

Baker College

College of **Nursing**

Undergraduate
Program Handbook

2023-2024

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I. Baker College Undergraduate Program Information

This handbook contains information regarding the academic policies and procedures that govern the College of Nursing undergraduate nursing programs, including both the traditional, accelerated, and RN to BSN (post-licensure) tracks. Students are additionally responsible for their own academic progression. Please read this handbook and keep it with your school records for easy reference. By signing on the back page, you are acknowledging that you have read this handbook and that you understand the material presented. Please feel free to contact any of the nursing program staff members if you have any questions or concerns about this information or the undergraduate nursing programs.

II. Baccalaureate of Science: Nursing Major

Program Description

The goal of the College of Nursing baccalaureate nursing programs is to provide students a course of study in professional nursing which combines humanities and sciences with the theory and practice of nursing. Students will acquire knowledge and skills needed to function as professional nurses in healthcare settings that are responsive to individual and community needs. These individuals will develop into leaders of research, practice, education and administration within the healthcare environment.

Pre-Licensure BSN Programs

The pre-licensure nursing programs (traditional and accelerated) require completion of prerequisite coursework in the pre-nursing degree plan prior to 3 levels of coursework within the nursing major. Additional General Education requirements complete the degree requirements. Graduates from the pre-licensure programs at Baker College of Nursing Program receive a Bachelor of Science in Nursing degree and may sit for the [NCLEX – RN \(National Council Licensure Examination-RN\)](#) to become a Registered Nurse.

Requirements for Graduation

The Baker College of Nursing determines the course requirements for graduates from its program. Upon the recommendation of the Baker College nursing faculty and subject to the approval of the Baker College Board of Regents, academic degrees are awarded to students successfully completing all requirements for graduation specified by their program of study. Students are instructed to refer to the Baker College handbook and course catalog.

NCLEX Readiness and At-Risk Student Policy

Baker College of Nursing will identify AT RISK students based on the student's Comprehensive Predictor score. (Note: This score is not the probability of passing NCLEX score; it is the student's test score. On the student's individual report, the score is called Adjusted Individual Total Score.)

Proctored Comprehensive Predictor Score	BC Status	Certification of Completion Action (Program Director)	ATI Status	ATI Plan of Action (to be reinforced by NUR4350 faculty)

<p>66.7% or below (= 78% or below chance of passing NCLEX)</p>	<p>At Risk</p>	<p>Hold Certification of Completion until VATI complete</p>	<p>At Risk</p>	<p>This student's performance places them at risk for not passing NCLEX. ATI recommends guiding the student to review their usage of ATI products and reflect on performance of recent assessments to include time spent on Focused Review 2.0 and participate in available quizzes (located in Focused Review). Encourage the student to use active learning templates to reinforce knowledge in lower scoring content areas.</p>
<p>67.3-70.7% (= 80-89% chance of passing NCLEX)</p>	<p>At Risk</p>	<p>Hold Certification of Completion until VATI complete</p>	<p>Needs Improvement</p>	<p>The student's performance on assessments is fluctuating and may not be positioned for NCLEX success. ATI recommends guiding the student to review their usage of ATI products and reflect on performance of recent assessments to include time spent on focused review 2.0 and participate in available quizzes (located in Focused Review). Encourage the student to use active learning templates to reinforce knowledge in lower scoring content areas.</p>
<p>71.3-100% (= 90-99% chance of passing NCLEX)</p>	<p>On Track</p>	<p>Submit Certification of Completion without delay</p>	<p>On Track</p>	<p>This student's performance is currently on track for passing NCLEX. ATI strongly recommends encouraging the student to review lowest areas of Focused Review 2.0 to strengthen their knowledge, skills, and ability. Keep it up!</p>

Certification of Completion forms will not be submitted for at risk students until the at-risk student has displayed completion of VATI. Completion is indicated by:

- Receipt of the "Green Light" within VATI (note: Greenlight requires a score of a 72% or higher on the VATI predictor as well as completion of all assigned remediation from the coach)

OR

- Completion of VATI (3 attempts at the VATI Comprehensive Predictor with remediation)

For reference, these scores/guidelines were established based on the Probability of Passing NCLEX table and guidelines established by ATI: [Probability of Passing Expectancy Table](#).

Licensure: Authorization to Test

Students who meet all the standards and requirements of the Bachelor of Science in Nursing program and the State of Michigan are eligible to take the NCLEX. The campus Program Director of Nursing will obtain the forms that need to be filled out and submitted in order for graduates to be allowed to schedule the exam. These forms will be completed at a meeting with the Program Director of Nursing in the last semester of the program. The candidate will then apply to the Michigan Board for permission. The candidate will also register with Pearson VUE (<http://www.vue.com/nclex>). Only after both these steps are completed will the candidate be granted authorization to test.

The exams are scheduled at various times and locations throughout the state. The Michigan Board of Nursing can deny a license to an applicant if any of the following are true:

1. The applicant has been convicted of a criminal offense in a court of competent jurisdiction.
2. The applicant is habitually intemperate in the use of alcoholic beverages.
3. The applicant is addicted to or has improperly obtained, possessed, used or distributed habit-forming drugs or narcotics.
4. The applicant is guilty of dishonesty or unethical conduct.
5. The applicant has violated or aided or abetted others in violation of any provision of this act.

Per the MI BON Administrative Rules, there is no limit to the number of times a candidate can sit for the NCLEX. The student must pass the NCLEX within 3 years of the date of graduation or after obtaining one of the required evaluations or certifications required in [R 338.10204\(2\)\(C\)](#) or [R 338.10210\(2\)\(C\)](#). If the candidate fails, the candidate will have to wait for 45 days before they can re-test. Once the candidate pays and reregisters with Pearson Vue, the candidate will be sent an ATT with a 90-day window which will not begin until the 45th day has passed from the previous testing date. If the candidate does not pass the NCLEX within 3 years as required above, they will have to complete a certification of skills competency or submit a written request to the Board of Nursing for an extension. See this [FAQ sheet](#) for further information.

Fingerprints are required to take the NCLEX. The Michigan Board recommends that applicants contact one of the board approved agencies no later than 7 – 10 days after applying. Examination candidates who did their education out of state should have official transcripts sent. In-state students will have a certification of education.

If you have any questions about your situation, please call the Board of Nursing at (517) 335-0918. Reference www.michigan.gov for more information regarding application and scheduling of the NCLEX.

After successful completion of an approved program of study for nursing, an individual must take the licensing exam (NCLEX) and pass it in order to receive a license to practice nursing in Michigan or any other state. The exams are scheduled at various times and locations throughout the state. The Michigan Board of Nursing can deny a license to an applicant if any of the following are true:

6. The applicant has been convicted of a criminal offense in a court of competent jurisdiction.
7. The applicant is habitually intemperate in the use of alcoholic beverages.
8. The applicant is addicted to or has improperly obtained, possessed, used or distributed habit-forming drugs or narcotics.
9. The applicant is guilty of dishonesty or unethical conduct.
10. The applicant has violated or aided or abetted others in violation of any provision of this act.

If you have any questions about your situation, please call the Board of Nursing at (517) 335-0918.

RN to BSN Program (Post-Licensure)

This program is designed to build on existing knowledge to obtain a baccalaureate degree (RN to BSN). All students must have an unencumbered license to practice as a Registered Nurse (RN) in the United States, District of Columbia, or U.S. Territories, or Canada Nursing (Post-licensure) classes are taught exclusively through Baker Online. Plus, general education and prerequisite courses are typically available through Baker Online, Online Live, and on all campuses throughout Michigan.

Accreditation Status

The BSN program at Baker College is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001. Phone: (202) 887- 6791

Contact Information

Cadillac Campus
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Cadillac, MI 49601
Program Director: Dr. Lori Dewey
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Jackson, MI 49202
Program Director: Dr. Jennifer Otmanowski
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Muskegon Campus:
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Muskegon, MI 49442
Program Director: Dr. Jeannette Pollatz
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Owosso, MI, 48867
Program Director: Dr. Shannon French
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Royal Oak, MI 48067
Program Director: Dr. Renee Gilbert
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III. THE COLLEGE OF NURSING PROGRAM MISSION FiSTATEMENTS

Mission

The mission of the College of Nursing is to prepare graduates who are life-long learners with the core knowledge and skills needed to provide competent, holistic nursing care in a diverse and ever-changing health care environment.

Vision

The vision of the College of Nursing is to encourage nursing students the opportunity for continuous professional growth by the acquisition of knowledge, and skills needed to function in healthcare settings that are responsive to individual and community needs as professional nurses.

Philosophy

The faculty of the College of Nursing, in accordance with the mission statement of Baker College, believes that an expert faculty provides opportunities for learners; to attain knowledge and competencies referred to the practice of nursing that fosters critical thinking, guided experiences and opportunities for self-development. The College of Nursing provides leadership in evidence-based nursing practice while promoting competence through the education of nurses at the baccalaureate and master's levels. As a community of nurse scholars, we believe expert faculty carry out the mission of Baker College through the development of curricula that influences students in the development of cultural sensitivity, professional nurse values through decision-making skills, critical thinking and sound clinical judgment. As educators, our goal of professional nursing education is to prepare our graduates to practice effectively within a dynamic healthcare system, while meeting the needs of clients in a robust global community with respect for human value and processes that affect change in the conditions and determinants of health.

We believe the practice of professional nursing includes a broad range of activities, including direct patient care, research, administration, interdisciplinary collaboration, education and drivers of healthcare policy agenda.

IV. COMMUNITY OF INTEREST

The Baker College of Nursing defines the communities of interest as internal and external groups that share a common passion or concern for Baker College of nursing. Internal COI include (a) current students, (b) faculty, (c), staff, (d), Baker administrators and committees. External COI include (a) local healthcare agencies' nursing administrators, recruiters, and consumers of healthcare, (b) accreditation, legislative, and regulatory agencies, (c) external fiscal supporters, (d) nursing alumni, (e) other universities, colleges, and schools of higher education, and (g) prospective students.

V. CURRICULUM

Curriculum Outcomes Model

The College of Nursing Baccalaureate Degree Program utilizes the American Nurses Association Standards of Nursing Practice and Professional Performance, The Quality and Safety Education for Nurses (QSEN) competencies, the Commission on Collegiate Nursing Education (CCNE), American Association of Colleges of Nursing Essentials (AACN) and the Michigan Board of Nursing Administrative Rules to derive concepts central to the program curriculum. In addition, the nursing profession adheres to the American Nurses Association Code of Ethics for Nurses.

Terminal Program Outcomes for the Bachelor of Science Degree in Nursing

Graduates of the BSN program will:

1. **Knowledge of Nursing Practice:** Integrate, translation and application of established nursing and general components of educational knowledge as the basis for clinical judgment in nursing practice.
2. **Person-Centered Care:** Provide evidence-based holistic and person-centered care that supports the achievement of positive health outcomes.
3. **Population Health:** Illustrate the importance of global health promotion, disease, and injury prevention through collaborative partnerships to improve population health.
4. **Scholarship for the Nursing Discipline:** Synthesize evidence-based research to guide best nursing practice.
5. **Quality and Safety:** Apply principles of safety and quality in nursing and health care practices to enhance quality and minimize risk to patients and providers.
6. **Interprofessional Partnerships:** Implement inter-professional written and oral communication to optimize care and improve patient outcomes.
7. **Systems-Based Practice:** Proactively coordinate effective use of resources within healthcare systems to provide safe and equitable care to diverse populations.
8. **Healthcare Technologies:** Use healthcare information technology to enhance delivery of nursing and healthcare services in accordance with best practice and professional regulatory standards.
9. **Professionalism:** Develop a professional identity that model accountability congruent with the inherent values, ethics and behaviors of professional nursing.
10. **Personal, Professional and Leadership Development:** Participate in activities and self-reflection that foster personal health and support lifelong learning with ongoing professional and leadership development.

Terminal Program Outcomes are derived from the American Association of Colleges of Nursing Essentials (Updated 2020)

American Nurses Association Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or populations.
3. The nurse promotes, advocates for and protects the rights, health and safety of the patient.
4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes actions consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all settings, advances the profession through research and scholarly inquiry, professional standards development and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to promote human rights, promote health diplomacy and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession and integrate principles of social justice into nursing *and health policy*.

American Nurses Association. (2015) Code of Ethics for Nurses. American Nurses Publishing, American Nurses Foundation/American Nurses Association. Washington, DC.

Additional Program Outcome Progression for Pre-licensure nursing students is found in Appendix A.

VI. Application/Admission

Nursing Prerequisite Policy

Nursing Prerequisites

In order to ensure that a student is appropriately equipped to successfully engage in nursing classes, the following courses are prerequisites for the first semester of nursing classes:

- BIO 1210: Human Anatomy and Physiology I
- BIO 1211: Human Anatomy and Physiology I lab
- COM 1010: Composition and Critical Thinking I
- General Education Elective
- HSC 1010: Introduction to Health Professions
- MTH 1010: Quantitative Literacy
- BIO 1220: Human Anatomy and Physiology II
- BIO 1221: Human Anatomy and Physiology II Lab
- BIO 2150: Pathophysiology
- COM 1020: Composition and Critical Thinking II
- PSY 2050: Self and Society

Course Transfer Policy

In order to receive credits towards the BSN degree, the prerequisites/corequisites that are required to have been completed in the last 5 years, with a minimum grade of B- from the date of starting into nursing classes include the following:

- BIO 1210: Human Anatomy and Physiology I
- BIO 1211: Human Anatomy and Physiology I lab
- HSC 1010: Introduction to Health Professions
- BIO 1220: Human Anatomy and Physiology II
- BIO 1221: Human Anatomy and Physiology II Lab
- BIO 2150: Pathophysiology

All other pre-requisites/corequisites have to have been completed with a grade of (C) in order to be transferred in for the bachelor of science degree.

Transfer from Another Nursing Program

The Standards Committee or a designated representative, will review the documents to determine which classes will be accepted for NUR transfer credits. Baker College will accept qualified nursing student transfer credits under the following criteria:

1. Student current nursing program is accredited by either ACEN or CCNE
2. Student meets College of Nursing course grade requirements (B- or better)
3. Nursing faculty will review nursing courses for equivalencies
4. Students may not have more than one-year absence from Nursing (NUR) courses.
5. Students must complete at least 15 credits in the program major, nursing, to graduate with a Baker College nursing degree (see Baker College Handbook)
6. As a rule, senior level (4XXX level courses) will not be accepted for transfer
7. Transfer of Health Assessment and Pharmacology courses will require a skills validation prior to enrollment.

All College of Nursing academic requirements must be met for a nursing degree to be conferred (see Baker College Handbook).

VII. Essential Functions/Technical Requirements

Baker College of Nursing is committed to providing equal access to all students.

Academic accommodations are granted on the basis of determined need and documentation of disabilities. The purpose of accommodations is to provide equal access to educational opportunities for students with disabilities and does not intend that academic standards be lowered or essential elements of programs or courses be changed. *Students who seek disability accommodations should contact the College Campus Department of Disability Services. The Department of Disability Services will determine a student's eligibility for accommodations and will recommend appropriate accommodations and services.*

The curricula leading to degrees in Nursing from the College of Nursing require students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing knowledge, skills and functions. Combinations of cognitive, affective, psychomotor, physical and social abilities are required to acquire the knowledge and skills

needed to perform the varied roles of nurses. In addition to being essential to the successful completion of the requirements of a nursing degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers. The following standards comprise the five core professional nursing competencies. In addition to academic qualifications, the College of Nursing considers these personal and professional qualifications essential for entrance to, continuation in graduation from its nursing degree programs.

Standards

A. Observation: Visual, Auditory and Tactile

Students must be able to acquire information from demonstrations and participate in learning activities. Students must be able to accurately acquire information from patients and assess findings. They must be able to perform a complete physical exam in order to integrate findings based on this information and to develop an appropriate diagnostic and treatment plan.

Observation involves visual, auditory, and tactile abilities **or** the functional equivalent.

- Ability to gather data from written reference materials (including, without limitation, illustrations), oral presentations, demonstrations, observations of a patient and his/her environment and observations of procedures performed by others.
- Ability to perform health assessments and interventions; observe diagnostic specimens; and obtain information from digital, analog and waveform representations of physiologic phenomena to determine a patient's condition.

B. Communication

- Ability to communicate, including the ability to ask questions and receive answers, with accuracy, clarity, efficiency and effectiveness with patients, their families and other members of the healthcare team. This includes expressive and receptive oral and nonverbal communications, such as interpretation of facial expressions, affect and body language.
- Communication (expressive and receptive) includes oral, hearing, reading, writing and computer literacy.
- Mastery of both written and spoken English, although applications from students with hearing or speech disabilities will be given full consideration. In such cases, the use of a trained intermediary or other communication aids may be appropriate if these intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

C. Motor

- Students must have sufficient sensory and motor function to perform a physical examination using palpation, auscultation, percussion and other diagnostic maneuvers.
- In general, this requires sufficient exteroceptive sense (touch, pain and temperature), proprioceptive sense (position, pressure, movement, stereognosis and vibration), physical strength and motor function.
- Students should be able to execute motor movements to provide general care and to competently use patient care equipment (such as intravenous monitors, sterile equipment, catheters).

D. Behavioral, Interpersonal and Emotional

- Ability to relate to colleagues, staff and patients with honesty, integrity and nondiscrimination.
- Capacity for the development of a mature, compassionate, respectful, sensitive and effective therapeutic relationship with patients and their families, including sufficient emotional and intellectual capacity to exercise good judgment and complete patient care responsibilities promptly and professionally.
- Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism and to maintain a high level of functioning in the face of taxing workloads and stressful situations.
- Ability to participate collaboratively and flexibly as a member of a healthcare team.
- Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes, as well as applicable laws and regulations governing the nursing profession.
- Openness to examining personal attitudes, perceptions and stereotypes that may negatively affect patient care and professional relationships.

E. Cognitive, Conceptual and Quantitative

- Ability to exhibit behavior and intellectual functioning that does not differ from acceptable professional standards.
- Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.
- Ability to gather data, develop a plan of action, establish priorities and monitor treatment plans and modalities.
- Ability to comprehend three-dimensional and spatial relationships.
- Ability to learn effectively through a variety of modalities, including, but not limited to, classroom instruction, small group discussion, individual study of materials, preparation and presentation of written and oral reports and use of computer-based technology.

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

ADA Statement Baker College is committed to addressing the needs of students who meet the criteria for special accommodations. It is the College's policy to comply fully with federal and state laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), regarding students with disabilities. Information concerning the College's policies and procedures related to disability can be found in the Student Handbook and on the Baker College website.

For additional support: email disability_specialist@baker.edu

VIII. Program Details, Recommendations and Policies

Student Rights and Responsibilities

The undergraduate nursing track has additional requirements that involve increased costs for students. The tuition rate for nursing classes is higher than for regular Baker College classes due to the need for smaller class sizes, increased contact hours and more faculty hours. The per credit tuition rate is published in advance of the start of nursing courses. Students will need to purchase equipment and uniforms that will be used throughout the nursing program. Additionally, students are required to purchase course support testing programs that are utilized throughout the nursing program. Some of these items are sold through the Baker College bookstore and financial aid funds are available to assist with payment.

The Post-Licensure Nursing track tuition is determined by the Online campus and is consistent with Undergraduate courses.

For other student rights and responsibilities, please refer to the Baker College Student Handbook.

Scholastic Standing

Students applying to or enrolled in the College of Nursing should refer to the Baker College catalog and/or student handbook for those policies applicable to general education courses. The scholastic standing policy described herein applies only to nursing courses, applicable to all nursing students.

Baker College Nursing Students

A Baker College nursing student is defined as any individual currently enrolled in any academic offering of the College of Nursing.

Full-time Student Status

Full-time status of nursing students is determined by enrollment for twelve (12) or more undergraduate credits in any regular semester session.

Part-time Student Status

Part-time status of nursing students is determined by enrollment for six (6) or more undergraduate credits in any regular semester session.

ATI/NCLEX Preparation Policy

ATI is a learning product that supports the student's nursing education. This product is integrated throughout the six nursing program semesters and portions of the product will be available to students six months after graduation.

Course Fees

Each student will pay a course fee for the following courses for the ATI resource. The course fee is auto-billed from Baker College as part of the tuition bill. This fee covers various ATI program costs and program-specific software.

Pre-licensure BSN

A fee of \$430 dollars will be associated with these courses

- NUR 2150
- NUR 2550
- NUR 3550
- NUR 3750
- NUR 4150
- NUR 4350

Accelerated BSN

A fee of \$860 dollars will be associated with these courses:

- NUR 2170
- NUR 3570
- NUR 4170

Initial Student Requirements

Health and Immunization Requirements: (Align with specific clinical agency policy) Students are financially responsible for all immunizations, tests and titers needed for College of Nursing requirements.

Prior to beginning the nursing practicum courses the following information must be submitted via ACEMAPP. Specific deadlines may vary on each campus due to clinical site expectations. ***Failure to submit requirements, by stated deadlines, will result in the student not being able to participate in clinical studies and being removed from the course.***

1. Baker College Health Information Form

Includes emergency contact information, the standards on pages 7-8 are met, and affirmation that the student's immunizations are complete.

2. Tuberculosis Testing

T.B. skin test, serological test or chest x-ray results must be submitted on an annual basis. Students must not have active or communicable tuberculosis.

3. Varicella-Zoster Testing

Provide documentation to verify immune status via serologic testing or documentation of immunization.

4. Measles, Mumps and Rubella Immunization

Submit a valid immunization record documenting administration of this required immunization (MMR) and/or verification of immune status for measles and rubella via serologic testing.

5. Tetanus/Diphtheria/Pertussis Immunization

Submit a valid immunization record documenting a primary series and booster dose (Tdap) within the previous ten (10) years.

6. Hepatitis B Immunization Series

Submit documentation of having received or in the process of receiving the Hepatitis B immunization series. Although this may be an optional immunization, the College of Nursing feels strongly that all students should be protected prior to clinical activities and possible exposure. A lack of the Hepatitis B series may prevent the student from access to some clinical site placement.

7. Influenza Vaccine

Submit documentation of an annual flu vaccine(s). This requirement will be enforced to enable nursing students at Baker College to be placed in clinical rotations. Failure to meet this requirement may result in loss of clinical placement and failure to meet course objectives.

8. COVID-19 Vaccine

Submit documentation of Covid-19 vaccination. This requirement will be enforced to enable nursing students at Baker College to be placed in clinical rotations. Failure to meet this requirement may result in loss of clinical placement and failure to meet course objectives.

**Students will receive information on their specific campus requirements for immunization documentation that may vary from the above.*

Students are working in a clinical environment and may be exposed to communicable diseases, bed bugs, lice, etc. If exposed the student will notify faculty and follow the clinical site and Baker College reporting procedures.

Immunization Exemption

If certain immunizations conflict with the student's religious beliefs or are medically contraindicated, the student should submit a statement of the same to the campus Nursing Program Director. The student should also submit a valid immunization record of other administered immunizations. **Clinical agencies may refuse students who do not have all current immunizations. This may affect clinical assignments and could result in the inability to complete the program.**

Some clinical agencies may have additional health requirements for students other than those listed in this handbook. Students will be notified of those facilities requiring additional immunization/vaccines before the practicum start date.

Post-Licensure track BSN students are expected to follow the immunization requirements of the clinical sites where they will complete their practicum.

Criminal History and Background Requirements

All College of Nursing students are required to have a criminal background check through Certified Background Check before registration of 1st semester classes. Information will be provided to the student with their acceptance letter to the program. According to Michigan

Public Acts 27, 28 and 29 of 2006 prohibited offenses and/or mandatory exclusions for specified time periods for offenses may prohibit your participation at clinical sites. Students having certain felony convictions or certain misdemeanors are not allowed in the clinical settings by law, and therefore, will not be accepted into the nursing program. The Michigan Board of Nursing may deny RN Licensure to an applicant who has been convicted of a crime or is addicted to drugs or alcohol. Disclosure statements by the student will be required for the semesters thereafter. If students have any history of misdemeanors during the past two years or if students have any felonies that might impact their ability to be allowed to attend clinical practicum, please contact the Program Director of Nursing immediately. ***The results of any criminal history or background check may be provided to clinical sites, accrediting agencies or outside entities as required for the student's matriculation in the nursing program or as required by law.***

Drug Screen

A drug screen must be completed at a designated location and time prior to the first clinical rotation. Nursing students who have been on program probation or leave of absence greater than one semester will be required to repeat the drug screen upon re-entry to the program.

The College of Nursing or the clinical site may require a random drug screen based on affiliation contract or behavior exhibited by the student. A student believed to be under the influence of drugs or alcohol will be referred for a drug screen and temporarily suspended from clinical work until the results of the drug screen are reported. Failure of a student to present at the designated time/place for this random drug screen is considered a positive result with dismissal from the program.

Marijuana remains an illegal substance under Federal law. A positive drug screen for medical or recreational marijuana will result in dismissal from the program.

Blood Borne Pathogens (BBP) Training (Pre-licensure)

BBP training will be completed by the undergraduate student annually in ACEMAPP. As protection against HIV/HBV infection and transmission, nursing students, faculty and staff practice standard precautions, which are regularly updated and revised by the Center for Disease Control (CDC). All nursing students, faculty and staff have the responsibility to maintain and share the current knowledge regarding these guidelines.

Latex Allergies

The goal of the College of Nursing is to provide a latex safe environment for workers and students. However, because latex can be found in a variety of products (erasers, wallpaper, paint, computer terminals, etc.), it is almost impossible to ensure a latex free environment. Students with a history of latex allergies or students with a history of allergic reactions should notify their instructors in laboratory courses where latex exposure may occur. If a student suspects that they are experiencing a latex allergy, they should notify the class instructor and program director.

Students with latex allergies should consult with their personal health care provider regarding the impact of this allergy on health careers and treatment options. *Because latex exposure may be unavoidable in certain occupations, students developing serious reactions to latex may not be able to complete their chosen program at Baker College. Baker College will make all reasonable accommodations to provide latex free products for students who request them.*

Health Insurance Portability and Accountability Act: (HIPAA) Training (Pre-licensure)

HIPAA training will be completed by undergraduate students annually in ACEMAPP. Individual clinical agencies may also require students to participate and complete HIPAA training as it relates to that facility. Violation of HIPAA policies may result in dismissal from the program and/or civil or legal actions against the student. Nursing students must adhere to the Baker College social networking policy as stated in the Baker College student handbook.

Basic Life Support (BLS) Certification Requirements

Nursing students are required to obtain and maintain Basic Life Support (BLS). There are many organizations that provide BLS courses. The requirement for this program is Basic Life Support for Healthcare Provider from the **American Heart Association**. No other BLS courses will be accepted. Undergraduate nursing students are responsible for submitting proof of certification. Nursing students will not be allowed to attend their clinical practicum courses without current BLS certification.

Post Licensure track BSN students are expected to follow the immunization, HIPAA, Blood Borne Pathogens, Background Check, Drug Screen and BLS requirements of the clinical sites where they will complete their practicum.

Health Insurance

Students enrolled in the College of Nursing must have health insurance during the time in which they are in any clinical/practicum experiences.

Professional Liability

Pre-licensure nursing students are held to the same legal standards as registered nurses. Professional liability insurance that covers students and faculty during the Baker College academic related clinical experiences will be provided by the college. This does not prevent students from obtaining their own professional liability insurance if they choose to do so.

Post-Licensure nursing students are expected to purchase individual professional liability insurance prior to registering for the practicum courses. Student academic advisors are able to assist with this requirement.

Registered Nurse Licensure (RN to BSN/Post-licensure)

RN to BSN (Post-Licensure) nursing students are expected to maintain an unencumbered licensure as a registered nurse throughout their enrollment in the Baker College Nursing program.

Approximate Fees for Health and Immunization Requirements

Students are responsible for all costs associated with background, drug screens, immunizations, etc. Item of Service and cost may vary by program and/or clinical site

Item	Estimated Cost
Background Check	\$20 - \$50
Drug Screening (if required by clinical site)	\$25 - \$75
Fingerprinting (if required by clinical site)	\$68 - \$100
Immunizations/Titers:	Varies by students' immunization history and medical insurance
Immunization Tracking	\$15 - \$25
Clinical placement service (if required)	Varies by program or clinical site
Basic Life Support/CPR/First Aid Training	\$50 - \$125
Central Registry Clearance through Health and Human Services Department	Varies by program – must be cleared before the start of clinical

Compliance Policy

Before beginning any NUR course, including all didactic, clinical, and lab components, all students in all programs are required to satisfy all health and safety requirements. If you need assistance with meeting these requirements, contact the program director.

For a student to be considered in full compliance, all of the Nursing compliance requirements (except for the flu shot) must be valid for the entire academic year. This includes fall and winter terms and may include the spring term, summer term, and/or spring/summer term if students are enrolled in the NUR courses. None of the compliance requirements may expire at any time during the academic year.

All compliance requirements must be uploaded to Acemapp by the due date identified by the student's specific campus. Students are advised to upload their compliance materials **at least 2 weeks before the due date to allow processing time for approval**. Any student who does not have all requirements needed for the academic year in an approved/completed status by the required deadlines may be subject to the following conditions: **Will not be able to attend scheduled clinical and/or subject to dismissal from the program, unless there is documented exception with the nursing division.**

Students must notify their Nursing Program Director and the Dean of Nursing of any changes to their criminal record after submitting the criminal background check*, including arrests. This notification should be made within three business days of any arrests, plea bargains, sentencing, convictions, or other criminal activity. In addition, issues with a student's criminal background check may also prevent that student from being able to sit for state licensure. The College of Nursing is not able to guarantee that any student who graduates will qualify for licensure.

**Please note that some activity reported in a student's criminal background check may prevent that student from being placed in the appropriate clinical settings required to complete the*

program and, therefore, may result in the student being withdrawn from that course. In these cases, the student should promptly consult with the Nursing Coordinator and advisors to explore alternative placements or degree programs. Under certain circumstances, students may not be eligible to graduate from the Baker College of Nursing program.

To promote patient safety and to facilitate early identification and intervention for students with substance use and related disorders, as well as compliance with mandates of affiliated clinical agencies, it is the policy of Baker College of Nursing to reserve the right for a random drug test for substance use among all of its students. Baker College of Nursing is committed to the safety of patients, students, faculty, and staff. The Nursing Division is also dedicated to the promotion of health of its community members, including those with physical, psychiatric, and substance use concerns, and establishes consistent policies and procedures that foster safety and health. Baker College of Nursing supports wellness, restoration, and rehabilitation of students to promote optimal personal and professional functioning. The Nursing Division supports students in caring for themselves in order to safely care for others.

IX. Nursing Student Professional and Safety Responsibilities

Professional Conduct

Baker College nursing students are also held accountable to a code of professional behavior. Key components of these standards and behavior will be presented and discussed in Nursing Fundamentals and throughout the nursing program. Students will address their instructors (didactic, lab/simulation and clinical) as Dr., Professor, Mr., Mrs., Ms. or Miss at all times while in the nursing program.

See Baker College handbook for additional professional conduct policies.

Safety

Safety is inherent in professionalism. The term patient safety means “the prevention of harm to patients.” It includes human factors, teamwork, communication, patient management, and clinical performance.

Ethical Care

Nursing students and faculty are expected to provide quality and dignified health care to every patient regardless of his or her social status, race, ethnic background or diagnosis. Students and faculty are expected to apply legal and ethical principles to the caring practice of nursing in a culturally diverse society. Client confidentiality is an essential element of ethical care.

Confidentiality

The principle of confidentiality is one of the central, ethical responsibilities of all health professionals and will apply in all circumstances. Confidentiality regarding HIV/HBV status of nursing students, faculty and staff shall be strictly maintained pursuant to federal and state laws. Confidentiality regarding patient care and information must be strictly upheld. Individual clinical sites may require students and faculty to sign confidentiality statements. Breach of confidentiality policies may result in student failure of the clinical experience and failure of the course. Additional breaches will result in dismissal from the nursing program.

Social Networking Policy

Course information of any kind (materials, pictures, events, etc.) including information from clinical work sites, cannot be shared or discussed on any social network or electronic account outside of those required by the instructor for class participation. Violation of this policy may result in expulsion from the college. See also the current social media policy for Baker College.

Academic Honor Code:

See Baker College Student Handbook Cheating and Plagiarism

Students are encouraged to review the Baker College Undergraduate Catalog for specific information on the Baker College Honor Code

Students should only use materials a) provided by the faculty, b) available at the bookstore, Academic Resource Center, Baker Library or reputable online retailer, c) directly from the student resources on the publisher's website. Students may not use items or upload items to online retailers such as CourseHero, Etsy, Chegg, etc. The sale and/or distribution of copyright protected material like test banks or test questions or professor resources such as PowerPoints, case studies and assignments could result in dire consequences for students such as dismissal from the College, inability to take the NCLEX or practice in a health profession, civil (monetary) or criminal liability for violation of federal copyright laws. *If a student is questioning a source, seek out assistance from your instructor. (also see additional information in the Baker College Student Handbook.)

Audio/Video Recording and/or Photographic or Electronic Devices

Nursing abides by Baker College audio/video recording and/or photographic or electronic device use policy. The **use of cell phones or electronic devices (including smartwatches) is prohibited in the clinical setting**. Use of electronics, personal cell phones with clinical apps, are allowed in post conferences only for clinical support such as use of medication references under instructor supervision.

Student Handbook and Baker College Policies

Students are encouraged to review the Baker College Student Handbook for specific information on Baker College policies.

Communication

Communication is the exchange of ideas, thoughts, or feelings through verbal and non-verbal actions. Verbal and written communication includes clear, coherent, timely, honest, concise, and patient-centered communication. Students are encouraged to develop pronunciation, pitch, and intonation appropriate for the environment. Non-verbal skills include gestures that are appropriate and employ the skill of listening to assimilate information. Cultural awareness builds upon identifying issues to alleviate communication obstacles resulting from health literacy, disparities, authority gradients, cultural differences, and language barriers.

Chain of Communication

When a situation involving conflict arises, whether in the classroom or clinical setting, the student is expected to discuss the issue with the peer, clinical instructor or course faculty with whom they are having conflict. This meeting should be face-to-face at a mutually agreed upon time. If resolution cannot be achieved an appointment should be made with the Campus Program Nursing Director. If further resolution is required, an appointment should be made with the Dean of Nursing. For clinical or skills related concerns, it may be appropriate to include the Clinical Coordinator as well. This will be done at the discretion of the clinical or course faculty.

Communication Devices

Cell phones and other communication devices should be in the silent mode during classes and kept away during lecture only to be taken out during breaks. While in the skills lab and clinical, cell phones and other electronic devices are not allowed on your person. Computers will be utilized for learning purposes only. *See the Audio/Video and/or Photographic or Electronic Devices policy above.*

Email Communication

1. Nursing faculty and staff at Baker College will only accept and respond to email communications generated from the Baker College server. You must have an active Baker Email Account.
2. It is the student's responsibility to keep contact information up to date with Baker College.
3. Nursing requirements, schedules, meetings and information regarding clinical practice is communicated using Baker College Emails and/or the Learning Management System (Canvas).
4. You may expect an email response within 1 business day unless indicated by automatic email response
5. Students are expected to check their Baker email on a daily basis for important communications, updates and course changes.

Student Participation in Committees

Student participation in committees is encouraged by program standards. Any student interested in a Committee appointment should contact their campus nursing program director.

Other committees will be available for student participation as designated per campus and approved by the Program Director.

Nursing students who are on probation must seek approval from their campus program director of nursing to represent the college in any student organization or committee or hold office in any student organization.

Nursing students will not be penalized for attending approved nursing conventions/conferences and will be given the opportunity to make up any missed clinical or didactic work. It is expected that the student will notify all instructors ahead of time and discuss options prior to attending the event.

Student Nurses Association

Baker College has a Student Nurses Association (SNA) that is part of the National Student Nurses Association (NSNA) and the Michigan Nursing Students Association (MNSA). Membership is expected as Baker College participates in a total membership plan with NSNA. Participation is encouraged in SNA activities as a way to develop leadership skills. Service learning hours may be available with participation in activities and serving on the campus SNA elected board.

Outside Employment

Nursing courses are very demanding of students' time and energy. It is recommended that Baker College pre-licensure nursing students limit outside employment while enrolled in nursing courses.

Conflicts with outside employment work schedules are not considered sufficient reasons for changes in nursing course schedules, academic or clinical assignments.

Expected Student Behaviors

Students in the Baker College of Nursing programs are expected to hold themselves to the highest standard of integrity in all learning environments in which they participate. They should be respectful of peers, instructors, and patients with whom they come in contact. Students should be accountable for all supplies and equipment that are issued to them. Posted guidelines in the skills lab must be followed. Students found in violation will be reviewed under the Baker College Honor Code in the Baker College Handbook.

Self-Awareness

Self-awareness is the ability to recognize and look at inner thoughts, feelings, and beliefs. Emotional intelligence is the ability to recognize one's own and other people's emotions, to discriminate between different feelings, label them appropriately, and then use emotional information to guide behavior. Through self-evaluation and validation of feedback, students will reflect upon experiences, summarizing accurately strengths and learning needs to build confidence with realistic perspectives about capabilities. Students are held accountable to defend their perspectives, including unpopular or unsafe practices.

Self-Care

Self-Care is promoting and maintaining personal well-being. Students enter the nursing program knowing they must take responsibility for their own physical and emotional health. This includes demonstrating sensory capabilities or appropriate accommodation and the ability to perform the physical requirements of clinical practice. It is the students' responsibility to acquire adequate rest, nutrition and hydration, and manage personal stress.

Responsible Learning

Responsible Learning is demonstrated by taking control and ownership of learning. This is displayed by being engaged in academic tasks, persistent in self-learning, seeking feedback, and notifying faculty if not achieving course or program objectives. Efforts are made to follow the agency's clinical policies, procedures, and principles by adhering to the submission of clinical requirements. Students must practice within their scope of knowledge and skills and recognize personal limitations while working under appropriate supervision.

Professional Image

Professional Image is the appearance of an individual or professional outside the discipline. Students are guided to uphold a positive professional image by portraying a compassionate demeanor and demonstrating respect for others with behaviors that are focused on patient care and learning. Students entering the program will be cordial to peers and demonstrate flexibility, professional etiquette, and civility. They will adhere to the Clinical Uniforms and Dress Code policy or clinical agency's policies along with the Student Code of Academic and Professional Conduct (Appendix B)

Students are accountable to explain and justify their intentions, actions, and omissions. Students are guided in their development of professional behaviors, yet are responsible to demonstrate the competencies listed above. Demonstrating professional behavior is required for passing in all course/clinical practice regardless of performance in other areas or grades in the course

Behavior in the Classroom

- Students are expected to be on time for all classes and to be prepared for class so that meaningful participation may occur among faculty and students.
- Talking in class when faculty are teaching or when students are presenting is rude and unacceptable. Faculty have the right to ask that this behavior stop. If this behavior continues, the student(s) will be asked to leave the classroom.
- No one is allowed to attend a class unless enrolled in the course. The exception is the prospective student who has cleared attendance to a class by the Admissions office.
- No children are allowed in classes, the computer labs, or the clinical simulation labs.
- Texting or use of computer for any purposes other than educational is not allowed.
- Cell phones may not be turned on or visible in the classroom. All cell phones must be turned off during class and test taking.

Smoking Policy

Tobacco and smoking-related products are defined as any type of tobacco product or product intended to mimic tobacco products or the smoking or vaping of any other substances. This includes but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, bidis and hookahs.

- While on campus refer to Baker College Smoking Policy.
- Use of tobacco or smoking related products is not allowed while at the clinical site
- Use of tobacco or smoking related products in your car is not allowed at the clinical site.
- If the student smells like smoke, the student will be dismissed from the clinical site for the day and will be counted as an absence.

Letters of Recommendation

Nursing students who need letters of recommendation for job opportunities, scholarships and awards must make their request to a faculty member utilizing the College of Nursing approved recommendation request document. Faculty members, advisors and the director of the program have the right to accept or decline this request. In addition, faculty and staff must abide by the Baker College's policy regarding letters of recommendation that limits the amount and type of information that can be released regarding the student and their academic history. Students should allow a minimum of one week for preparation and processing of these recommendations.

X. ACADEMIC RULES, POLICIES, AND PROCEDURES

Academic Advisement

Nursing faculty advise and assist students in most academic matters. Nursing students receive proper guidance in fulfilling the Baker College Nursing Program requirements, formulating professional career objectives and coping with the usual challenges encountered in the academic environment.

In non-academic matters, faculty may refer students to other sources of information and/or assistance. Academic advisement related to a specific Baker College nursing course rests with the individual course faculty and students should contact that instructor for guidance related to specific course issues and/or concerns.

Class Schedules

Baker College, the Dean of the College of Nursing, along with the Program Director of Nursing reserves the right to change nursing course schedules and/or cancel nursing courses at any time. Should it be necessary to change schedules, students will be notified via Baker email, mail or telephone. Students should check the Baker College student handbook on policies related to inclement weather. Any additional information will be provided by the campus Program Director of Nursing.

Nursing courses are demanding, therefore, to aid in the opportunity for success, nursing students are prohibited from taking more than two nursing courses that have a clinical component during any one semester.

Grading Scale

Letter Grade	Percentage	Points Needed
A	100 - 93%	1000 - 930
A-	92 - 90%	929 - 900
B+	89 - 87%	899 - 870
B	86 - 83%	869 - 830
B-	82 - 80%	829 - 800
C+	79 - 77%	799 - 770
C	76 - 73%	769 - 730
C-	72 - 70%	729 - 700
D+	69 - 67%	699 - 670
D	66 - 63%	669 - 630
D-	62 - 60%	629 - 600
F	59 - 0%	599 - 0

Grading Policy

Courses that include a theory, lab, simulation experiences, and/or clinical component require the students to pass all components of the course. Theory grade must be 800 points or above, clinical, simulation and lab where applicable, must attain a PASS based on meeting ALL course outcomes. Rounding of grades will ONLY apply to overall course grade (not testing average) which is points and not percentage. Students not passing one or more of the components (theory, lab, including simulation or clinical) will receive a grade of (C+) or their theory grade whichever is lower. Any student not meeting these criteria MUST repeat ALL components of the course regardless of prior performance.

Students must achieve both the overall 800-point course grading policy and a minimum of 525 points per the examination policy (in applicable courses) to progress in the program. All clinical and lab assignments must be completed to receive a passing grade in the laboratory, simulation and clinical courses.

Example: Student passes clinical, but fails theory and/or lab, will be required to repeat all course components. No credit for prior work will be applied to the repeated course. Students' grades are subject to change only in the event of a clerical or calculation error or to change an incomplete to a letter grade. See the Baker College handbook for incomplete grade policy and grading scale.

Pre-licensure nursing students may be dismissed from and not allowed re-entry into the nursing program due to, recurrent unsatisfactory academic progression (i.e. failure of 2nd NUR course)

Failing two NUR courses within a single semester will be considered one failure. Any single course failure thereafter will result in dismissal from the nursing program.

Paper Grading

Papers that score below a 60% will be reviewed by a second faculty who is not associated with the course. If > 10 points difference between the two instructor scores then the average of the two scores will be recorded. If < or equal to 10 points difference between the two instructors then the original score with the original faculty will be recorded.

Evaluation and Examination Information (Pre-Licensure)

Evaluation and examinations are inherent in the teaching-learning process. Nursing students are tested and otherwise evaluated in a variety of settings including the classroom, learning laboratory and during clinical practicum experiences. Course exams build on previous knowledge as well as new information.

- The pre-licensure nursing student must obtain 525 total points on proctored tests/final examination prior to calculation of final grade.
- Testing point requirement course exceptions include NUR3050, NUR3150, NUR4250, NUR4350, NUR4650 and NUR4750
- All exams are taken on the Baker College LMS or through the ATI platform, either in a computer lab or on a personal laptop only.
- Students are expected to download and have access to required software

- During testing, all web-based windows except for Canvas or ATI will be closed. Faculty is responsible for verifying that Canvas or ATI is the only internet-based window in use.
- If any incident occurs that may require a click, navigation away or distribution in the test window during testing, the student must immediately inform the instructor or proctor in real-time to note the discrepancy. Faculty will review any navigation away from Canvas or ATI and have the discretion to give a zero if extended page navigation is noted.

Use of tablets or phones are not allowed for exams or quizzes.

Please refer to Baker College Technology Requirement document for minimum requirements related to BYOD. [BC Technology Skills, Requirements, Accessibility and Privacy Information Link](#)

APA Writing Style

All formal papers must be completed using the *Publication Manual of the American Psychological Association (APA), 7th Ed.*

Dosage Calculation Quiz Policy (Pre-Licensure)

Starting year 2, students will have dosage calculation questions on every exam (10%). Starting year 2 students will also complete a Proctored Dosage Calculation exam in ATI (10pts).

Missed/Makeup Test Policy (Pre-Licensure)

Students who miss one test will receive the same percentage score on the missed test as the percentage score earned on the comprehensive final exam. Additional missed tests will earn 0 points.

Missed Quiz Policy (Pre-Licensure)

Students can miss one quiz (for any reason) and their missed quiz score will be an average of all their other quizzes in the semester. Additional missed quizzes will earn 0 points.

Final Exam Policy (Pre-Licensure)

Final exams are required to be taken on the scheduled date and time.

Late Assignment Policy (Pre-Licensure)

In alignment with the Baker College policy, NO late submissions of assignments will be accepted. Students will receive zero points for any assignment not submitted by the due date and time. Extensions must be negotiated with the faculty **before the scheduled date of submission**, but are not guaranteed.

Please note that any financial obligation incurred due to withdrawal and/or failure is the student's responsibility.

Exam Policy

The following guidelines will be adhered to in all testing sessions:

1. No food will be allowed during the administration of an exam.
2. Students may take a pen or pencil to their seat, and, when needed, their personal computer. All other electronic devices will be left in a designated area in the room where students do not have access to them during the exam.

3. Book bags, backpacks and other personal items will be placed in a designated area in the room.
4. Students may be subject to assigned seating.
5. Students may leave the testing room ONLY when the exam is complete.
6. No talking is allowed during an exam.
7. Faculty reserve the right to investigate any suspicious activity.
8. Students arriving late for an exam will be given the amount of time remaining in the regularly scheduled timeframe to complete the exam. If any student has completed the test and left the room prior to the arrival of the late student, the late student will not be allowed to take the exam.
9. Students are responsible for protecting the integrity of their own exam.
10. Review of exams shall not occur during class time.
11. It is expected that students will take exams on the scheduled date and time.

Exam Review Policy (Pre-Licensure)

Students are expected to review the Baker College Honor Code that includes the responsibility to maintain examination security at all times. Examples of violations of examination security include but are not limited to using cell phones or other electronic devices to take photos of exams, verbally sharing exam questions with other students and/or removing exams from the classroom.

Students wanting to review a completed exam must make an appointment with the course faculty within one week of the exam.

Progression in the Nursing Program

Pre-licensure students cannot progress to the next nursing level if less than a B- was received in any NUR class of the previous nursing level. When students earn less than a B- in a NUR course, they must meet with the campus director of nursing to discuss program re-entry options. (Refer to the re-entry policy for details.)

General Education Courses During the Nursing Program:

Retaking a failed general education course may compromise the ability to complete NUR courses in the typical progression as outlined by the academic plan, the student must submit a written plan for completion of the failed course and other general education requirements in addition to the NUR course plan and submit it to the program director. Failure to do so may be denied, and the student may be dismissed from the program.

Academic Appeal Process

Students are encouraged to review the Baker College Undergraduate Catalog for specific information on the Academic Appeal Process. Students are not able to appeal clinical course grades.

XI. Attendance

Didactic Course:

The professional portion of the undergraduate nursing track at Baker College is demanding and requires the student to be focused and committed.

- Students are expected to attend all theory classes and will need to spend many hours in self-directed study and preparation each week.
- Tardiness and lack of communication for absence is considered unprofessional behavior.
- Students are completely responsible for all content presented regardless of their attendance.

Laboratory Classes/Simulation Experiences:

- Students are expected to attend all laboratory classes and Simulation Experiences
- Nursing students must report to their assigned labs on time
- Campus Director or Clinical Coordinator and Instructor must be notified at least two hours prior to absence.
- Tardiness will be addressed as soon as possible.
- One absence of a scheduled day, per semester, per course (i.e.: course includes lab, simulation, clinical) is acceptable. Any additional absence for any reason will result in failure of the course.
- Two or more consecutive days missed with a provider note will count as one absence.
- Every attendance deviation during lab rotation **MUST** be addressed regardless of the reason. Leaving early for any reason or attending only a portion of a lab/simulation constitutes an absence for the entire lab/simulation day.
- ALL missed lab/simulation hours **MUST** be accounted for and made up to ensure lab hours meet the expectations of the State Board of Nursing. Arriving late and/or leaving the clinical, lab or simulation early is considered an absence.
- The manner in which missed lab hours will be completed is to be determined by the Nursing Director and/or Clinical and/or Lab Coordinator and Lead Course Faculty.
- Make-up requirements are to be completed in person and to equal the amount of missed lab/simulation time. Sample activities from which the faculty can include are: Simulation lab, supplemental resources or an alternate lab day.
- If the student is not available to attend the scheduled make-up session or does not attend, it will be considered a failure of the course. Please note that any financial obligation incurred due to withdrawal or failure is the student's responsibility.
- In the event that a lab day is canceled by Baker College, the hours are expected to be made-up, per the discretion of the individual campus.

Clinical Courses:

- Students are expected to make any necessary arrangements to meet clinical hour requirements.
- Campus Director or Clinical Coordinator, lead faculty and clinical faculty must be notified at least two hours prior to absence.
- Tardiness is defined as more than 2 minutes past the scheduled clinical start time.
- Tardiness will be addressed as soon as possible.

- One absence of a scheduled day, per semester, per course (i.e.: course includes lab, simulation, clinical) is acceptable. Any additional absence for any reason will result in failure of the course.
- Two or more consecutive clinical days missed with a provider note will count as one absence.
- Every attendance deviation during clinical rotations **MUST** be addressed regardless of the reason.
- **ALL** missed clinical hours **MUST** be accounted for and made up to ensure clinical hours meet the expectations of the State Board of Nursing. Arriving late and/or leaving the clinical assignment early is considered an absence.
- Any and all missed clinical time must be made up at the designated time and according to the availability of faculty. The manner in which clinical hours will be completed is to be determined by the Nursing Director and/or Clinical and/or Lab Coordinator and Lead Course Faculty.
 - Make-up requirements are to equal the amount of missed clinical or lab time. Sample activities from which the faculty can include are: Simulation lab, supplemental resources, or an alternate clinical and/or lab day, or virtual makeup activities.
- If the student is not available to attend the scheduled make-up session or does not attend, it will be considered a failure of the course. Please note that any financial obligation incurred due to withdrawal and/or failure is the student's responsibility.
- In the event that a clinical day is canceled by Baker College, the hours are expected to be made-up, per the discretion of the individual campus.

Nursing Faculty Absence

Students are required to wait at least thirty (30) minutes for course faculty who are late or absent from regularly scheduled nursing classes, learning laboratory, simulation experiences, clinical practicum experiences or examinations. Students should contact the Director of Nursing or the Director of Academic Affairs if an instructor does not show up for an on-campus class. Students should contact the Nursing Clinical Coordinator or Program Director if nursing faculty are absent for off campus clinical courses. Students are not permitted to perform patient care activities until nursing faculty arrive.

XII. Lab and Clinical Policies

Lab and Clinical Supplies

Students must purchase the following prior the start of Lab and Clinical Courses:

- Stethoscope
- Bandage scissors
- Watch with a second hand
- Penlight
- Uniform and White Lab Coat

Dress Code Requirements:

Detailed Clinical/Practicum and Lab/Simulation Dress Code Requirements:

- Nursing students must report to their assigned clinical rotation and labs in specified uniform and prepared for their patient and lab assignment(s). They are to appear neat, clean and well groomed.
- **If a nursing student reports for clinical practice or skills lab or simulation experience and is not in keeping with the dress code, the student will be sent home from clinical or skills lab/simulation and this will be recorded as a missed clinical day.** Additionally, the student will receive a written warning and referral to the Program Director of Nursing or Nursing Clinical Coordinator.
- All students will wear Baker College uniforms with the Baker College logo.
- All items of uniform clothing must be neat, clean and pressed.
- Baker uniforms and lab coats will be worn for skills labs/simulation and clinical practicum.
- A name tag identifying the wearer's title and status as a Baker College nursing student is worn at all times during clinical.

Although freedom of expression is acceptable in many venues, Baker Nursing Students must consider and respect patients' values and opinions.

Uniform Requirements (Pre-licensure)

- Socks must be worn with Baker Uniform
- Shoes:
 - Solid colored white, gray, or black rubber-soled shoes
 - Clean and in good repair
 - No open-back, clogs, sandals, open-toed shoes or canvas/fabric shoes
- Hair:
 - Neat, clean conservative style and of natural color (NO pink, green, purple, yellow, orange, blue)
 - Kept off the collar with no hanging loose ends
 - NO decorative hair pieces or ornaments (including feathers)
 - Beards, sideburns and mustaches neat and trimmed. Not to exceed 2 inches from the jawline, otherwise beards must be covered with a hair net or mask.
- Nails:
 - Neatly trimmed to a length that will not interfere with safe hygienic nursing care.
 - No nail polishes
 - No acrylic/gel or artificial nails
- Jewelry:
 - One small earring per ear lobe that does not dangle
 - One ring (i.e. wedding set or engagement ring without sharp setting that may cause injury when providing care)
 - Nursing and Health Promotion pins (i.e. breast cancer ribbon, lamp pin)
 - Plain watch with second hand (smart watches are NOT allowed)
 - To ensure safety and proper hygiene, other jewelry is not permitted.
 - No additional visible body piercing jewelry or decorations
 - No facial piercings including but not limited to nose rings, eyebrow rings, tongue rings, etc.

- Tattoos must be covered at all times while in lab or at clinical
- No perfume, cologne or strong fragrances are to be worn during clinical.
 - Patients may have sensitivities or allergies and the odor may be nauseating to acutely ill patients.

Out of Uniform Clinical Dress (Conservative – Business Casual)

In the event that you are required to attend an event as a Baker College Event as a nursing student, but not in your clinical uniform, the following guidelines are to be followed:

- Appropriate fitting, dress trousers or slacks/khakis
- No leggings with short tops/short dresses
- Knee length or longer skirts
- Clean, low-heeled, closed toe/heel shoes.
- White lab coat may be required

Injury/Exposure/Incident Reporting

Any injury or exposure during a clinical or lab experience should be reported immediately to the faculty overseeing the course, the program director, and the clinical coordinator (clinical incidents). The incident reporting form will be filled out and followed. The form will then be submitted to the Standards Committee for Quality Improvement purposes.

Additional Clinical and Lab Expectations:

- ***Students must have a minimum of an 8-hour rest period before caring for patients.***
- Students are to be prepared mentally and physically to carry out the patient assignments. Faculty have discretion to remove any student from the clinical experience if they are deemed by the faculty to be unprepared and considered a risk to safe patient care.
- Students are responsible for their own transportation to and from the assigned clinical agency
- Students are to abide by the existing rules/regulations of the assigned clinical agency
- Students needing adjustments in the clinical schedule **MUST** meet with the clinical coordinator ASAP. Adjustments will be made **ONLY** if the clinical coordinator is able to accommodate the request.
- All required health data must be submitted by the stated deadlines or students will not be allowed to participate in clinical.
- The **use of cell phones or electronic devices (including smartwatches) is prohibited in the clinical setting**. Use of electronics, personal cell phones with clinical apps, are allowed in post conferences only for clinical support such as use of drug apps under instructor supervision.

The nursing faculty reserves the right to require a student to repeat a clinical and lab course and/or complete additional clinical and/or lab time when, in the opinion of the clinical and/or instructor, the performance of the student or the time the student has been absent from clinical and/or makes it impossible to accurately assess the student's attainment of the course outcomes and competencies. Additionally, the student may be required to complete additional assignments due to the absence from clinical and/or lab at the discretion of the clinical instructor.

Client/Patient Confidentiality

Protected Health Information Policy (PHI):

All students maintain patient confidentiality or will risk disciplinary action.

Confidentiality and Use of Medical Records:

- Students and faculty with any access to a clinical setting must comply with HIPAA rules and regulations, and cooperating clinical agency guidelines for training.
- Students and faculty are required to follow agency policies regarding use of and access to electronic medical records.
- Cooperating agency compliance modules must be completed as per cooperating clinical agency protocols.
- Patients' PHI must be de-identified. PHI includes sufficient information about a patient such that the patient could be identified.

Use of Technology and Social Media

- Any technology, tool or online space in clinical agencies cannot be used for personal business. This applies to social media platforms. Students must follow clinical agency policies regarding use of technology or social media. At times, a clinical setting may allow use of technology or online space or use of social media for work purposes. They are only to be used as they relate directly to patient care or specified agency activities.
- Agency computers cannot be used for personal business such as checking e-mail or social media sites.
- Any personal communication such as cell phone use or texting must be done outside of agency clinical areas on the student's personal time.
- Posting or discussing any information about faculty, staff, other students or external clients (i.e. patients and families) on social media or online space is not permitted.

Violation of HIPAA and Patient Confidentiality

Non-compliance with policies regarding HIPAA, the use of technology and social media, patient confidentiality or respecting patient privacy will result in a course failure and may be subject to dismissal from the Baker College of Nursing

Transportation

- Clinical practicum experiences will generally occur at a variety of health care facilities that are within a 50-mile radius from the campus.
 - NOTE: Some clinical sites may be further than 100 miles away.
- Reliable transportation is absolutely necessary to assure prompt arrival to all clinical assignments. Have a backup solution planned in advance in case your primary transportation option is not functioning on a given day.
- In the event an overnight stay is required for practicum experiences, the cost will be at the *student's expense*.

XIII. Academic Status - Probation, Withdrawal, Dismissal, Re-entry

College of Nursing Warning/Notice of Concern/Early Alert

Programmatic Warning/Notice of Concern/Early Alert is given to a pre-licensure nursing student who is obtaining less than a B- grade or other concerns in any nursing course. Students will receive a Notice of Concern from their instructor. Students are encouraged to meet with their instructor to identify a plan for improvement to allow students the opportunity to achieve the minimum grade of B- by the completion of the course.

College of Nursing Program Probation

Pre-licensure students are placed on programmatic academic probation when they are not successful in completing a nursing course and will remain on academic probation until graduation. Reasons for probation may include, but are not limited to:

- Earning a failing grade (below B-) in a nursing course(s) during a semester
- Students who were granted a leave of absence/withdrawal up to one year

Nursing students who are placed on programmatic academic probation should see their Program Director of Nursing as soon as possible following notification of their probation status.

Nursing students who are on programmatic probation must seek approval from the Program Director of Nursing to represent the College in any student organization or committee or hold office in any student organization.

Leave of Absence/Withdrawal from NUR course(s)

Completion of the Nursing Program Pre-licensure nursing ***students are to complete their academic nursing program within four and a half (4.5) years of beginning enrollment in their first nursing course, following admission into the nursing program.***

Students seeking an extension must apply to the Program Director of Nursing at their assigned campus in writing.

- If a student withdraws from the College of Nursing, the student must notify their campus Program Director of Nursing in writing as well as follow the Baker College policy pertaining to course withdrawal.
- Academic withdrawal follows Baker College policy for lack of academic activity.
- Students can only withdraw from a specific course **once**.
- Re-entry must occur within one year.
- If a student withdraws from the College of Nursing they will follow the program re-entry guidelines in this document.

Re-Entry to the College of Nursing Policy

Students who have withdrawn or failed a nursing course:

- May not progress in the program.
- Must re-enter the program within one year
- Student must re-enter the program at the point of withdrawal or course failure
- Student must repeat any failed course (can only repeat each course once)
- Program withdrawal due to medical reason requires a letter from healthcare provider:
 - Attesting to the student's ability to resume a professional nursing course load

- Medical clearance stating student can perform all Essential Function/Technical Requirements without restrictions
- Follow the nursing program re-entry process

The nursing program re-entry process is as follows: *Re-entry into the nursing program is not a guarantee. It is based upon availability of clinical space, faculty and successful completion of the re-admittance process.*

1. The student submits a letter or email addressed to the Program Director of Nursing at the campus where they are requesting re-entry for the desired semester. **DEADLINE TO SUBMIT REQUEST WILL BE THE END OF THE SEMESTER BEFORE REENTRY IS REQUESTED.**
 - a. **DEADLINE TO SUBMIT RE-ENTRY REQUESTS:**
 - i. Fall Semester: 1st Monday in July
 - ii. Spring Semester 1st Monday in October
2. The typed letter or email must include:
 - a. The last semester: attended in the nursing program
 - b. Reasons for withdrawal, including course failure(s)
 - c. Reasons why the student desires to be re-entered
 - d. The circumstances that have changed to indicate that the student will be successful in completing the nursing program if re-entered
3. The student must arrange a meeting with the Program Director of Nursing from the campus in which program re-entry is being requested after submission of the above described letter.
 - a. The student will meet with the Program Director to create an individualized learning plan. The individualized learning plan may include review modules, skills review, simulation, auditing prior courses or assigned resources.
4. Program Clinical Requirements must be completed
 - a. Random drug screen if they were not enrolled for more than one semester if drug screens are required by the clinical affiliates at that campus.
 - b. Background check: If a student is out for more than one semester
 - c. Current TB test
 - d. Current proof of required vaccinations
 - e. Current American Heart Association BLS
5. If a student does not complete any Baker College courses for more than one semester, they must meet with the Advisory Department and the Baker College re-entry policy would apply, per Baker College Student Handbook.
6. The Program Director of Nursing will grant final approval of re-entry of the student.

College of Nursing Dismissal

Pre-licensure nursing students may be dismissed from the nursing program due to, but not limited to any of the following issues

1. Recurrent unsatisfactory academic progression (i.e. failure of 2nd NUR course, or failure to pass a NUR course after two attempts)

2. Unsafe clinical practice/violation as evaluated by nursing faculty
3. Breach of HIPAA compliance
4. Improper professional behavior
5. Absenteeism/tardiness
6. Substance abuse (prescription/non-prescription)
7. Violation of social networking policy
8. Failure to meet required clinical expectations including deadlines

**Note: Academic dismissal from the nursing program does not automatically result in dismissal from Baker College. Students should discuss any options they may have related to other programs with their academic advisor.*

Rn to BSN (Post-Licensure) Students

Post-Licensure BSN students will follow the policies and procedures as outlined by the Online campus specific to withdrawal, dismissal and class participation.

Transfer between Campuses

Students may transfer between campuses, either for a limited period (a semester/a year) or permanently. Campus transfer approval is a College of Nursing-specific matter and will be approved by the Campus Director and the Dean. The Procedure and Application Form includes the process and deadline dates for applications, as well as the timescales within which campuses should process transfers. Since the decision to permit a transfer between campuses is a matter of campus situation, students will not have grounds for appeal if a transfer application is not approved.

Student wishes to transfer

- The student discusses transfer, both in a written statement and face-to-face conversation with the current campus Nursing Director. The Nursing Director explains academic criteria, differences between campuses.
- The student is advised of the Application Form, deadlines and approval process.

Application Form Process

- The student completes Application Form and submits to the Nursing Director at current Campus
- Current Campus indicates approval/non-approval on Form. If non-approval, student is informed of reason/s
- If approval is given, current Campus Nursing Director sends form to transferring Campus Nursing Director
- Transferring Campus Nursing Director indicates approval/non-approval on Form. If form indicates non- approval, student is informed of reasons

Approved Transfers

- If the transfer is approved, the Application Form is returned to current Campus Nursing Director
- Current Campus Director of Nursing notifies the student about the decision and next steps (e.g. sending student file)

- Transferring Campus connects with the transferring student on: course enrollment, specific campus clinical requirements, accommodation if applicable
- Transferring Campus puts in place required academic orientation at the campus (if there is any difference between campus regulations e.g. student parking, campus hours, dress code, etc.).

Appendix A

Pre-Licensure Program:

Program Outcome Progression The course sequence progresses from basic knowledge and skills, wellness care and less complicated care situations to care of patients with special needs and complex health situations, and on to leadership and management of patient care.

The learning of students in this program will progress:

1. From uncomplicated care situations to complex and multisystem care scenarios
2. From basic skills to complex technical skills.
3. From application of basic assessment of the adult patient to assessment of patients in a wide range of specialty environments and complex acute and chronic medical surgical conditions.
4. From health promotion through the lifespan to health care that promotes an optimal state of wellness.
5. From needing assistance with problem-solving and clinical reasoning skills to an independent ability to solve patient care health situations.
6. From following leaders in nursing care situations to application of leadership skill.
7. From community health awareness to application of the nursing process within community health settings.
8. From awareness of research to utilizing research in provision of evidence-based care.
9. From instructor-directed learning to collaborative student self-directed learning.

Following is a brief description of the progression of nursing course work across levels and across the six semesters of the nursing program.

Level 1 – (Semester 1): The first semester presents fundamental concepts and skills for nursing practice and formation of health assessment skills and techniques. The student at this level is introduced to the nursing process and there is a focus on guiding the student into the professional nursing role. Clinical experiences may be provided in a variety of settings including long-term care and/or acute care settings. Patient safety and infection control measures are emphasized along with the concept of evidence-based practice and methods to promote information literacy.

Level 2 – (Semester 2): In the second semester, students continue to develop critical thinking and clinical-reasoning skills in an acute care medical-surgical environment. Students are also introduced to health promotion concepts and developmental stages across the lifespan. Medication administration and more complex nursing skills are introduced. Demonstration of professional behavior and further socialization into the nursing role is emphasized and expected. Growth in the areas of communication and collaboration with other health care disciplines is also evaluated.

Level 3 – (Semester 3 and Semester 4): In the third and fourth semester, students further develop their nursing knowledge and skills by learning to correlate key concepts and curricular threads to specialty populations including obstetrical, pediatric and mental health patients in a variety of health care settings. In addition, further exposure to medical surgical concepts occur with an emphasis on gerontology and chronic illness in the adult population. Students are expected to more consistently demonstrate understanding and competency in all areas. Caring

principles, use of theory and research in the application of the nursing process, evidence-based care, quality and safety and the application of the nursing process are further integrated to provide patients with comprehensive, holistic and patient-centered care. Consistent demonstration of professional behavior is expected. Concepts of leadership and legal and ethical principles are more thoroughly explored at this level.

Level 4 – (Semester 5): In the fifth semester of the nursing program, concentration is placed on achievement of optimal health outcomes for target populations and selected vulnerable subgroups within the community. Students further develop their nursing knowledge and skills by learning to correlate key concepts and curricular threads to specialty populations in a variety of health care settings. Students must demonstrate an ability to apply community health and nursing principles in the care of individuals, families and selected vulnerable subgroups within a community setting

Level 5 – (Semester 6): In the sixth semester of the nursing program, students continue to develop critical thinking and clinical reasoning skills in an acute care medical- surgical environment. Students provide nursing care in a variety of health care settings, including critical care, emergency and perioperative settings, with an emphasis on provision of competency in all major program areas as the student begins the transition to an independent practitioner. Students must demonstrate an ability to consistently provide care that is safe, patient-centered, holistic, collaborative and evidence-based. Integration of all program threads and processes should be consistently demonstrated and understood. Further development of nursing leadership occurs through identification of personal leadership style and values, in relation to professional standards, the nursing code of ethics, effective communication and leadership theories and models. Students also begin preparation for professional licensure and the NCLEX-RN. Demonstration of higher levels of analytical and critical thinking and clinical reasoning in the clinical setting are evaluated and modeled. Preparation for entry into practice as a professional nurse is emphasized.

Appendix B

Service Learning Hours Guidelines

Service-learning is a strategy that integrates meaningful community service with reflection of that service to enrich the learning experience. Service-learning teaches civic responsibility and helps to strengthen communities. A major objective of this endeavor is to encourage you to make the connection between classroom learning and the larger community of which you will be a part by providing hands-on learning out in that community. It has been shown that this type of learning contributes to the personal and professional growth of students and at the same time benefits the college and the community. It is a win-win situation for everyone!

GUIDELINES:

All Baker College of Nursing Students are required to participate in service-learning experiences before they graduate from the program.

1. A minimum of 15 hours of actual service is required for traditional students and 7.5 hours total for accelerated students. This needs to be completed with a minimum of TWO service experiences and should only occur in increments of 2 hours or more per experience.
2. Students are encouraged to complete 5 hours of service-learning activities each year in the program to meet this requirement. (7.5 hours total accelerated students)
3. A maximum of two hours may result from a Baker College sponsored walk or walk with Baker faculty present.
4. Students are responsible for keeping an accurate log of their experiences on the service learning log provided. Students are required to provide proof of completion of hours. This can take the form of a signature, picture, documentation from the event, etc.
5. Students should verify with a nursing faculty member the appropriateness of the experience in meeting program requirements BEFORE signing on. Your experience does not have to be directly related to nursing, but it certainly can be. Any organization in the community that can benefit from your presence in a meaningful way should be considered.
6. The service learning log will become part of the student portfolio upon completion. In addition to the log, students will write a reflective summary of their service-learning experience demonstrating how the service hours met one or more of the Program Outcomes, the impact volunteering has had on your education, and your plans for continuing to volunteer in the community.

[Traditional Program Service Log](#)

[Accelerated Program Service Log](#)

It is the intent of this requirement to provide you with a positive, meaningful and real-life experience that will give you an opportunity to utilize your knowledge of nursing in an environment that promotes teamwork, cooperation and application of your ability to use critical thinking and problem-solving skills.

PROGRAM OUTCOMES:

1. **Knowledge of Nursing Practice** Integrate, translation and application of established nursing and general components of educational knowledge as the basis for clinical judgment in nursing practice.
2. **Person Centered Care** Provide evidence-based holistic and person-centered care that supports achievement of positive health outcomes.
3. **Population Health** illustrates the importance of global health promotion, disease and injury prevention through collaborative partnerships to improve population health.
4. **Scholarship for the Nursing Discipline.** Synthesize evidence-based research to guide best nursing practice.
5. **Quality and Safety:** Apply principles of safety and quality in nursing and health care practices to enhance quality and minimize risk to patients and providers.
6. **Interprofessional Partnerships:** Implement inter-professional written and oral communication to optimize care and improve patient outcomes.
7. **Systems-Based Practice:** Proactively coordinate effective use of resources within healthcare systems to provide safe and equitable care to diverse populations.
8. **Healthcare Technologies:** Use healthcare information technology to enhance delivery of nursing and healthcare services in accordance with best practice and professional regulatory standards.
9. **Professionalism:** Develop a professional identity that model accountability congruent with the inherent values, ethics, and behaviors of professional nursing.
10. **Personal, Professional, and Leadership Development:** Participate in activities and self-reflection that foster personal health and support lifelong learning with ongoing professional and leadership development.

POTENTIAL OPTIONS:

1. SNA leadership activities
2. Health Clinics, vaccination clinics, free clinics, health fairs, Covid screenings
3. Distribution of items to those in needs
4. Educational projects
5. Volunteering or working at walks, marathons, etc. If it is a SNA sponsored walk and/or faculty present to monitor attendance then students can earn a max of 2 hours for walking. *11-5-21
6. Volunteering at medical reliefs, food banks, clothes closets, soup kitchens, etc.
7. Supporting (screenings, education, etc.) local public and private school districts
8. Volunteer at blood drives
9. Adopt a Highway



Appendix C
Reference Letter Release Form
 (Valid for up to One Year After Graduation)

Please Print: (one form per request, maximum of two requests to one instructor)

Name: _____
 Student ID: _____
 Expected Graduation Date: _____
 Today's Date: _____
 Address: _____ City: _____
 State: _____ Zip Code: _____ Phone Number: _____

I grant permission to _____, an employee of Baker College of _____, Division of College of Nursing, to provide a reference for me to the following (*check one and enter name*)

Person: _____
 Agency: _____
 General Letter

This is a (*check one*): Personal reference Professional reference

Reason for reference? Job
 Scholarship
 Other (please specify): _____

I give permission for the following information to be included in the reference (check all relevant items):

Course grade	Personal attributes
Clinical performance	Attendance record
Professional attributes	All relevant information

The reference is needed by this date: _____

Signature: _____ Date: _____



Appendix D:

Undergraduate Degree in Nursing Acknowledgment Form for Receipt of the College of Nursing Handbook

I have received the Baker College Undergraduate College of Nursing Program Handbook 2023-2024. I understand that I am responsible for the information it contains regarding the Nursing Program.

I further understand that it is my responsibility to contact an advisor or Campus Nursing Program Director if I have any questions regarding admission into, remaining in or reentering my program.

I agree to abide by the policies and requirements as stated in this handbook.

I understand that I must abide by the professional ethics and standards accepted by professionals and technicians in my individual career choice. Confidentiality of health care information is a must. The dress code, personal conduct and professional attitude will be addressed by individual program directors.

The policies and procedures within the College of Nursing handbook are subject to change to better meet educational needs. Any changes will be communicated to the student. I understand that I am responsible for any changes that are made to the College of Nursing Handbook.

I understand that I will need to undergo a criminal background investigation in order to enter and complete the Nursing Program. I further understand that a criminal background check and fingerprinting will be required by the State of Michigan prior to taking the NCLEX licensing exam

Print Name

UIN Number

Signature

Date

College Representative

Date