroom objectives.

Assessment: (Mark all assessment criteria as it applies to student)

☐ Unable to apply prior theory knowledge from core courses (i.e. sciences, math, reading, etc.)
☐ Unable to apply prior theory knowledge from nursing concentration courses
☐ Unprepared for classroom activities (i.e. required readings, pre-tests, threaded discussions, etc.)
☐ Disrespectful or unprofessional behaviors
☐ Deficiencies in Essential Behaviors as outlined in the SON Handbook
☐ Inability to communicate effectively or appropriately with peers, faculty, and/or staff
☐ Violation of integrity (i.e. test sharing, plagiarism, cheating, etc.)
☐ Pattern related to test taking skills (i.e. test anxiety, reading into question, missing key information, etc.)
☐ Low quiz / test / assignment scores placing student at risk for academic failure
☐ Repeated Absenteeism / Tardiness
☐ Repeated deficiencies in written work (i.e. assignments, activities, etc.)
☐ Unable to follow directions
☐ Personal Issues / work obligations conflicting with effectiveness in classroom environment
☐ Multiple incidents of:

☐ Other issue of concern:

Expanded Problem Identification:

Problem: ____________________________________________
**Interventions for Improvement:** (Mark all interventions as it applies to student)

- [ ] Attend and participate in remediation sessions
- [ ] Prepare for classroom participation in advance (i.e. read, outline chapter, complete pre-test/post-tests, etc)
- [ ] Form / join nursing study group(s)of peers
- [ ] Develop time management / priority setting skills
- [ ] Meet with program administrator or designee as recommended (weekly, biweekly)
- [ ] Complete individualized plan for improvement (page 2)
- [ ] Other: ____________________________________________


**Individualized Plan for Improvement:**
Faculty/ Administrator or designee will develop this section with the student to implement interventions more specific to area of improvement needed.


**Faculty Notes on Progress:**


**Outcome of Improvement Plan:**


**Student Comments:**


**SIGNATURES AT INITIATION:**
By signing this form, the student is acknowledging receipt of the information
<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Signature:</td>
<td>Date:</td>
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</tbody>
</table>

**SIGNATURES AT COMPLETION OR NEW IMPROVEMENT PLAN DEVELOPMENT:**
By signing this form, the student is acknowledging receipt of the information.

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Faculty Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
National American University School of Nursing

Student Improvement Plan – Clinical/Lab

STUDENT NAME: ___________________________ DATE: ____________

FACULTY NAME: ___________________________ COURSE: ____________

Beginning Date of Plan: ____________ Ending Date of Plan: ____________

Goal: To satisfactorily meet the clinical and/or laboratory course objectives of the nursing curriculum.

Criteria: Current status of unsatisfactory progress (U) in meeting the required clinical and/or laboratory objectives.

Assessment: (Mark all assessment criteria as it applies to student)

☐ Unable to apply prior clinical/laboratory knowledge and skills
☐ Unable to apply theory knowledge content to clinical situations
☐ Unprepared for clinical (i.e. lack of preparation with care plans, medication sheets, dress code, etc.)
☐ Unsafe clinical practice (i.e. medication errors, inability to perform skills, client safety violations, etc.)
☐ Pattern of repeated errors (i.e. does not have to be identical)
☐ Violation of scope of practice / competency level as student
☐ Removal from clinical area at request of agency/facility
☐ Disrespectful or unprofessional behaviors
☐ Deficiencies in Essential Behaviors as outlined in the SON Handbook
☐ Inability to communicate effectively or appropriately with clients, families, staff, faculty and/or peers
☐ Violation of confidentiality (i.e. sharing client information, work issues, etc.)
☐ Repeated Absenteeism / Tardiness
☐ Repeated deficiencies in written work (i.e. nursing care plans, documentation, medication form, etc.)
☐ Unable to follow directions
☐ Personal Issues / work obligations conflicting with effectiveness in clinical
☐ Multiple incidents of:

☐ Other issue of concern:

__________________________________________________________________________________________

__________________________________________________________________________________________
Expanded Problem Identification:
Problem: ________________________________

Interventions for Improvement: (Mark all interventions as it applies to student)
☐ Return to lab for knowledge/skills review
☐ Revise clinical preparation habits
☐ Attend all clinical/lab/remediation sessions as assigned.
☐ Meet with program administrator or designee as recommended (weekly, biweekly)
☐ Complete individualized plan for improvement (page 2)
☐ Other: ________________________________

Individualized Plan for Improvement:
Faculty/ Administrator or designee will develop this section with the student to implement interventions more specific to area of improvement needed.

Faculty Notes on Progress:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Outcome of Improvement Plan:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SIGNATURES AT INITIATION:
By signing this form, the student is acknowledging receipt of the information

Student Signature: ___________________________    Date: ___________
Faculty Signature: ___________________________    Date: ___________

SIGNATURES AT COMPLETION OR NEW IMPROVEMENT PLAN DEVELOPMENT:
By signing this form, the student is acknowledging receipt of the information

Student Signature: ___________________________    Date: ___________
Faculty Signature: ___________________________    Date: ___________
National American University School of Nursing

Student/Graduate Reference Request

Student/Graduate Name (printed): ________________________________
Student ID 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 SON.

Student/Graduate Signature: ________________________________ Date: ______________

| Name: ___________________________ | Name: ___________________________ |
| Address: _________________________ | Address: _________________________ |
| ________________________________ | ________________________________ |
| ________________________________ | ________________________________ |

| Name: ___________________________ | Name: ___________________________ |
| Address: _________________________ | Address: _________________________ |
| ________________________________ | ________________________________ |
| ________________________________ | ________________________________ |

| Name: ___________________________ | Name: ___________________________ |
| Address: _________________________ | Address: _________________________ |
| ________________________________ | ________________________________ |
| ________________________________ | ________________________________ |

| Name: ___________________________ | Name: ___________________________ |
| Address: _________________________ | Address: _________________________ |
| ________________________________ | ________________________________ |
| ________________________________ | ________________________________ |
Student/Graduate Name: __________________________________________________________

Dates of Attendance: ______________________________ to ______________________________

Comments listed on student/graduate’s clinical rubric for the ___________________ quarter:
(academic term/year)

Completed by: ______________________________________ Date:_____________________

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
References


Student Acknowledgement of Receipt and Consent

RECEIPT OF PROGRAM MATERIALS AND CONSENT

DATE: __________________________

I, (Print Name)______________________________________________________________,

(1) acknowledge the receipt and review of the following NAU SON materials and will adhere to

information presented within:

☐ HIPPA, FERPA, Confidentiality, and Social Media
☐ Accreditation and State Board of Nursing Approval
☐ NAU SON Undergraduate/Graduate Student Handbook
☐ OTHER: ________________________________

(2) consent to release/retain information noted below, as outlined in the same named statement/policy

located in the NAU SON Undergraduate/Graduate Student Handbook:

☐ Student Work and Projects
☐ Photographic Image/Recording Consent and Confidentiality
☐ Release of Health/Background Information for Clinical Placement
☐ OTHER: ________________________________

_________________________________________    ________________________
Signature of Student                          Date Signed

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Alternate Phone:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Has Address or Phone Changed?</td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

Complete the above information whether your information has changed or not.

This form is to be maintained in the nursing program files until the time of student graduation. A copy may be placed in the student’s academic file, as well.

Revised 12-01-2017