

## **INFORMATION APPLICABLE TO ALL NURSING PROGRAMS**

Individuals expressing interest in studying nursing at National University will be provided with objective counseling regarding all of the options available to them through the Department of Nursing. Enrollment in the University does not automatically include admission to a nursing program.

### **Admission Requirements**

Students seeking to study nursing at National University must:

1. Meet all requirements for admission to an undergraduate degree program at the University as outlined in the University Catalog.
2. Have obtained a 2.75 cumulative GPA from all regionally accredited institutions attended.
3. Submit a separate application for admission into a specific nursing program (see below)

\*Note: Meeting the minimum requirements, as listed above, does not guarantee admission into a nursing program.

### **Admission Process**

Admission into the nursing programs at National University is a two-step process: 1) Application to the University; and 2) Application to the respective nursing program.

Prospective students should follow the University application requirements listed in the "General Admission Procedures" section of this catalog.

In addition, prospective nursing students will complete a separate application for admission to a specific nursing program. These applications, with supporting documents, should be sent to the Department of Nursing, to the campus at which you would enroll; San Diego, Fresno, Henderson, Los Angeles, Sherman Oaks (RN to BSN only). These addresses are found on the Nursing application, online, and on the back of the University Catalog. Students taking their preparation courses at National University are held to the same standard as those who transfer preparation courses in from other schools.

A prospective student should first meet with an Admissions Advisor. The Advisors are located at each of the University campus offices. The prospective student will arrange to have transcripts from all other Colleges and Universities sent to National University. These courses will be evaluated for equality to National University Department of Nursing required prerequisite courses.

All prospective students must attend a Pre-Nursing Program Information Forum which will describe the process for applying to and acceptance into the Nursing Program. The specifics described are: number of Nursing courses, sequence of courses, requirements for progression in the Program. Prospective Students must attend a Forum before submitting the application packet. These Forums will be offered monthly (schedules are available online or by emailing nursing@nu.edu).

A Calculation Worksheet will be used to evaluate each prospective student's application packet by the Admissions Committee of the Department of Nursing. The prospective student will be ranked in comparison to the other applicants for that application cycle. The scoring will be based on:

- Quality of Grades in all Math and Science prerequisite courses
- Number of attempts in taking the Math and Science prerequisite courses.
- All prerequisite courses must be completed with a minimum passing grade of C (73%).
- Test of Essential Academic Skills Score (TEAS), (explained below)
- Proctored essay.

Please note: Students will be contacted by the Department of Nursing to schedule the proctored essay and TEAS exam once a complete Nursing application packet is on file.

All prospective students must take the Test of Essential Academic Skills (TEAS) prior to consideration for admission to the Nursing Program, following completion of all Math and Science prerequisite courses. The procedure for taking the TEAS will be explained at the Information Forum. The TEAS may be taken a total of 3 times (see Re-Application Process below), with no less than 60 days between tests.

All prospective students must complete a proctored essay. One essay topic will be drawn from questions developed by the Nursing Faculty and typed on a computer. Each prospective student in any one session will answer the same question. Prospective students have the option of re-writing the essay should they be denied admission to the Nursing Program (see Re-Application Process below).

Following the receipt of all application items, the prospective student's packet will be reviewed by the Admissions Committee for the Department of Nursing, and a decision made regarding acceptance. Admission will be offered to students achieving the highest rank scores, until all class positions are filled for any one cohort. The prospective student will receive a letter regarding this decision.

Students who are not accepted may re-apply for admission to the Nursing Program a total of 3 times, if she/he is interested. If the prospective student chooses to re-take the TEAS, she/he will need to follow the TEAS application process, and are responsible for any associated fees. If the prospective student chooses to re-do the essay question, she/he must contact the Nursing Department by emailing [nursing@nu.edu](mailto:nursing@nu.edu).

Students are not eligible for financial aid until the Nursing application, Evaluation Packet, and the formal degree evaluation is done by the Office of the Registrar.

Before participating in clinical practice, students must submit proof of a health clearance that complies with the health facility's requirements for immunizations and health screening tests. In addition, before engaging in clinical practice at health facilities, students will be required to obtain professional liability insurance in the amount of \$1,000,000 per occurrence/ \$3,000,000 aggregate. Continued liability coverage as well as current health clearance and immunity coverage is required throughout the program. Students must possess a social security number to disclose to the California Board of Registered Nursing (BRN) at the time of Application for Licensure by Examination.

The Department of Nursing requires that students who participate in fieldwork in healthcare facilities maintain current health insurance coverage and Cardio-Pulmonary Resuscitation (CPR) certificate from the American Heart Association (BLS-Basic Life Support for Health Care Providers plus AED certification). The student is responsible to determine if his/her insurance coverage includes provisions for emergency room visits in the event of a needle stick or other

high risk exposure in the clinical setting, as well as the costs of anti-HIV drugs if the physician determines the medications are warranted. Prior to a clinical experience in a facility, students may be required to demonstrate freedom from drug use through screening. Facilities also require an individual background check and fingerprinting on a student. Please note: if a student is out of the program for 5 months or more, she/he must re-do the drug screen and background check. Students are responsible to meet all requirements established by clinical facilities.

Students will need to provide their own transportation to class and all clinical experiences. Proof of auto insurance, a current car registration, and a valid driver's license is required for access to clinical facilities located on military installations.

### **Mental and Physical Qualifications for Professional Nursing**

Please be advised that there are minimum entry mental and physical qualifications to professional nursing practice. Typically, each nursing employer sets minimal physical and mental standards for employment as a Registered Nurse. National University wishes to inform prospective students of the general nature of such qualifications. Further, National University wishes to assist applicants in meeting all essential qualifications. Applicants should assess their own capabilities for nursing prior to entering the profession of nursing as a graduate. Thus, the following are MINIMUM mental and physical qualifications for admission of applicants to a professional nursing program:

- Frequently work in a standing position and do frequent walking.
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
- Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
- Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR.
- Respond and react immediately to auditory instructions/requests/monitor equipment, and perform auditory auscultation without auditory impediments.
- Physically perform up to a twelve hour clinical laboratory experience.
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- Discriminate between sharp/dull and hot/cold when using hands.
- Perform mathematical calculations for medication preparation and administration.
- Communicate effectively, both orally and in writing, using appropriate English grammar, vocabulary and wording.
- Make appropriate and timely decisions under stressful situations.

All students of the Department of Nursing are expected to meet these qualifications and successfully complete other course requirements. Individuals applying for admission to the Department of Nursing should consider their eligibility in light of these qualifications and assess their ability to meet these qualifications.

In carrying out the nondiscrimination policy of the Department of Nursing with regard to students and applicants with disabilities, the Department will endeavor to make reasonable modifications and otherwise reasonably accommodate students and applicants with disabilities. Students with disabilities should consider their ability to meet the above qualifications with reasonable accommodation. Any requests for accommodation will be considered through the University's Office of Scholarships and Special Services as described in the university catalog.

For those female students who become pregnant during the Program, the above physical and mental qualifications should be kept in mind both during the pregnancy and during the postnatal recovery period. The student may be asked to provide a physician's clearance for return to the Program. This is especially important for women who deliver via cesarean section where the typical recovery period is 6-weeks.

### **Program Advisement**

All accepted students will be assigned a Nursing Faculty Counselor prior to the mandatory new student orientation. Students are encouraged to periodically communicate with both the Nursing Faculty Counselor and the Admissions Advisor throughout the program.

### **Progression Requirements**

All transfer courses accepted from another college or university must be equivalent in content and credit. Students with previous preparation in nursing are admitted to the program as space is available providing requirements are met for admission to the University and the Department of Nursing. Academic acceptance is determined on an individual basis through evaluation of past academic preparation and professional experience. All students with healthcare coursework from a foreign institution must have a foreign transcript evaluation done by an approved agency. Healthcare coursework includes, but is not limited to, courses taken in pursuit of a nursing, physician, dental, or other medical profession licensure. Please contact [foreignevaluations@nu.edu](mailto:foreignevaluations@nu.edu) for additional information.

Students who have not had continual enrollment in National University's nursing program (defined as not taking nursing coursework for more than a one calendar year) or who are transferring from another nursing program must demonstrate level-appropriate proficiency skills prior to readmission to the program. Likewise, these students will need to retake the medication calculation examinations successfully. Students who are unsuccessful in their first attempt at any of the nursing courses or who choose to take a voluntary break from the course sequencing for any reason will be placed in subsequent cohorts as openings in the classes are available. Students who are absent for a period of 12 months or more must re-enroll and be re-evaluated under a new catalog. For students who take a break from the Program, a schedule change form must be submitted, which will then be evaluated by the Nursing Department. Students should contact the Nursing Department for assistance with this process.

Any student who wishes to challenge a nursing course (with an NSG prefix) or earn academic credit by examination must successfully complete the culminating examination appropriate to the course. University policies, found in this catalog, should be followed to apply for Challenge or Credit by Examination opportunities. In the nursing theory or non-clinical courses, the terminal measures are often a final exam and/or term paper. In the case of the challenge exam, these requirements must receive a passing grade of 80 percent or higher. In the nursing clinical laboratory classes students will demonstrate competent clinical care by way of return demonstration for all skills listed in the course syllabus being challenged. In the clinical courses where critical or life-threatening maneuvers are required, the student must perform the return demonstration with 100 percent skill and accuracy. Regardless of how many courses students take as challenge/credit by exam, they must still meet National University residency requirements.

Students requesting to take one or more NSG courses in a non-degree status are required to submit a letter of intent to the Nursing Department along with any BRN-issued documents related to course requirements. Students will complete a two-part interview process. After its completion, successful candidates will be enrolled in classes on a space available basis.

### **The Student Agreement**

To ensure that graduates of National University's nursing programs are able to meet the legal requirements of the California Board of Registered Nursing (the Board), all newly admitted nursing students must enter into a student agreement. A copy of the student agreement is distributed at the mandatory student orientation.

The student agreement gives National University the right to suspend or terminate the student's participation in the nursing program upon showing that the student has:

- Committed acts or engaged in conduct that could constitute grounds for denial of an RN license;
- Failed to demonstrate the requisite skills and qualifications to satisfy the requirements for an RN license;
- Demonstrated other qualities or behaviors enumerated in the student agreement inconsistent with National University's recommendation of the student for an RN license. The student agreement also authorizes National University to release to the Board of Registered Nursing all pertinent information pertaining to the qualification or fitness for an RN license.

### **Time Management**

The professional nursing program, with its intense clinical practice component, is very demanding in terms of time and energy allocation. Students are advised not to undertake a work schedule that could jeopardize successful completion of the program.

### **Student Assistance, Notice of Need to Improve, and Dismissal from School of Nursing Programs**

National University is committed to maintaining quality standards throughout its nursing programs and to graduating competent professional nurses. As required by the Board, National University identifies and assists students who need special assistance, and retains in its programs only those students who are suited for entry to or advancement in the nursing profession. The Board is charged by the state with evaluating the moral character and fitness of all persons who wish to work as a registered nurse in California healthcare facilities. Every person who is an applicant for, or who now holds any nursing license is answerable to the Board for his or her fitness-related conduct.

### **Learning Contracts**

Learning contracts will be used by faculty to notify students of learning issues and/or a clinical performance problem. If the student fails to meet the standard set forth in the learning contract, the following may result: 1) Immediate removal from a clinical laboratory or facility site, 2) Immediate removal from a theory course, and/or 3) Recommendation of dismissal from the program of study if the situation warrants. Students will receive a copy of the contract and an additional copy will be maintained in the student's file in the Department of Nursing.

### **Procedures Governing Problems with Progress in the Program**

When a student is having a problem with the nursing program or a student is notified that she/he is not meeting the standards in either the classroom, nursing skills laboratory, or clinical facility, the student should meet first with the course lead or (if the deficit is in clinical practice) with the course lead and the clinical nursing faculty. The student should seek clarification of the deficit and work with the faculty to construct a plan for improvement which may or may not include the creation of a Student/Faculty Learning Contract.

Following the receipt of an unsatisfactory grade of C -or below (graded courses) or a U (a non graded course) for any Nursing course, the student will receive a letter via mail notifying her/him of this unsatisfactory grade with a reminder that one more unsatisfactory grade of C-/U or below in any Nursing course will result in a dismissal from the Program. The only appeal to dismissal for unsatisfactory grades as defined is if one of the unsatisfactory grades meets the grounds for a grade appeal. In that case students should follow the grade appeal process as noted in the Policies and Procedures section of this catalog.

### **Application for Licensure**

Students seeking an RN license must apply to the Board of Registered Nursing for such a license. It is the student's responsibility to keep current on the laws pertaining to the practice of registered nursing, as these laws are subject to change. Students should submit the Application for Licensure by Examination at least four to six months before their graduation date. All requests for transcript forms must be signed after the completion/ graduation date. All first time applicants are required to submit fingerprints with the application.

The Board requires applicants to take an examination containing objective multiple-choice questions administered by computer. The number of questions may vary from a minimum of 75 to a maximum of 265. The standard testing time for such examinations is a maximum of six hours.