**BACCALAUREATE IN
NURSING
STUDENT
HANDBOOK
2018-2019**

**NATIONAL UNIVERSITY
SCHOOL OF HEALTH AND HUMAN
SERVICES**

This Handbook contains important information regarding policies and procedures specific to the BSN program. In addition to the policies and procedures stated in the BSN Handbook, students are required to comply with all University policies found in the National University General Catalog. All policies and procedures are subject to change.

THE INFORMATION CONTAINED IN THIS HANDBOOK CANNOT BE CONSIDERED AS AN AGREEMENT OR CONTRACT BETWEEN INDIVIDUAL STUDENTS AND THE NURSING PROGRAM. THE PROGRAM RESERVES THE RIGHT TO REVISE STATEMENTS, POLICIES, CURRICULUM, FEES, AND CALENDAR AS NECESSARY. ALL REVISIONS ARE EFFECTIVE IMMEDIATELY UPON NOTIFICATION.

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Last Rev. Oct 13, 2018

NATIONAL UNIVERSITY
SCHOOL OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF NURSING
BSN PROGRAM STUDENT HANDBOOK

WELCOME TO NATIONAL UNIVERSITY

The faculty and staff of the Department of Nursing are pleased to welcome you to the Bachelor of Science in Nursing (BSN) program. We would like to congratulate you on choosing nursing as a profession and thank you for choosing National University as the academic pathway for this endeavor. As you embark upon your new career in nursing, you will find that being a student in the BSN program to be both challenging and stimulating. The intensive program is designed to prepare graduates to provide safe, quality nursing care to a variety of patients across the lifespan continuum. Upon completion of the program students will be eligible to sit for the National Council of Licensure Examination (NCLEX) for Registered Nurses. NU BSN graduates will be prepared to improve health and quality of life for individuals, families, and communities through safe quality nursing care.

This handbook provides information for the student in the BSN program at National University. The Handbook contains important information regarding policies and procedures specific to the BSN program. All students are required to read the Handbook and adhere to the stated policies and procedures. Students must sign the Handbook Review Form found in Appendix A and return it to the Department of Nursing office within one week of receipt of the Handbook. Failure to comply with signing and returning the Review Form, the student will not be able to continue in the nursing program.

For questions and clarifications regarding these policies and procedures, please contact the Nursing Department at (858) 521-3911 or e-mail: nursing@nu.edu. In addition to the policies and procedures stated in the BSN Handbook, students are required to comply with all University policies found in the National University General Catalog. All policies and procedures are subject to change.

NATIONAL UNIVERSITY MISSION STATEMENT

National University is dedicated to making lifelong learning opportunities accessible, challenging, and relevant to a diverse student population. Its aim is to facilitate educational access and academic excellence through exceptional management of University operations and resources, innovative delivery systems and student services, and relevant programs that are learner-centered, success-oriented, and responsive to technology.

National University's central purpose is to promote continuous learning by offering a diversity of instructional approaches, by encouraging scholarship, by engaging in collaborative community service, and by empowering its constituents to become responsible citizens in an interdependent, pluralistic, global community.

INSTITUTIONAL LEARNING OUTCOMES

1. Apply information literacy skills necessary to support continuous, lifelong learning.
2. Communicate effectively orally and in writing, and through other appropriate modes of expression.
3. Display mastery of knowledge and skills in a discipline.
4. Demonstrate cultural and global awareness to be responsible citizens in a diverse society.
5. Demonstrate professional ethics and practice academic integrity.
6. Utilize research and critical thinking to solve problems.
7. Use collaboration and group processes to achieve a common goal.

CATALOG INFORMATION

All students are expected to be aware of University regulations and to abide by them. These policies and procedures are outlined in the National University General Catalog and are on the university website at https://www.nu.edu/OurPrograms/Catalog.html.

MISSION, VISION, PHILOSOPHY, AND ORGANIZING CONCEPTS

BACCALAUREATE NURSING PROGRAM

Baccalaureate nursing education provides the foundation for professional nursing practice as a beginning generalist clinician who provides care to individuals, families, communities and populations. The baccalaureate degree prepares nurses for leadership in providing direct care and collaborating within care teams that work to improve the quality and safety of health care.

MISSION STATEMENT

The mission of the Department of Nursing is to prepare nurses as professional leaders through interprofessional collaborative practice, promote person-centered care, utilize evidence-based practice, and use emerging new technologies resulting in positive health outcomes in dynamic healthcare settings.

VISION STATEMENT

The vision of the Department of Nursing is to become a center of nursing academic excellence.

PHILOSOPHY

We believe the process of educating nurses is focused on guiding students to develop the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of nursing practice to diverse individuals, families, communities, and populations. Nursing knowledge, skills, and attitudes advance from simple to complex as students' progress through their educational programs as self-directed lifelong learners.

Knowledge, skills, and attitudes are the foundation of nursing judgment. Knowledge is defined

as the integration of data and information into an organized cognitive structure which creates meaning and perspective. The fundamental structure of nursing education is developed through knowledge gained in theory courses and clinical learning experiences. Nursing skills include cognitive, psychomotor, and affective competencies necessary to make judgments and implement safe, effective and evidence-based nursing care that results in positive patient outcomes. The concept of attitude is defined as the development of professional identity and values. The development of professional identity involves personal reflection and the application of standards and ethics of nursing practice. Nursing practice incorporates personal integrity, patient advocacy, membership in a collaborative healthcare team, and lifelong learning.

Nursing judgment is the outcome of applied clinical reasoning skills to nursing practice. Nurses employ specialized knowledge and skills to provide evidence-based, culturally competent, best practices, to improve the health of individuals, families, communities, and populations. Nursing judgment and professional identity are enhanced through concepts of adult centered learning principles. As adult learners, nursing students are responsible for their own learning and incorporate self-directed activities relevant to practice-oriented situations.

Educators facilitate student learning by functioning as partners, role models, coaches, and mentors of students in their discovery of new knowledge. Nursing educators assist the student to bridge past experiences with current content and practice to develop nursing knowledge, skills, and attitudes. Faculty members foster a spirit of inquiry by promoting personal reflection and incorporating the principles of evidence-based practice as students work to attain excellence in nursing practice.

ORGANIZING CONCEPTS

Caring

The essence of nursing is caring, defined as an interpersonal relationship characterized by a view of the patient as a holistic being, by unconditional acceptance of the patient, and by respect and positive regard for the patient. The caring relationship has the purpose of improving the wellbeing of the patient through the nurse's therapeutic use of self. Caring forms the basis for development of therapeutic relationships with patients and is integral to the science and art of nursing.

Person-Centered Care

Nurses develop therapeutic relationships that recognize the patient (individuals, families, communities, and population) as the source of control and partner in providing culturally competent, holistic, compassionate care grounded in respect for the patient's preferences, values, and needs. Inherent in this therapeutic relationship is the concept of caring and interpersonal concern about another.

Safety and Quality of Care

Nurses deliver care consistent with current professional knowledge that minimizes the risk of harm to patients and providers, increasing the likelihood of desired health outcomes.
Nursing Judgment

Nursing judgment incorporates the utilization of the nursing process to prioritize and delegate safe, quality nursing care. Clinical judgments and decisions are substantiated with evidence that builds on knowledge from the sciences, arts, and humanities; prior life and professional experiences; and applied thinking to promote the health of patients within a family and community context.

Collaborative Care

Collaborative care is the nurse's participation as an integral member of an interdisciplinary healthcare team, which includes the patient, family, community, and population. In order for the team to function effectively, nurses foster open communication, mutual respect, and shared decision making to achieve the best patient outcome.

Professional Identity

Professional identity is a developmental process based on attributes, beliefs, values, motives, and experiences by which nurses integrate their roles as person-centered advocates upholding legal and ethical standards of practice.

Evidence-Based Practice

Evidence-based practice originates as systematic inquiry that substantiates the best nursing practices to provide quality, safe patient care. Evidence-based practice requires continuous learning as the method for improving and updating nursing practice.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the BSN the graduate will be able to:

1. Develop caring, therapeutic nursing relationships with individuals, families, communities and populations.
2. Provide safe, quality, effective, culturally competent, person-centered nursing care for individuals across the life span in a variety of settings.
3. Participate in the continuous quality improvement of nursing care quality and safety
4. Use nursing judgment Utilize leadership skills to manage, prioritize, and delegate collaborate patient care in a variety of health care settings.
5. Effectively communicate and collaborate with individuals, families, communities, populations, and interdisciplinary teams.
6. Demonstrate professional identity by incorporating established standards of practice within the legal and ethical framework of nursing.
7. Apply best, current evidence-based nursing practice to achieve desired outcomes.

SEQUENCE FOR NURSING COURSES

See the National University General Catalog for a listing of all courses with pre-requisites and course descriptions. https://www.nu.edu/OurPrograms/Catalog.html

ADMISSION REQUIREMENTS

See the National University General Catalog for Admission Requirements.
https://www.nu.edu/OurPrograms/Catalog.html

CURRICULUM

The curriculum is based on the philosophy and conceptual framework for the University and the BSN program and considers the recommendations presented in the CCNE Standards for Accreditation of Baccalaureate and Graduate Nursing Programs, the AACN Essentials of Baccalaureate Education for Professional Nursing Practice, and Quality and Safety Education for Nurses (QSEN) Institute Pre-Licensure competencies. Theory and clinical practice are in the following areas: foundations, health assessment, gerontology, medical-surgical, child-bearing family, pediatric, psychosocial, community, and leadership.

FACULTY

All Department of Nursing faculty have doctoral and/or master's degrees related to their field of nursing practice. In addition to being master educators and professional mentors for students and colleagues, they serve as facilitators, instructors, role models and resource persons in their area of expertise.

Faculty is responsible for facilitating the learning process and evaluating students per the course objectives and the students' performance of the learning activities for an outcome. Clinical instructors evaluate the student's performance in the clinical setting.

The Department of Nursing Chair (Program Director) administers the BSN program. They are responsible for providing oversight of all nursing campuses and ensuring continuity and compliance with policies and procedures. They are assisted in this role by the Associate Directors of each campus who are responsible for scheduling courses and overseeing the contractual arrangements with the affiliated clinical sites. Together with the Department Course Leads and Campus Course Coordinators, they implement and interpret policies and procedures pertaining to the clinical learning component of the curriculum.

STUDENTS

The BSN student will typically have other obligations and may face challenges while focusing on their educational studies. Our students are adults seeking educational opportunities that meet their own goals and build on their previous personal and professional experience.

Understanding the qualities necessary to pursue a BSN degree, it is expected that the students are self-directed and internally motivated. The students also present diverse learning styles, motivation, and experience. The BSN program is designed to encompass the learning strategies that meet the adult learners need to participate in defining needs, goals, activities, and evaluation of outcomes.

Preparation and Clinical Requirements

The BSN program requires students complete the Board of Registered Nursing (BRN)

regulated hours of clinical practice. In addition to actual clinical hours, the student will spend additional hours outside of class for clinical preparation and assignments.
Prior to taking clinical courses, students must satisfy all prerequisites and submit required documents for instructor verification. Students must provide documentation of all clinical requirements.

These requirements include:

- Complete physical examination on file in the Department of Nursing
- Personal health insurance
- Malpractice insurance
- Annual BLS for Healthcare Providers certification
- Training in universal precautions and Blood Borne Pathogens Training and HIPAA requirements
- Annual PPD (or twice a year depending on the requirement of the hospital facility) or chest x-ray if positive
- Immunity status: Hepatitis B titer series, Rubeola, Rubella & Varicella
- Background Check
- Drug Screening

(Annual re-testing as appropriate)

All students will be required to complete a criminal background check before starting their first clinical lab/practicum. Some agencies also require livescan fingerprinting in addition to background checks. A positive criminal record will disqualify a student from continuing in the nursing program.

NOTE: Individuals who have a positive record of criminal activity (including expunged records) must fully disclose this information and may not be able to obtain clearance to practice in clinical facilities. Individuals who have been convicted of any crime, whether misdemeanor or felony, may have difficulty obtaining a license to practice as a Registered Nurse in the State of California, as well as other states. The definition of conviction includes a plea of no contest as well as pleas or verdicts of guilty. Students are strongly encouraged to review and inquire into their eligibility with the California Board of Registered Nursing prior to commencement of the programs, if they have a record of criminal activity.

All questions regarding licensure should be directed to the California Board of Registered Nursing at (916) 322-3350.

Some agencies may require additional drug screening as a pre-requisite for admittance into a clinical practicum.

In addition, students may be required to provide additional documentation as required by specific agencies. Students must complete the clinical agency orientation before starting a clinical rotation.

STUDENT RESPONSIBILITIES

HEALTH CLEARANCE

During clinical and other rotations, students may meet or be assigned to care for patients with a variety of illnesses, including communicable diseases such as acquired immune deficiency syndrome and different types of hepatitis. Students receive instruction in caring for these types of patients throughout the nursing program. Prior to entering the program, a physical examination performed by a health care provider, i.e., physician or nurse practitioner is required. Immunizations and Tuberculosis (TB) screening must be kept current throughout the nursing program. It is the student's responsibility to maintain currency with immunizations. Students may be asked at any time to provide proof of currency with immunizations. Students will not be able to enter clinical courses without proof of annual TB clearance. Seasonal flu shots are also required.

PERSONAL HEALTH INSURANCE

Students are required to have personal health insurance and may be required to show proof at any time during the nursing program. The student's name must be listed on the policy or the student must be able to show proof of coverage.

MALPRACTICE INSURANCE

This is an annual requirement. You must renew your malpractice insurance each year according to the date that it expires. **It is crucial that there is no lapse in your malpractice insurance.** Information may be obtained through the California Nursing Students Association (CNSA) as to where to purchase insurance.

CPR - - BASIC LIFE SUPPORT CERTIFICATION REQUIREMENT

Maintenance of a current Cardio-Pulmonary Resuscitation (CPR) certificate/card from the American Heart Association, BLS-Basic Life Support for Healthcare Providers plus AED is required throughout the program.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

Patient confidentiality is taken very seriously in all clinical areas. Disclosure of patient information to any unauthorized individuals may be grounds for dismissal from the program and/or criminal action.

BACKGROUND CHECK

All students will be required to complete a criminal background check upon acceptance to the nursing program in order to attend clinical in a contracted facility. Please refer to Appendix B*, California Board of Registered Nursing Statement on BACKGROUND CHECKS FOR STUDENT CLINICAL PLACEMENT* and PAY ATTENTION TO THE FOLLOWING INFORMATION:

1.   All students are required to have a clear criminal background and drug screen prior to beginning the nursing program and throughout the entire program.

2. If a student's background check changes such that his/her background check has been flagged as not clear, for any reason, the student will not be able to continue in the program.
3. In the event that the student feels that the background flag information is incorrect, it is the student's sole responsibility to immediately follow-up with the agency administering the background check and to provide written proof to the Nursing Department via a clear background check result.
4. Student's with a flagged background check (due to #3) will not be allowed to continue in courses with a clinical component until cleared. This will require the student to be placed on a re-entry space available wait list until the flag is removed.

DRUG SCREENING

A positive drug screen may prevent the student from entering the nursing program. During the nursing program, a student with a positive drug screen that cannot be explained may not to be able to continue in the nursing program since clinical locations may deny attendance. See NU Drug and Alcohol Policy in the National University General Catalog.

SPECIAL ACCOMMODATIONS

If you have, or think you may have, a disability, please contact SAS at sas@nu.edu or (858) 521-3967 to arrange a confidential discussion regarding equitable access and reasonable accommodations. To receive any course-related adaptation, you must first be registered with SAS; registration information and steps can be found at www.nu.edu/sas. The SAS team will work with you confidentially and will not disclose disability-related information without permission.

MATH COMPETENCY

Math skills are necessary for safe patient care and for safe and effective medication and fluid administration. A medication math calculation examination will be administered at the beginning of each course with a clinical component. It is expected that students achieve 100% accuracy. A score of less than 100% will require the student to review the exam with the instructor and to seek appropriate assistance prior to the retest. Student shall receive three attempts to achieve 100%.

SKILLS COMPETENCY

Students are required to learn, practice and maintain continued competence in selected psychomotor skills as they progress through the program. At the completion of the BSN program, students will have acquired a selected skill set that will enable safe transition and practice as a graduate nurse. It is each individual students' responsibility to ensure that skills competency is maintained through continued practice in the Skills Laboratory, self-assessment, and identification of areas where further practice and/or remediation is necessary. Students are provided a large array of practice supplies and items to achieve this requirement.

TRANSPORTATION

Students must provide their own transportation to clinical agencies. Students are

responsible for their own parking at all clinical agencies. Clinical sites are located throughout the regions surrounding the campus. Therefore, students need to plan to ensure they can reach these locations. Students are encouraged to carpool and have a plan for an alternate mode of transportation. Student assignments to the clinical/community facility cannot be made based on carpools. Students are required to have auto insurance and may be required to show proof at any time during the nursing program. The student's name must be listed on the policy or the student must be able to show proof of coverage.

EQUIPMENT

Required clinical equipment includes bandage scissors, wrist watch with second hand, stethoscope, name badge, penlight, black writing pens, small note pad and calculator.

POLICY ON PROFESSIONAL APPEARANCE

Students enrolled in the NU BSN program are expected to maintain an appearance that is consistent with the highest professional standards and that projects an image of cleanliness, competence, and professionalism.

Standards of dress for campus and classroom setting:

Business casual attire is required. Modest casual wear is appropriate on campus and in class. Shoes are considered standard apparel. Identification badges must be worn always while on campuses that require identification badges. The wearing of hats and hoodies are not permitted in the classroom. Should you require a hat or sunglasses for disability related needs please contact sas@nu.edu right away to discuss this exception (hats and sunglasses are approved at times for accommodations as an auxiliary aid).

Standards of dress for the clinical setting:

Below is the basic dress code for clinical settings; however, specific dress codes may vary with the clinical agency. Students should confirm appropriate dress code with their clinical instructor.

NOTE: Failure to comply with the dress code guidelines may result in a student being dismissed from the clinical setting and/or may include a warning of clinical deficiency.

Students are expected to wear the nursing program uniform with emblem, name/picture ID when representing National University, Department of Nursing.

The following are expectations for all students regarding professional appearance. These shall be adhered to in any clinical or non-clinical setting where the student is representing National University as part of their nursing coursework.
  1. Students will be provided and fitted for four uniform pieces at the Program Orientation Session. Uniforms will have the NU patch sewn on the left sleeve. This is the ONLY acceptable attire for students to wear in the clinical setting, and they must be clean and unwrinkled. Please keep temperature in mind when

choosing which uniform pieces, you would like since the clinical may be cool. It is recommended that one piece be a jacket. Layers of clothing (such as t-shirts, turtlenecks, underwear) worn under the uniform pieces should not be seen. The only exception to this policy is appropriate, modest clothing dictated/customary by specific clinical agencies of which the clinical teaching faculty will inform you.

2. Clean, all-white or all black, non-porous/non-permeable, closed toe shoes and all-white socks (must cover ankles) are to be worn. Clogs must have a strap around the heels. No sandals or flip-flops. No exposed, spring- heeled shoes.

3. A picture ID badge will be provided to students at the Program Orientation Session (on some campuses). This badge is to be clearly visible always when the student is engaging in clinical activity (including preparation) in all clinical agencies. Some facilities require both school and facility ID badges.

4. Makeup should be applied with moderation.

5. All tattoos must be completely covered at all times.

6. Artificial enhancement of any kind (polish, artificial components) to the fingernails is prohibited.

7. Body scenting (perfumes, splashes, lotions, colognes, etc.) of hair or skin is to be avoided. Scents often adversely affect ill patients.

8. One pair of stud earrings, an engagement/wedding band, and a watch may be worn. No other jewelry is permitted.

9. Hair must be kept clean, neat, confined (hair must not fall into the face or bodies of others) and of natural coloring. All students must maintain personal hygiene when attending clinical activities. You may be dismissed from a clinical experience if you lack professional, personal grooming (offensive body odors, unclean hair, unkempt uniforms, etc.).

10. During cold or inclement weather, over-jackets or raincoats may be worn to facilities but must be stored inconspicuously during clinical hours.

11. When students are scheduled for observations in sterile areas (i.e. operating rooms) the student will come to the clinical setting dressed in their uniform as for any other clinical experience. Student will then report to the sterile area and change into the required sterile attire (i.e. hospital scrubs, jumpsuit, surgical booties, bonnet, cover gowns etc.) as instructed by faculty or staff.

12. Students attending non-hospital based clinical experiences will wear a National University lab jacket and nametag, over professional, "business-like" clothes. No blue jeans, shorts, leggings, sports attire, or overly ornate clothing, hairstyles or makeup may be worn.

ADDITIONAL GUIDELINES FOR PSYCHOSOCIAL CLINICAL EXPERIENCES

Students attending psychosocial clinical experiences will wear a National University nametag, over professional, business-like street clothes. No blue jeans, shorts, sports attire,

or overly ornate clothing. Conservative hairstyle and makeup are recommended.

CHANGES IN PERSONAL INFORMATION

It is the individual students' responsibility to change database information, i.e., name, address, telephone number, etc. in SOAR in a timely manner. The Department of Nursing must also be notified in writing.

UNACCEPTABLE PROFESSIONAL BEHAVIORS

Students must demonstrate accountability and responsibility for their own behaviors in the classroom and during clinical/field experiences. Students are expected to model the values of human dignity and integrity during all care rendered and in all professional relationships.

When a student's behavior constitutes a disregard or indifference to the health, well-being or safety of a patient, client, family member, instructor, staff or peer, the student may be immediately dismissed from the class up to and including the nursing program and university. Examples of unprofessional behaviors include but are not limited to the following;

1.   Violation of HIPAA and/or confidentiality of client confidentiality
2.   Academic dishonesty as defined in the National University General Catalog and the student Code of Conduct.
3.   Assault, battery, or intent to harm another person.
4.   Placing a client in physical or emotional jeopardy.
5.   Disruption in the educational setting and/or the clinical/field setting.
6.   Harassment or threatening behavior.
7.   Emotional outbursts in the educational and/or clinical/field setting.
8.   Misrepresentation of ones' clinical experience in the patient care setting
9.   Disregard for the standards set forth by National University Department of Nursing.

STUDENT CONCERNS AND ISSUES

National University, Department of Nursing faculty is committed to assisting all students to resolve concerns. It is expected that all nursing students will first follow appropriate communication channels (see Appendix C). Students also have the right to contact the California Board of Registered Nursing (BRN) and/or the American Association of Colleges of Nursing (AACN). Depending on the issue at hand, students should also consult the current National University General Catalog for information about how to resolve issues and grievances.

UNSAFE CLINICAL PRACTICE

A student who demonstrates clinically unsafe nursing practice that jeopardizes the patient's or the patient's family's physical or emotional welfare may be dismissed at any time from the clinical area. Procedures for dismissal will be consistent with the National University

General Catalog. Efforts will be made to involve the Office of Student Affairs or the Student Associability Services, where appropriate.

Unsafe clinical practice is defined as any behavior identified by faculty to be or potentially detrimental to the patient or health care agency. Unsafe clinical practice includes: behaviors related to physical or mental health disabilities that cannot be reasonably accommodated; reasonable suspicion of the use of alcohol, drugs, or chemicals; lack of preparation for clinical; deficits in critical thinking/clinical judgment or problem-solving skills that prevent the student from safely conducting themselves in a clinical setting; any other behavior that places patient', fellow students, faculty or staff in severe immediate danger .

The faculty member will identify and document in writing the student's unsafe clinical practice, advise the student regarding their performance and plan strategies for addressing the deficiencies. A student will be permitted to return to the clinical area following completion of the Clinical Learning Support Plan, which outlines the strategies for addressing the deficiency. Faculty and student will complete a Learning Support Plan. A copy of the Learning Support Plan will be forwarded to the student's faculty advisor, Lead Faculty and Associate Director. **Failure to comply with the Learning Support Plan will result in dismissal from the clinical site and nursing program.** See Appendix F.

UNTOWARD STUDENT HEALTH OR CLINICAL SAFETY INCIDENT

Students must report all incidents to his/her clinical instructor and the clinical agency immediately after the incident occurs. All required documentation is to be submitted per agency policy and medical treatment is the responsibility of the individual student.

REPORTABLE PATIENT/CLIENT CLINICAL OCCURRENCE

Any situation during clinical/field work that results in, or has the potential to result in, a threat to the patient's health and well-being such as death, injury, loss, abuse or maltreatment, neglect, contamination, medication error, or misappropriation of property must be reported immediately to the clinical instructor, the clinical Agency and to the Department of Nursing Lead Faculty.

INCIDENT REPORT

Students incurring a physical injury or needle-stick injury during a clinical rotation must immediately (1) report the incident to the instructor and the appropriate personnel of the clinical facility, and (2) complete the appropriate paperwork for the incident/accident report.
Incident Report Form link:
https://cm.maxient.com/reportingform.php?NationalUniv&layout_id=0

CLINICAL PROCEDURES

All clinical procedures requiring penetration of human tissue may only be practiced in the simulation lab setting using human patient simulators or task masters. Students may not

practice on each other any invasive procedure to include, but not limited to the following: nasogastric intubation, intravenous line placement, injections, Foley catheter insertion, tracheal suctioning, venipuncture, vaginal exams, digital prostatic exam, and others.

DEPARTMENT OF NURSING
ACADEMIC POLICIES

COURSE OUTLINE

Each course has a Course Outline (syllabus). It includes the University Catalog course description, expected outcomes, required text, methods of evaluation and grading criteria. The student is expected to access all course materials on the University's on-line learning management system (i.e., Blackboard) and be familiar with the course content and student expectations.

GUIDELINES FOR WRITTEN PAPERS

The Department of Nursing requires the *Publication Manual of the American Psychological Association*, 6th edition, for all academic papers required in course work. Students can also access APA Style Central website at https://nu.libguides.com/APASC. APA format is the approved writing style.

ACADEMIC AND CLINICAL PERFORMANCE STANDARDS

Any student who has demonstrated identifiable performance that is in need of specialized support will be placed on a Learning Support Plan (LSP). Those performance standards include:
- Grade standards
- Clinical Performance Standards
- Professional Dress Code Standards
- Academic and Professional Integrity Standards

PROFESSIONAL CONDUCT STANDARDS

Any student who has demonstrated identifiable behaviors or actions that reflect unprofessionally or disrespectfully on themselves, the university or the profession will be placed on a LSP. Those standards include:
- All Forms of communication including verbal or written
- Interactions between student and Faculty, Clinical Staff, Support Staff or patients
- Disruptions in Class or Clinical Class

ACADEMIC PERFORMANCE, CLINICAL PERFORMANCE, AND PROFESSIONAL CONDUCT LEARNING SUPPORT PLAN

Students at risk for academic or clinical failure (performance less than or equal to 76% in theory or unsatisfactory in clinical) shall be counseled. Any student who demonstrates

downward trend in performance whether academic, clinical or professional conduct that jeopardizes their chances for success in the course or progression in the program, must meet immediately with the faculty member and a Learning Support Plan (see Appendix F) will be implemented. The plan must be specific to the issue(s) identified and the student must be given enough time to enhance and/or improve their performance to a satisfactory level. A meeting with the student, instructor, Course Lead and Associate Director (if appropriate) should be arranged immediately to fully inform the student and outline the expectations, goals of the LSP, all possible plans of action necessary to support and remediate the student's efforts towards passing. For violations of professional conduct, the student may be dismissed for the day and will be contacted after the situation has been investigated.

Faculty, in collaboration with the student, shall complete each section of the LSP. All parties will sign the form. Failure to complete the LSP within the specified time frame or repeating of the same/similar behavior will result in failure of the course and/or ineligibility for readmission into the program. Guidelines for readmission are specified in the *Matriculation Policy* and occur on a space available basis. Students may be subject to new program requirements if reintegrated under a new NU General Catalog.

ATI POLICY

All students in the BSN Program are required to enroll into the ATI Nursing Education upon entry into the BSN Program. Critical Thinking Quizzes, Learning Styles, Achieve Tutorial ATI Nurse Logic, Learning Systems (Quiz Bank), Content Mastery Practice and Assessments, Focused Reviews, Capstone ATI, ATI Live Review, Comprehensive Predictor, and Virtual ATI are required assignments throughout the nursing program. Completion of the ATI Assignments in relevant courses is required in order to earn the assigned points.

Resources:
- ATI Textbooks for each content area
- Access to the ATI Website with Practice Exams, Proctored Exams, Tutorials, Focused Reviews, Transcripts
- Course Syllabi/Outlines

ATI Live Review

Students are required to attend a 3-day ATI Live Review at the end of the program. Students MUST attend all 3 days of the ATI Live Review as scheduled for their class. If a student misses any time from the Review, she/he must repeat the entire 3-day Review at the next offering. If space is available at another campus, and the student is willing to travel, completion may take place at another campus. Student must work with Instructor and Campus Course Coordinator to change locations. Reviews occur every three months. Students will receive an "I" in NSG 440 until they complete the ATI Live Review.

EXAM GUIDELINES

1.   Students are expected to arrive 15 minutes early to class to ensure that the examination is started on time.

2. Out of respect for all students, faculty reserve the right to not allow students to enter the room once the exam is in progress. Students coming from the Accommodations office will be allowed to enter to ask questions.
3. Students may not leave the room once the exam has begun unless the need to leave is a disability-related emergency.
4. All personal belongings, including water bottles will be placed on the floor.
5. Students may not use cell phones or other electronic devices that are not provided by faculty during exams. Personal electronic devices must be turned to "OFF". Medical devices are exceptions.
6. Students will not be allowed to copy or to retain a copy of the exam.
7. Students may only use paper that is provided by the faculty during the exam.
8. Exam results/grades may not be available until the exam analysis has been reviewed and completed.
9. If a student is granted permission to take an exam at a time other than the scheduled date and time, a different form of the exam will be given.
10. Once the student has completed the exam, they are required to leave the room and they may not congregate in the hallways. Students shall return once class resumes.
11. If the faculty suspects cheating, the student will receive a grade of zero for the exam and may be subject to dismissal from the program without the possibility of readmission.
12. Nursing faculty shall follow the Student Discipline Policies and Procedures as outlined in the National University General Catalog.

Make-up Quizzes and Exams

Due to the compressed nature of the program there will be no opportunities to make-up missed quizzes or examinations unless disability related. Additionally, no additional time will be allotted for students who are late to a quiz or exam unless disability related.

ATTENDANCE AND TARDINESS

Students must comply with the attendance policy of the University (see NU General Catalog) and the Department of Nursing. Students are expected to attend all classes including orientation, simulation/skills, and other required meeting in the course. An absence is assessed each time a student does not attend a regularly scheduled class, whether or not it is an excused absence.

Regular class attendance is a student obligation and the student is responsible for all the work including tests and written work of all class meetings. No right or privilege exists that permits a student to be absent from any given numbers or class meetings except instructor-excused absences (illness, family emergencies, jury duty, military duty, court order, bereavement as per employees at NU, and any NU student nurse's organization authorized meetings). Students arriving late for an examination, quiz, or other activity will not be given extra time to complete the exam, quiz, or other activity.

Absence and Tardiness from Theory Classes

Students are expected to attend all class periods of a course. An absence is assessed each time a student does not attend a regularly scheduled class., whether it is an excused absence.

Students who have more than two (2) unexcused absences who are still enrolled as of midnight, (PST) on the twenty-first (21st) day of the session will be issued a letter grade of "F" or "U" as appropriate for the grading criteria of the class. An absence may in very limited circumstances be excused by accommodation through the Student Accessibility Services office. In this case, students will be work with their professor to make up the class. Tardiness and early departures from classes accrue and have the potential to cumulatively affect absences.

Absence and Tardiness from Clinical and Laboratory
Students are expected to attend all class periods of a clinical course. An absence is assessed each time a student does not attend a regularly scheduled class. Tardiness and early departures from classes accrue to a cumulative effect of absence.

Clinical attendance
Students must complete all clinical course hours to meet California Board of Nursing regulations. The student must make-up **ALL** missed clinical hours.

1. The student is responsible for the following:
   a. If the student is unable to attend for any reason, the **clinical instructor** must be notified AT LEAST 30 minutes prior to the scheduled start time (email preferred) or as soon as it becomes evident.
   b. The student will be responsible to pay the fee established by the University for compensation to arrange the makeup clinical hours (see "Make-up Clinical" section below for details).
   c. The student is **not** able to progress to the next clinical course or co-requisite theory course until all make-up hours are completed.
   d. Students **cannot** register for the next co-requisite theory course. The California Board of Nursing regulation stipulates that theory and clinical practice shall be concurrent.
   e. The fee will be waived, only with documentation, for federally regulated obligations, such as jury duty.
2. **Any second clinical absence** will result in a grade of Unsatisfactory "U" for the course.
3. Should a second absence occur:
   a. The faculty will notify the Campus Course Coordinator and the Associate Director by email on the day of the occurrence.
   b. The student will schedule an appointment with the Associate Director to review the policy and process for rescheduling the clinical and concurrent theory course and subsequent courses in the nursing course sequence.
4. The student is responsible to meet the policies of National University, the Department of Nursing, and the California Board of Nursing prescribed clinical and theory course requirements. Failure to meet these policies may result in dismissal from the nursing program.

(revised: 09/2018)

Tardiness and absences are also considered in the student clinical performance evaluation and may impede satisfactory completion of the course**. Two early departures or two late arrivals, or a combination of the two will result in a clinical absence.**

Students who have two (2) clinical absences will be issued a letter grade of "U". If it has been 21 days or less, the student has the option to withdraw from the course, per University policy. A student who, for any reason, misses more than one clinical day will be dropped from the entire course (both the theory and clinical) and must meet with the advisor to discuss options for retaking the course when space is available in another cohort.

Make up Clinical

A make-up day will be allowed for one clinical absence. The make-up clinical hours will be scheduled in the Sim/Skills Lab after student completes the Clinical Absence Make-up Form that will be provided by Enrollment Services. The student will pay a $350 fee for the make-up clinical time. The only exceptions to the make-up fee are: jury duty, court order, military duty, bereavement as per employees at NU, and any NU student nurse's organization authorized meetings (up to 3 days for any of the above and with authorized paperwork to support the reason). The clinical make-up time cannot be waived even if the make-up fee is. If the time required for make-up exceeds the time allowed on the last day of class, then the additional time will be completed by appropriate nursing care planning written materials, that the make-up clinical faculty member will be responsible for scheduling and grading as Satisfactory or Unsatisfactory .

Attendance of Professional Conferences and Symposia

Involvement in professional gatherings is an expectation of the professional registered nurse. SHHS, Department of Nursing is in support of students attending professional conferences and makes every effort to allow for such events. However, students cannot lose valuable learning experiences such as clinical experience, simulation activities, and class meetings in order to attend them. A student who plans to attend a professional conference that conflicts with a scheduled theory and/or clinical day may be eligible to be excused from the theory and/or clinical class if the student meet the following conditions:

1. The student is in good clinical and academic standing (current course grade average of 80% or higher).

2. Written plan is developed by instructor and student to meet course objectives missed during the absence. This will include plans for missed exams.

3. Upon return from the conference, the student must present to the class a course-appropriate content learned during the conference as directed by the instructor.

HOLIDAY SCHEDULING OF CLASSES/CLINICALS

All holidays that occur during the normal Monday through Friday university schedule will be honored per the university master calendar. Anytime the campus is closed, no classes will be held.

PROGRESSION AND REINTEGRATION

The pre-licensure nursing programs at National University are Cohort programs. Students who are unsuccessful in their first attempt at any of the nursing courses or who take a break from the course sequencing for any reason will be placed in subsequent cohorts on a space available basis; that is if, and when openings in the class are available.

Students who are absent for a period of 12 months or more are discontinued from the University. The student must re-apply and will be held to the nursing requirements in the

current catalog at the time of readmission. If a student leaves for medical reasons, a medical clearance must be submitted prior to readmission.

Repeating a Course

Any required nursing course for which a student receives a grade of less than a C must be repeated. Students may only repeat a nursing course one time during the entire nursing program. Failure in a theory course or a clinical course or both, counts **as** one course failure. The student will be allowed to repeat if they have not repeated any nursing course prior to this. The student **will not** be allowed to repeat if they have already repeated any nursing course prior.

Interim classes may be available, and the student must communicate with an academic advisor for a list of upcoming courses.

Students may only withdraw from required courses a maximum of two times total unless special permission is granted by the Chair of the Department of Nursing.

*Any student who is unsuccessful in fulfilling the above criteria will be disqualified from the Nursing Program and may not reapply to the program. with this process.

PROCEDURES GOVERNING PROBLEMS WITH PROGRESS

The Learning Support Plan (LSP) will be used by faculty to notify students who are not meeting performance standards in the classroom, nursing skills laboratory, or clinical facility. A student who receive a notification shall meet with the instructor issuing the Academic, Clinical, or Professional Conduct LSP for clarification of the deficit and to work with the faculty to develop a plan for improvement. The Lead Faculty will be notified by the instructor and a meeting with the student, instructor, Course Lead and Associate Director (if appropriate) should be arranged to fully inform the student and outline the expectations, goals of the LSP, all possible plans of action necessary to support and remediate the student's efforts towards passing the course.

If the student fails to meet the standards set forth in the Learning Support Plan, the following may result: 1) Course failure, 2)Immediate removal from a clinical laboratory or facility site, 3) Immediate removal from a theory course, and/or 4) Recommendation of dismissal from the program of study if the situation warrants. Students will receive a copy of the Learning Support Plan and an additional copy will be maintained in the student's file in the Department of Nursing.

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 notification of this unsatisfactory grade with a reminder that one more unsatisfactory grade of C-/U or below in any Nursing course will result in dismissal from the Program. The student is required to repeat and successfully pass courses where a score below 76% was recorded. 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, the student must follow the grade appeal process as noted in the Policies and Procedures section of the NU General Catalog.

GRADING

Grading criteria per the Department of Nursing standards are listed below:

GRADES AND GRADING SYSTEM:

Please refer to the NU website for explanation of Grades and Grading Policy for Undergraduate.
http://www.nu.edu/OurPrograms/StudentServices/AcademicPoliciesandP/DefinitionofGradesU n.html

Definition of Grades:

A Outstanding Achievement: *Significantly exceeds standards*
B Commendable Achievement: *Exceeds standards*
C Acceptable Achievement: *Meets standards*
D Unsatisfactory Achievement: *Below standards*
F Failing:
I Incomplete: *A grade given when a student has completed at least 2/3 of the course class sessions and is unable to complete the course requirements due to uncontrollable and unforeseen circumstances. The student must convey (preferably in writing) these circumstances to the instructor prior to the final day of the course. If the instructor decides that an "Incomplete" is warranted, the instructor must convey the conditions for removal of the "Incomplete" to the student in writing. A copy must also be placed on file with the Office of the Registrar until the Incomplete is removed or the time limit for removal has passed.*

Withdrawal: Signifies that a student has withdrawn from a course after midnight of the ninth (9th) day of the session. A "Withdrawal" will not be allowed after midnight of the twenty-first (21st) day of the session.

A	95-100%	B+	87-89%	C+	78-79%	D+	67-69%	F	0-59%
A-	90-94%	B	84-86%	C	76-77%	D	64-66%		
		B-	80-83%	C-	70-75%	D-	60-63%		

A "C" is required to pass all theory courses. Students who receive a grade less than a C (76%) are required to repeat the course. Please refer to NU General Catalog for Repetition of Courses.
http://www.nu.edu/OurPrograms/StudentServices/AcademicPoliciesandP/RepetitionofCo ursesa.html

EVALUATIONS BY STUDENTS

Clinical Site Evaluation: At the completion of each course, each student will be asked to complete a confidential Clinical Site Evaluation form for each course.

Faculty/Clinical Faculty Evaluation: At the completion of each course, each student will be asked to complete a confidential Faculty Evaluation Form for each faculty member/course to which they have been assigned.

Course and Instructor Evaluation: Student evaluations are conducted in accordance with university policies. Student course evaluations are conducted in classes representative of the nursing faculty's teaching assignment. The Department of Nursing use the results of these evaluations to maintain and revise theoretical and clinical content and clinical facility placements.

PROFESSIONAL STANDARDS

Integrity is of upmost importance in upholding the standards of professional and personal conduct. It includes being accountable for one's own conduct as well as assuming responsibility for the professional behavior of one's colleagues within the profession. Assuming responsibility for the professional behavior of one's colleagues means exemplifying integrity oneself, encouraging colleagues to be honest and responsible and refusing to ignore or cover up breeches of integrity such as cheating, stealing, or falsifying records. The process of becoming a professional begins by integrating these core values into everyday life.

Professional standards are to be maintained. A student who demonstrates unprofessional behavior or behavior which indicates unsafe practice or improper classroom behavior (online and/or in person) may be denied progression or may be dismissed from the program. The Code of Ethics for Nurse is in Appendix E.

ACADEMIC INTEGRITY and PLAGIARISM

Academic integrity, cheating and plagiarism is not expected to occur and is treated very seriously in accordance with the University guidelines. These violations can occur in the clinical setting as well as in the class room. This includes all types of required written work and patient assessments and clinical plans of care. Most courses will utilize the University plagiarism detection feature.

Academic Integrity

Expectation: Both the Department of Nursing and the University expect academic integrity in all projects, papers, examinations, and assignments.

Definitions: Academic Integrity: The maintenance of academic integrity and quality education is the responsibility of each student at National University. Cheating or plagiarism is an offense that will result in a disciplinary action that may include suspension or dismissal from the program.

Academic dishonesty diminishes the quality of scholarship and defrauds those who depend upon the integrity of the educational system. Academic dishonesty includes:

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

- Students completing any examination should assume that external assistance (e.g.

books, notes, calculators, and conversations with others) is prohibited unless specifically authorized by the instructor.

- Students may not allow others to conduct research or prepare work for them without advance authorization from the instructor.
- Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.

Fabrication: Intentionally falsification or invention of any information or citation in an academic exercise.

Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Plagiarism: To steal or pass off the words or ideas of another as one's own, or to use without crediting the source.

Any incident of violation of the Academic Integrity Policy may be handled by a faculty member or may be treated as a judicial action. Documentation of a violation and any resulting discipline may be placed in the student's file.
Cheating, plagiarism, fabrication and facilitating academic dishonesty will receive an "F" for that assignment plus permanent probation for all student(s) involved.

National University students are expected to conduct themselves in a responsible manner that reflects ethics, honor, and good citizenship. They are also expected to be aware of University regulations and to abide by them. These policies and procedures are outlined in the NU General Catalog and are on the university website at https://www.nu.edu/OurPrograms/Catalog.html which is free to all students.

For the full policies and procedures governing students, please refer to the National University General Catalog.

Academic Dishonesty

Academic dishonesty includes cheating, plagiarism, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Below is a list of some forms academic dishonesty may take.

- Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Submitting work previously submitted in another course without the consent of the instructor.
- Sitting for an examination by surrogate or acting as a surrogate.
- Representing the words, ideas, or work of another as one's own in any academic exercise.
- Conducting any act that defrauds the academic process.

Plagiarism is the presentation of someone else's ideas or work as one's own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form, regardless of intent, is a grave offense and will not be tolerated.

If an instructor determines there is sufficient evidence of academic dishonesty on the part of a student, the instructor may exercise one or more of the following options:

- Require a timed writing sample to be written on the assigned topic to determine the veracity of the suspicion.

- Require that the work be rewritten.
- Issue a lowered or failing grade for the assignment.
- Issue a lowered or failing grade for the course.
- Request formal disciplinary action by the Judicial Affairs Officer.

If a student's assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade. The student may exercise his/her right to appeal the grade by requesting a review from the Disciplinary Appeals Committee, convened by the Judicial Affairs Officer (JAO). The student must submit an e-form electronically via the student portal within 45 days of the submission of the grade for the course. The student must attach clear, substantiating documentation that demonstrates grounds for appeal to the e-form. If the evidence meets the criteria, the JAO forwards the student's e-form to the instructor. The JAO then refers all documentation to the Disciplinary Appeals Committee. Students are responsible for the work they submit and intent cannot be determined, so neither is grounds for appeal.

Disciplinary Appeals Committee

A standing committee, the Disciplinary appeals Committee consists of three or more faculty members that are charged with reviewing disciplinary action for failing to meet academic and professional standards of the program. The student may choose a faculty and the Dean of the School chooses a faculty and the third will be selected that is mutually acceptable to both the Dean and the student. None of the faculty chosen should have been involved in the discipline for which the appeal is made, unless unavoidable. The Disciplinary Appeals Committee considers the documentation presented, including any documentation a student may provide and may decide either to change or uphold the allegation.

The Disciplinary Appeals Committee will render a final decision within thirty (30) days of receiving the e-form information from the JAO. This decision is then forwarded to the JAO who notifies all parties via e-mail.

The decision of the Disciplinary Appeals Committee on these matters is final and cannot be appealed.

It is the instructor's responsibility to report any reasonable suspicion of academic dishonesty to the Judicial Affairs Officer so that such behavior may be monitored and repeat offenders identified. Notification may be made through one's department chair. Upon request for disciplinary action or upon repeated offenses, the Judicial Affairs Officer will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or expulsion.

CIVILITY IN THE CLASSROOM

A Code of Classroom Etiquette

Freedom of speech and expression is valued not only throughout society but also, and particularly, in the academic setting. No more is this so than in the classroom. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following code of classroom etiquette has been established.

- When participating in class dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.

- Conflicting opinions among members of a class are respected and responded to in a professional manner.

- No side conversations or other distracting behaviors are engaged in during class discussions or presentations.

- No offensive comments, language, or gestures are part of the classroom environment.

- Cell phones and other electronic devices (notebooks excepted) are placed in the "off" mode during class time.

- Children and pets (guide dogs excepted) are not brought to class.

Adherence to this code of etiquette will enable students to receive the most from their academic endeavors and should be a regular and voluntary compact among faculty and students. Any infraction of this code, however, that is deemed to be materially or substantially disruptive of the learning environment is cause for removal of a student from a class or for student disciplinary proceedings.

ONLINE STUDENT CODE OF CONDUCT

Freedom of speech and expression is valued not only throughout the society but also, and particularly, in the academic setting. Equally valued is the respect given to university computer systems and information technology. To that end, students will adhere to the following online code of conduct:

- Access National University courses only for lawful purposes.
- Respect the privacy of other members of the class and other students.
- Respect the integrity of the University's computer systems.
- Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner. Electronic communication consisting of all caps, large font, or bold print may be considered unprofessional and form of verbal abuse.
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not

limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings in course shells.

- Abide by all rules and regulations published by the University and agree to be subject to disciplinary actions as described in the General Catalog.

PROFESSIONAL BEHAVIORS

The Department of Nursing faculty believes that students must demonstrate accountability and responsibility for their own actions and behaviors throughout the nursing program and, most importantly, when representing National University in the classroom, community, and/or clinical setting. As National University student nurses, they are expected to demonstrate ethical behavior and professional values and standards when rendering care and in situations where they represent the Department of Nursing program. Nursing students are expected to adhere to the National Student Nurses' Association, Code of Professional Conduct, and Code of Academic and Clinical Conduct.

Professional conduct is an expectation for all National University nursing students. Students shall always represent himself/herself as a professional and representative of National University.

To ensure a safe and healthy learning environment for all students, staff, and faculty, a faculty member has the unquestioned authority to take immediate corrective action in the classroom and/or clinical facility. Any student whose conduct, classroom or clinical performance, or health is in question may be required to leave the classroom/clinical facility.

In accordance with the nondiscrimination policy of the Department of Nursing regarding students and applicants with disabilities, the Department will endeavor to make reasonable modifications and otherwise reasonably accommodate students and applicants with disabilities. Any requests for accommodation will be considered through the University's Student Accessibility Services and can be contacted at sas@nu.edu.

CLASSROOM CONDUCT GUIDELINES

The National University Faculty believes that classroom teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. National University is committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the workplace, therefore:

1. Classroom conduct is expected to demonstrate mutual respect toward faculty, students, and staff.
2. Students are expected to arrive on time and to stay for the entire class. Students arriving late are a major distraction to fellow students and the faculty. When guest speakers visit, the impression they have of our school, program, and its students are formed by the behavior that they observe in the classroom.
3. When emergencies occur and students must arrive late, or leave early, professional courtesy requires that the faculty teaching be notified.

4. It is expected that students will be ready to work and listen at the beginning of class and after breaks. Prompt, timely return to class following breaks is expected. Please respect the instructors' break time and do not interrupt until class restarts. Professional behavior means that students do not have to be called to order repeatedly.
5. All cellular phones and pagers must be turned off or set on the vibrate mode during class time. No audiotaping, videotaping, or digital photography is allowed in the classroom, outside of audio recorders for accommodations.
6. Students arriving late for quizzes, exams, or presentations will not be given extra time. Doors will be locked at the start of presentations and you will not be admitted until the team presentation is completed.
7. Questions and comments directed to the entire group and presented in a collegial, professional manner are encouraged. If there are comments pertinent to the topic of discussion, they should be shared with the entire class. An undercurrent of side conversations or non-class related activities are disturbing to the learning atmosphere. All offenders will be asked to leave class and will be marked absent.
8. Permission to eat and drink during class may be granted at the discretion of the course faculty. No chewing gum or sunflower seeds will be permitted in class.
9. Prior to the start of all quizzes and exams, all personal belongings, drinks, etc. will be removed to the side of the classroom. Only the test papers and 1-2 writing utensils will be allowed on or near the desk. If testing on computer, nothing will be allowed at the desk.
10. Be sure to learn the vocabulary. Students whose primary language is other than English may use translators or dictionaries for classroom activities only with prior permission. These will not be permitted during testing.
11. Any suspicion of plagiarism, cheating or unprofessional conduct on required assignments or during exams will not be tolerated. The student may be asked to do the assignment over or may fail that assignment. With exams, the student(s) will not be allowed to finish the exam and will receive a score of zero for that exam. There is the possibility of further consequences in any of these instances.

Failure to observe and adhere to these expectations will result in a notice to student through a Learning Support Plan, or by notice of the Office of Student Affairs. Depending on the severity and/or frequency of the failure(s), the student may be dismissed from the program.

ESSENTIAL FUNCTIONS

The following are MINIMUM mental and physical qualifications for admission of applicants to a professional nursing program:. All students must demonstrate and maintain their ability to perform the following functions with or without reasonable accommodations throughout their coursework and clinical placements:
• 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 during CPR.
• Respond and react immediately to auditory instructions/requests, monitor equipment/alarms, and perform auditory auscultation without auditory impediments.
• Physically perform a twelve-hour clinical laboratory experience.

- Perform close and distance visual activities (may use glasses) 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 required to meet these qualifications and to abide by the rules and policies of clinical placement facilities. Additionally, students must successfully complete other course requirements in the Nursing program. Individuals applying for admission to the Department of Nursing should consider their eligibility in light of these qualifications and restrictions and assess their ability to meet the physical and mental qualifications required in nursing. 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 Student Accessibility Service office (sas@nu.edu or 858-521-3967) as described in the University Catalog. Students with medical conditions, physical and/or mental, maybe asked to provide a physician note to enter or return to the Program.

NURSING SKILLS AND SIMULATION LABORATORIES

The nursing skills and simulation laboratories provide nursing students with an additional learning resource to meet their educational goals. The lab is equipped with high and low fidelity simulators. The lab provides students with a realistic, simulated clinical environment to practice and demonstrate competency of selected nursing skills. Open lab times are posted.
Please keep in mind that the following guidelines should be followed during your attendance in the nursing skills open lab:
- No eating or drinking in the labs.
- No children allowed in the labs.
- Please turn your cell phone off or put on vibrate before entering the labs.
- PLEASE clean up after yourself.
- Wipe up any spills on the floor.
- Keep all beds in appropriate positions with linens straightened before leaving.
- Students are required to return clean equipment to its proper place after use.
- All simulated practice needles are to be disposed in sharps containers.
- Needles and syringes are not to be discarded in trash containers.
- If you are accidently stuck with a non-sterile needle or your skin meets contaminated material, you must immediately go to the Clinical Lab Director/or other supervising faculty on campus.
- Lab resource books, movies and supplies MUST NOT leave the lab.
- Please return all media to proper storage areas or to lab personnel after use.
- If equipment is needed, please e-mail Clinical Lab Director at least by 0900 the day before open lab.
- Please save equipment obtained in labs for practice during open lab times.
- Report any incidents or malfunctions of any equipment to the Clinical Lab Director immediately.
- Do not move mannequins. If a mannequin needs to be moved contact Clinical Lab

Director.
- Keep personal belongings with you during the lab session, please take them with you when leave.
- If a latex or betadine allergy exists or is suspected, please notify your clinical instructor or lab coordinator. Student Accessibility Services, please notify sas@nu.edu to request accommodations.

IMPAIRED STUDENT

Please refer to the Drug and Alcohol Policy in the National University General Catalog. The Department of Nursing follows the guidelines established by the Board of Registered Nursing related to Impaired Nursing Students (see Appendix E).

Concern of Faculty
Optimal health is an important factor in safely achieving academic and clinical performance requirements. Impaired health status, which includes physical problems, mental/emotional problems, and drug and alcohol use/abuse, may affect academic and clinical performance.

Substances which may impair student performance include legal drugs (prescription and over- the-counter), illegal drugs, alcohol, and other chemicals. The potential risk to self and others is unacceptable. Therefore, the policies stated below will be implemented as necessary. Refer to the Board of Registered Nursing Guidelines of 11/84. Confidentiality will be strictly maintained always.

Policy
A student who, in the opinion of the instructor, is exhibiting impaired behaviors will be removed from any classroom or clinical setting. It is in violation of the law, and of university policy to obtain, possess, prescribe, administer to self or to another person any controlled substance or patient medications not prescribed by a physician. See NU Drug and Alcohol Policy in the NU General Catalog.

Assessment
The student shall be removed from the classroom or clinical setting when the student's behaviors and performance pose a danger to the safety and well-being of self or others. These behaviors may include:

- Physical impairment unrelated to documented accommodation
- Mental or emotional impairment unrelated to documented accommodation
- Impaired judgment and/or disruptive actions
- Inconsistent behavior patterns

Procedure

When a student, in the instructor's opinion, is exhibiting any of the above behaviors, the following actions will be taken:

a. The student shall be excluded from the classroom.
b. The instructor shall immediately report the incident to the Department of

Nursing Chair (Program Director).
c. The student shall immediately report to the campus Associate Director, Department of Nursing for investigation pursuant to university regulations.
d. The student shall be referred for further professional assessment. The student shall be given a referral form indicating the impaired behaviors which led to the classroom exclusion. A health care professional must sign this form, indicating clearance, and returned to the instructor before the student may be readmitted to the nursing classroom.
e. Someone shall perform the professional assessment other than a member of the National University faculty.
f. The instructor shall call the student's emergency contact person for transport from the campus.

Dismissal from the Program as an Impaired Student

If the student is reasonably believed to be impaired, as described above, presenting a danger to self or others, and refuses to submit to further professional assessment, the student may be disciplined and/or dismissed from the Nursing Program. The student may also be subject to suspension or expulsion from other university programs in accordance with the university rules and regulations. If the student submits to further professional assessment and is found to be impaired, and therefore a danger to self or others, the student will not be able to continue in the Nursing Program and required to provide proof of having received professional treatment prior to re-entry.

Readmission to the Program after Dismissal for Impairment

After a minimum period of six months from the time of dismissal, but within a one year period lapse, the student may petition for readmission to the Nursing Program. The requirements for readmission are:

1. The student shall submit a petition to the Chair of the Department of Nursing (Program Director).

2. The student shall provide proof of active participation in a recognized treatment program on a regular basis and evidence of rehabilitation and/or recovery at the time of petition for re-entry.

3. The student will be required to participate in on-going rehabilitation and treatment, if appropriate, as a condition of readmission.

4. If admitted to the Nursing Program and required to participate in on-going rehabilitation treatment, the student shall provide evidence of such continued rehabilitation treatment on a schedule as determined by the Chair (Program Director), Department of Nursing.

5. Failure to submit evidence of on-going rehabilitation treatment will result in permanent dismissal from the Nursing Program.

6. Readmission is on a space-available basis.

7. A second documented incident of impaired behavior will result in permanent dismissal from the Nursing Program.

STUDENT RIGHTS TO PROGRAM RECORDS

The University Registrar's Office maintains all transcripts and grades. Official and/or unofficial transcripts can be requested from this office.

The Family Educational Rights and Privacy Act of 1974 allow current and former students to inspect and review unrestricted official records, files, and data directly related to them. (refer to General Catalog)

The statues consider certain materials as outside the definition of "educational records" and thus, not open to inspection. The statute also specifies who may have access to the student's record or information therein:
- Current or former students who want to review their records shall provide, in writing, permission to allow access to restricted portions of their records.
- Program departments will give students an opportunity to review their files.
- Students have the right to correct any inaccurate or misleading entries or to insert a written explanation clarifying the contents of the student record. Student records contain information on the student's progress, evaluations, test results, and grades, which become a permanent part of the student's file. Grades are added to the student's file at the end of each course. Students may request, in writing, copies of their permanent record excluding third party documentation.

GRIEVANCE POLICY

See University and Department of Nursing Grievance Procedure in the NU General Catalog

STUDENT GRIEVANCES

Student Grievance Procedures at National University are intended to provide a formal, standardized means for students to seek resolution to issues concerning actions of the faculty, administrators, or staff of the University. Further, the purpose is to establish standardized procedures and safeguards which shall be followed by the University in the adjudication of grievances.

Grievances are unauthorized or unjustified action which adversely affects the status, rights, or privileges of the student. This process is not designed to replace the open communication and understanding that are vital to the academic process. See the NU General Catalog. https://www.nu.edu/OurPrograms/Catalog.html

GRADE APPEALS – See National University General Catalog

Faculty members are vested with the authority to establish course requirements and

standards of performance. It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each course and apply all grading criteria uniformly and in a timely manner. Final grades submitted by faculty to the Office of the Registrar are presumed to be accurate and final. A student, who has questions about a grade received in a course, should seek to resolve the issue by first consulting with the instructor. If the issue has not been resolved after consultation, and the student believes there are grounds for appealing the grade, the student may invoke the grade-appeal procedure outlined below.

Grounds for a Grade Appeal: Students may appeal a grade only when they can document that one or a combination of the following has occurred:

- An error in calculating the grade
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards, in the event that verbally announced criteria cannot be verified, the course syllabus will take precedence.
- Assignment of a grade based on factors other than student achievement, e.g., personal bias
- Inconsistent or inequitably applied standards for evaluation of student academic performance
- If the student believes that the grade received is based upon unlawful discrimination, or sexual harassment, as defined in these policies and procedures, the student should proceed with the process under "Complaints Relating to Discrimination and Sexual Harassment."

The Appeal Process

When students believe that they have grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the above-mentioned circumstances, the following procedures must be followed:

- The student must submit an e-form electronically via the student portal to the school dean within 45 days of the submission of the grade for the course.
- The student must attach to the e-form clear substantiating documentation that demonstrates the occurrence of one or more of the above-listed grounds for appeal.
- Documentation may be in the form of e-mail correspondence, graded assignments, proof of timely submission, etc.
- The student must also attach documentary evidence of the level of achievement in support of the grade that the student believes he/she should have been awarded.
- If the evidence meets the criteria, the school dean forwards the student's e-form to the instructor for a response, which the instructor must provide within fifteen
(15) days.
- The dean then refers all documentation to the grade appeals committee.

Grade Appeals Committee

A standing committee within each school in San Diego, the Grade Appeals Committee consists of three or more faculty members (full-time or associate) appointed by the appropriate School Dean. The Grade Appeals Committee considers the documentation and may decide either to change or uphold the grade.

The Grade Appeals Committee will render a decision within thirty (30) days of receiving the grade appeal e-form information from the School Dean. The Office of the School Dean will notify all the following: the student, the instructor, and the Office of the Registrar.

If the student appeal is upheld by the appeals committee and the student is granted reinstatement into the program, the student will re-enter the program in the next available open position as determined by the campus Associate Director.

NATIONAL COUNCIL OF STATE BOARDS OF NURSING EXAMINATION (NCLEX)

Students seeking a license as a Registered Nurse must apply to a State Board of 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. Eligibility to apply and take NCLEX in California requires completion of *all* degree requirements. During the last course in the program, students shall receive specific information regarding the application process and procedure. Students should be aware that failure to complete the remaining course work required for the baccalaureate degree in nursing may jeopardize their ability to practice as a Registered Nurse in any state that requires a nursing degree or diploma for licensure.

Students who have a previous conviction for a felony as well as some misdemeanors **may not** be eligible to sit for the NCLEX even if they have earned a BSN degree. Students should also be aware that the BRN requires background testing to sit for the licensure exam. This is in addition to the background check which is required upon entrance to the nursing program.

STUDENT ACTIVITIES AND RESOURCES

Student Participation in School of Nursing Committees

Student representation is welcomed in the Department of Nursing. Selection of students for various department committees shall be done on a volunteer basis depending on student interest. The request for student representation is announced for the various class cohorts by the National University Student Nurses Association (NUSNA).

National University Student Nurses Association

Nursing students are encouraged to become involved in the NUSNA chapter of California Nursing Student Association (CNSA) and the National Student Nursing Association

(NSNA). Nursing students can be involved in activities at the University, State, and National levels. Membership activities include community health activities, recruitment of students into the nursing program, legislative activities, conventions, educational programs, and newsletters. Meetings, events, and opportunities for students are announced through NUSNA's communication outlets (I.e. nusnasd.org, Facebook, etc.). Outgoing student directors are recognized during the White Coat/ Pinning Ceremony.

National University Nurses Honor Society

Select students will be invited to apply for membership to the NUNHS which is the development (developing?) chapter for full chapter status as a Sigma Theta Tau International Nursing Honor Society. Qualifications may be found at the www.stti.org website. Further information will be provided to students who have completed at least fifty percent of the required coursework.

Planetree Student Committee, National University's School of Health and Human Services

National University's School of Health and Human Services is the first academic institution in the world to be recognized by Planetree International with person-centered care imbued in our curriculum and practices. Planetree is working to promote person-centered care as a model for improving patient care and health services in the world. The Planetree Student Committee is formed by students and is the first in the world. The committee leads the nursing student body in fostering the mission of Planetree International through service and scholarship.

White Coat/ Pinning Ceremony and Student Awards

The White Coat/ Pinning Ceremony is held to recognize the graduating nursing students. Awards are presented to graduating students during the ceremony in the categories of clinical excellence and academic performance. The academic excellence award is given to the student in each cohort who earned the highest GPA in their class throughout the nursing program. The clinical excellence award goes to the student, in each cohort, who demonstrates extraordinary patient care throughout their experience in the nursing program.

NATIONAL UNIVERSITY
Veteran Founded. Nonprofit.

STUDENT SERVICES

STUDENT CONCIERGE SERVICES
Contact: scs@nu.edu or (866) 628-8988

Knowledge-based solution center for student questions and concerns 7a.m. to midnight, 7 days a week. Services include: High-touch Service, Real-time Support, and Questions Answered.

STUDENT SUCCESS CENTER
Contact: sasc@nu.edu

Working individually with students to ensure academic success. Services include: Individual Coaching, Time Management, Study Skills, and Information/Resources.

STUDENT ACCESSIBILITY SERVICES
Contact: sas@nu.edu

Ensuring equitable access for students with disabilities. Services include: Testing Accommodations, ASL Interpreting/Captioning, Alternate Media/Assistive Technology, and Disability Management Counseling.

CAREER SERVICES
Contact: careerservices@nu.edu

Supporting students throughout their vocational journey. Services include: Resume/LinkedIn Profile Review, Career Fairs, and Vocational Testing & Feedback.

VETERAN CENTER
Contact: veteransuccesscenter@nu.edu

Building community and providing resources for veteran students. Services include: Peer Coaching, Transition Workshops, GI Bill® Assistance and Education, Comfortable Lounge (Spectrum Campus).

MATH TUTORING
Appointments: https://numath.mywconline.com Contact: mathtutor@nu.edu

Individual tutoring for students in math, chemistry, physics, statistics, accounting, and finance. Services include: Individual Tutoring, Available Online & In-Person at San Diego Spectrum Library and Fresno.

WRITING CENTER
Appointments: https://nu.mywconline.com Contact: writingcenter@nu.edu

One-on-one conversations about writing projects in undergraduate and graduate courses. Services include: Online workshops on topics like APA Style, Literature Review, Academic Reading, Grammar Fundamentals, and monthly Writing Workshops, Available Online & In-Person at San Diego Spectrum Library and Fresno.

OFFICE OF STUDENT CONDUCT
Contact: osc@nu.edu

Working collaboratively with students to resolve conduct and other concerns. Services include: Confidential Investigations, Individual Conduct Counseling, and Conflict Resolution.

TESTING CENTER
Contact: testingservices@nu.edu

Placement and credit-awarding testing services for current and prospective students. Services include: Accuplacer Testing, Credit By Exam, CLEP, DSST, and more.

INTERNATIONAL PROGRAMS OFFICE
Contact: ipo@nu.edu

Supporting international students to contribute to the success of their educational and professional goals.

Services include: Non-Immigrant Status Advising, Employment Workshops, Non-immigrant Information/ Resources

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at **https://www.benefits.va.gov/gibill.**

NU Student Services Link: https://www.nu.edu/OurPrograms/StudentServices.html

National Suicide Prevention Lifeline: 1-800-273-8255, press 1 for veterans and 2 for nonveterans which will route the caller to a local crisis line person familiar with local resources.

Department of Nursing Student Resources:

- Library research assistance:
  Personalized research consultation: http://nu.libguides.com/consultation

- National University Library Resource for APA-style writing:
  http://apastylecentral.apa.org.nuls.idm.oclc.org/

- **NU Library**
  URL: www.nu.edu/library
  Contact the Library: RefDesk@nu.edu
  (858) 541-7900 (direct line)

- Technology resources:
  - Campus Computer Lab
  - Student Web Portal to access class schedules, grades, and academic and financial aid information
  - E-mail, internet, e-conferencing, and other multimedia tools incorporated into NU's on-campus and online courses.

- Nursing Tutoring Service for individual tutoring for students in all BSN disciplines
- Open skill labs
- Faculty advisor
- National University Student Nurses Association (NUSNA)
  - Peer mentoring system
  - For info on other resources and support, refer to:
    http://www.nusnasd.org/benefits-of-nusna.html

- ATI references and resources for NCLEX Prep

- Townhall meeting for undergraduate as means of communication

For information, contact the Nursing Department Office in your campus.

Campus Main Line:
Los Angeles Campus: (310) 662-2000
Rancho Bernardo Campus: (858) 521-3900
Fresno Campus: (559) 256-4900

Department Contacts

School of Health and Human Services

Dean: Dr. Gloria McNeal at gmcneal@nu.edu

Department of Nursing

Chair and Director: Dr. Hope Farquharson at hfarquharson@nu.edu

Associate Directors of Nursing:
    Dr. Tina Ho at tho@nu.edu
    Dr. Jade Kay at jkay@nu.edu
    Fresno-Dr. Marriana Matthai at mmathai@nu.edu

Planetree

National University has partnership with Planetree to infuse curriculum with patient-centered health care principles; Planetree's approaches are considered the gold standard among organizations worldwide. For information, see NU website at
https://www.nu.edu/News/National-University-Partners-with-Planetree.html

Accreditation

The following accreditation commission accredits National University:

> Senior Commission of the Western Association of Schools and Colleges (WASC) 985 Atlantic Avenue, Suite 100
> Alemeda, CA 94501

The National University Department of Nursing was granted initial approval by California Board of Registered Nursing (BRN) in 2004 and has had ongoing approval since that time.

> Board of Registered Nursing
> 1747 North Market Boulevard, Suite 150
> Sacramento, CA 95834 www.brn.ca.gov

The Bachelor of Science in Nursing program is accredited by the following accreditation commission (term 2010-2021):

> Commission on Collegiate Nursing Education
> American Association of Colleges of Nursing One Dupont
> Circle, NW
> Suite 530
> Washington, DC 20036
>
> Phone: (202) 463-6930
> Fax: (202) 785-8320

Appendices

A: BSN Student Handbook and General Catalog Acknowledgement
Form B: BRN Statement on Background Check
C: Chain of Command/Communication
D: Code of Ethics for Nurses
E: Testing Guidelines
F: Academic, Clinical, and Professional Conduct Policy Learning Support Plan (LSP)

Appendix A:

Student Handbook and General Catalog Review Form

I,_____, acknowledge that I have received a copy of the
National University Department of Nursing Student Handbook and the current NU General
Catalog, and that I am responsible for reviewing and complying with the policies and
procedures listed in both documents.

_____

Print Name

_____

Signature

_____

Date

Appendix B:

BACKGROUND CHECKS FOR STUDENT CLINICAL PLACEMENT

During the past the Board of Registered Nursing (BRN) has received numerous questions regarding the issue of background checks on registered nursing students prior to clinical placement. The Board has been asked to assist programs with meeting this requirement.

The use of background checks on individuals working in clinical settings is one of the means agencies use to help protect their clients/patients. While obtaining background checks on employees is not new for clinical agencies, the Joint Commission has added to their Human Resources standards (HR.1.20) a section related to criminal background checks. The Joint Commission standard requires agencies to include nursing students in criminal background checks *when required by state law, regulation or hospital policy*. (www.jointcommission.org)

The BRN does not require prelicensure nursing programs to screen potential students for a history of convictions prior to acceptance into their program. The BRN only requires background checks on criminal convictions <u>at the time of application for licensure</u>. Furthermore, BRN staff reviews all applications with prior convictions on an individual case-by-case basis before issuing or denying licensure. The criteria used by the Board in evaluating an applicant's present eligibility for licensure are found in the California Code of Regulations (CCR) Section 1445. (www.rn.ca.gov)

Clinical agencies have the right to establish criteria that would exclude a student from placement at their facility. Those clinical agencies that have a policy that include student nurses in their requirement for criminal background checks will need to comply with their own policy to be compliant with the Joint Commission Standard HR 1.20. On the other hand agencies may use different criteria for students than are used for employees or exempt them entirely and still meet Joint Commission Standards.

Nursing programs should establish a written policy describing the process for obtaining background checks for those clinical agencies that require them. The Board recommends that the policy on background checks, like all program policies, be published in documents that are available to applicants and students. Examples include admission packets and school catalogs and/or nursing student handbooks.

The written policies should include the following:
- Who will perform the search (the college, the agency or an independent service);

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- Who will pay for the process;
- Where and by whom the results will be maintained and protected (student confidentiality);
- What criteria will be used to exclude a student from a particular clinical placement; and
- What alternatives if any will be available in the event a student is denied a clinical placement.

The Board encourages clinical agencies and nursing programs to work collaboratively in establishing standardized policies that are the least restrictive possible while also protecting the rights of consumers. A process that allows for a case-by-case review of students with prior convictions is encouraged. However, the burden of proof lies with the student to demonstrate evidence of rehabilitation that is acceptable to the clinical agencies and the nursing program. (See the document "Prior Convictions and Disciplinary Actions" on the Board's Website.)

Frequently Asked Questions Related to Background Checks:

Question: Does the BRN require student nurses to undergo criminal background checks prior to admission in a prelicensure school of nursing?
No. The Board has no authority to request a criminal background check except at the time of application for licensure.

Question: Does the Joint Commission require that student nurses in California have criminal background checks done prior to the students participating in a clinical rotation in a Joint Commission approved facility?
No. The Joint Commission requires that clinical agencies follow state law/regulation and their own organization's policy regarding background checks on students. (See Joint Commission website www.jointcommission.org) There is no state law in California that mandates background checks be completed on nursing students. Some clinical agencies have included student nurses in the category of individuals that need to be screened, therefore, the Joint Commission would also require that nursing students need background checks done.

Question: If a clinical agency denies a student with a prior conviction from being placed at their facility does the BRN require that the student be dropped from that course or from the program?
No. The program is encouraged to evaluate such students, in collaboration with their clinical agencies, to find possible alternatives for the student to complete the objectives of the course. All students are expected to meet course objectives as defined by the course syllabi and program policy.
Question: If students have had a criminal background check done as part of clinical placement can they use that information as part of their application packet for licensure?

No. The Board requires a background check on all applicants for licensure by the Department of Justice. As a health care licensing Board, the background check conducted on applicants is more extensive than most employers obtain.

Question: If a student is denied access to a clinical site due to a positive criminal background check does the nursing program have to find an alternative site for the student to meet course requirements?
No. The Board encourages programs and agencies to work collaboratively to review students with a prior conviction on an individual basis since the specific conviction may not prevent the student from ultimately being licensed. While the BRN encourages alternative placement ultimately the program would need to follow their published policy regarding the options available to the student in this situation. (See the attached Criteria for Rehabilitation, CCR 1445.)

Question: Can the college or university request the Department of Justice to perform a criminal background check on their nursing students in order to meet clinical agency requirements for placement?
No. Only authorized agencies may request the Department of Justice to perform criminal background checks. The nursing program or the agency may utilize private companies that provide background checks for a fee. The Board does not require the use of such a service nor does it endorse any specific company.

Question: Should results of criminal background checks be placed in the student's academic file?
The self-disclosed student information and the results of a background check are confidential information. The nursing program must develop in consultation with their administration and clinical agencies a means to safeguard this information. It is recommended that the process, maintenance and security of student background checks should be described in the program's contract with those agencies requiring screening of nursing students and in policies provided to students and applicants.

Question: Do students need to have a background check done every time they go to a new clinical agency?
The Board encourages nursing programs to work collaboratively with other nursing programs in their geographical area to develop a standardized policy with all clinical agencies requiring background checks on nursing students. Since there is no state law or regulation that mandates background checks on nursing students, individual agency policy is the source of this requirement. Working collaboratively within a geographic area is probably the most efficient way to coordinate requirements in the least disruptive manner.

Question: Can a clinical agency refuse to allow a student to do a clinical course at their agency as a result of a prior conviction?

Yes. The Board would encourage the nursing program to work with the agency to clearly identify the types of prior convictions that would exclude a student from clinical rotation. The BRN suggests using CCR 1445 as a guide.

Question: Can a nursing program require students to meet clear background checks prior to admission or as a requirement for progression in the program?
Admission and progression policies are the purview of the program & the institution. The nursing program should seek guidance from their institutions legal counsel. The Board regulations require that all policies affecting students be written, available to students, and applicants.

Attachment:

TITLE 16, CALIFORNIA CODE OF REGULATIONS:
1445. Criteria for Rehabilitation
(a) When considering the denial of a license under Section 480 of the code, the board, in evaluating the rehabilitation of the applicant and his/her present eligibility for a license will consider the following criteria:
(1) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
(2) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the code.
(3) The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).
(4) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.
(5) Evidence, if any, of rehabilitation submitted by the applicant.

(b) When considering the suspension or revocation of a license on the grounds that a registered nurse has been convicted of a crime, the board, in evaluating the rehabilitation of such person and his/her eligibility for a license will consider the following criteria:
(1) Nature and severity of the act(s) or offense(s).
(2) Total criminal record.
(3) The time that has elapsed since commission of the act(s) or offense(s).
(4) Whether the licensee has complied with any terms of parole, probation, restitution or any other sanctions lawfully imposed against the licensee.
(5) If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.
(6) Evidence, if any, of rehabilitation submitted by the licensee.

Appendix C

Procedure Governing Problems with Progress in the Program
COMMUNICATION PROCESS

When a student is having a problem with the Nursing Program or a student who is notified that he/she is not meeting the standards of the Nursing Program in either the classroom, nursing skills laboratory, or clinical facility, the student should meet first with the Course Coordinator or (if the deficit is in clinical practice) with the Course Coordinator and the Clinical Nursing Faculty. The student should seek clarification of the deficit and work with the faculty to construct a plan for improvement. This process is represented below. At any time, the student may also consult the current National University Catalog for University-level problem solving procedures.

Discuss problem with
faculty within 3 days

Resolution?

Yes-
No
further
action

No-
Student and faculty (clinical
and/or course coordinator)
meet with Chair (program
director), Department of
Nursing
Minutes taken.
Note: Information is
confidential

Resolution?

Yes-
No
further
action

No-
Begin formal process for
Program related problems
as outlined in the University
Catalog.

Appendix D:
Code of Ethics for Nurses
(American Nurses
Association)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

TESTING GUIDELINES

To ensure the strictest security when giving exams the following guidelines are now require med in accordance with Department policy and University Guidelines

- For campuses where there is more than one section all exams will be done on the same day and time. Each exam will have two proctors at all time. Instructors and Associate Directors will work together to schedule days and times to ensure this requirement is met
- During all exams whether they are department driven from the course or ATI proctored exams the following classroom decorum must be mandated.
  - o No Mobile phones, tablets, iPad, or other non-university device may be present during any exam. Students may leave all items in their car or check them in with the instructor and retrieve them after the exam. Any student found with such a device will be expelled from the exam and receive a failing grade for that exam
- For campuses with one section the same rules apply.
- Exams that require scrap or computation paper must be color-coded for the day, students are to sign their scrap paper and must hand it in at the end of the exam. Failure to do could result also in a failing grade for that exam
- Any exam where cheating is suspected will result in a full investigation by the office of Judicial Affairs and can lead to several options 1) expulsion from the university 2) expulsion from the program and a one year probation where you must re-apply for admission 3) failure of the course and mandating a re-take of the course.
- At the end of any testing period whether University level, ATI, or graduate level exams all computers must be logged off and shut down.
- To assist further with exam taking we are including exam taking guide lines for the university as well as exam taking guidelines offered to students who fall under the office of Accommodation Services:

Testing Center Guidelines-National University

1. **What is a proctored exam?**
   A proctored exam is one that is overseen by an impartial individual (a proctor) who monitors a student during an exam. The proctor ensures the security and integrity of the exam process.
2. **What does a proctor do?**
   A proctor is a liaison between National University and its students and the community to ensure that testing is done under secure conditions.
3. **Why would an instructor at another school choose to give proctored exams?**
   It is possible to provide an exam for students online without using a proctor. However, there is better assurance of security if a proctor monitors the process.
4. **What are proctor responsibilities?**
   - o Receive exam instructions, which are sent to the proctor several days before the window opens

- Ensure the identity of test-takers by requiring a government-issued photo ID with signature such as a valid State-issued driver's license, State-issued ID, or Passport. Students who do not provide a satisfactory ID must be turned away.
- Maintain proximity with and monitor the student during the entire test-taking period to ensure the student does not use any unauthorized aides at any time during the exam
- Ensure all necessary technologies are available and working
- For paper-based exams (paper/pencil), the proctor should download the exam from the secure server (using their own username/password) and print the exam before the student arrives.
- Securely store all exam materials prior to and after the exam (the student may have access to the exam only during the time allowed by the instructor)
- The proctor must follow the instructor's requirements for administering the exam. These may include a time limit and inclusion or exclusion of books, calculators, notes, etc.
- For paper-based exams, the proctor should return testing materials directly to the instructor via fax or email (instructions on how to do so should be included in the exam instructions.) Should an exam need to be returned by mail, we provide shipping.

5. **Who are our proctors?**
   Proctors are carefully screened to ensure that they administer exams in compliance with strict security guidelines, maintain confidentiality and return tests in a secure, timely manner.

6. **To what technology must the proctor have access at the testing site?**
   Each proctor must be comfortable with technology and can use the following:
   - Internet access for downloading PDFs (such as Adobe Acrobat files) from a secure website (exams are distributed to proctors via the Internet.)
   - A printer
   - Internet access for students taking internet-based exams

7. **How does the proctor receive exams and return them?**
   - For most online exams within Blackboard, a school's Assessment & Testing staff will inform the proctors of the password and any additional exam information just prior to the exam window.
   - For paper-based exams, the exam will be available in PDF format on a secure website. A college's Assessment & Testing staff will send proctors instructions on creating a Blackboard password. Just prior to the exam window, Assessment & Testing will send an Exam-Ready email to the proctors. The proctor will log on to a Blackboard site, print the exam, and administer it to the student per the instructions provided by the instructor. The exam may be returned directly to the instructor via fax or email (instructions on how to do so should be included in the exam instructions). If an exam needs to be returned by mail, we provide shipping

8. **What are the student's responsibilities?**
   - Select a proctor allowing for a date to be scheduled and time for a school's staff (or a professor) to send a test to us.
   - Ensure that the proctor can administer the exam within the exam window outlined in the course syllabus.

- o Ensure that the selected proctor can use the required technology.
- o Provide the exam schedule to the approved proctor and confirm that the proctor will administer exams.
- o Pay any fees that may be charged to them by their proctor.
- o If required, schedule a day and time to take the exam with their proctor within the testing window outlined in the course syllabus.
- o Students are alerted that failure to assume these responsibilities will be a matter to resolve with the instructor and could result in a failing grade on the exam in question.

Note: Fees for proctoring services are the responsibility of the student. (Our NU testing Center has a $20 per test administration fee for all non-NU students. This fee is waived for NU students/alumni). Other tests such as CLEP and DSST have test fees ($80) and Credit/Challenge by Exams fees ($100 or $50) that must be paid prior to testing.

9. **For Accuplacer/Write placer: What happens after I submit the Proctor Request?** Students will receive an email confirmation about proctor approvals with details and study aides listed.
10. **How do students schedule CLEP and DSST testing?** We use an online scheduling system for appointments. Students are referred to our Testing Center staff for a complimentary link to this scheduling system and study guides.
11. **How do students access exam(s)?**

For online distance college tests: Several days prior to the exam window, college testing center staff inform our proctors of passwords and any additional exam information.

- o Students log onto their Blackboard account, go to the course site, and select the link for the exam.
- o When prompted, proctors enter the password (at no time do students receive passwords).

For CLEP and DSST testing: We have specific software and passwords on our computers specifically installed for proctoring of these tests. Students schedule appointments, pay for their tests; receive registration tickets and come to our site to take their tests.

For Credit/Challenge by Exams: Students or Advisors submit a request via the Student Portal to take a test. Students receive approval from the Evaluations Dept. Students contact testing for an appointment at a campus close to them (or with a proctor if they are not close to a campus).

For Accuplacer/Write placer testing: Students contact testing for an appointment at a campus close to them. If a student is not close to a campus, the student submits an eform found at http://www.nu.edu/OurPrograms/StudentServices/TestingServices/ACCUPLACERforOnlineS.html and locates a proctor who is not a family member or a friend who can

proctor the test.

12. Can students receive accessibility services on tests via the Testing Center?

The majority of tests that NU students with disabilities need are proctored via the SAS Department.   Test Center staff work closely with SAS staff if a Credit/Challenge by Exam is needed to note extended time limits, test directions are maintained, etc. We encourage all students interested in CLEP to take CLEP tests. In accordance with ADA laws, a variety of CLEP test accommodations can be made: screen magnification, modifiable screen colors, extended time, the use of a reader, etc. A written doctor's note or an IEP is needed to obtain these accommodations.

13. **Physical Environment:** The location, space, and layout of the test center are vital to the accomplishment of its mission. In addition, the conditions under which tests are handled, stored, and administered are extremely important. The standardization of these conditions is essential to the integrity and security of every test administration.

- To ensure security of materials, the area where test materials are stored must
    - Be locked with no insecure points of access, e.g., windows, transoms, false ceilings, etc.
    - Have access limited to key testing personnel.
- At the test site, the Test Center staff must
    - Maintain a distraction-reduced testing environment, anticipate outside factors that may divert the attention of examinees, and take action to avoid these potential problems.
    - Consider room temperature and attempt to correct, as needed.
    - Ensure adequate lighting.
    - Provide appropriate test room(s) and space for given volume.
    - Provide seating and writing surfaces appropriate for test volume, test materials, candidate characteristics, ADA accommodations, etc.
    - Seat examinees to limit their view of other examinees' tests and to facilitate proctoring, following test program specifications.
    - Check facility to ensure readiness for testing.
    - Have backup plans in case of emergencies or problems, if possible.
- Access to the test site requires that
    - Adequate parking is available.
    - ADA requirements are met so examinees with disabilities can access the Test Center.
- CBT: Equipment and Space
    - Testing contracts will specify that equipment is dedicated for use by one test company's programs or, if agreed to by test center and companies, multiple companies can use equipment. Contracts will specify who will retain ownership of the equipment, along with the responsibility to install updates. Test centers will keep the space clean and uncluttered and maintain appropriate temperature control to ensure equipment function.

- o Test Security/Integrity: the Testing Center is equipped with storage for electronic devices (iphones, ipads, laptops, etc), backpacks, food, jackets, hats/hoods/scarves etc. to maintain test integrity. Proctors are trained to be aware of various ways in which cheating, copying or plagiarizing can occur and to diligently monitor all students for suspicious behavior.

14. **Military Communities:** Test proctoring of CLEP, DSST and other exams is offered on base at Miramar, Twenty-Nine Palms, and Nellis AFB. Many of these tests are government-funded and either waive college classes or are used to move up in grade/rank by providing licenses/certificates upon successful completion.

Questions about these guidelines can be addressed to:
Bonnie Stinchcomb, Testing Coordinator at bstinchcomb@nu.edu x7951

TEST ACCOMMODATION POLICIES AND GUIDELINES
OFFICE OF ACCOMADATION SERVICES

Introduction

National University offers test accommodation services for students with disabilities who are eligible and registered with the office of Student Accessibility Services (SAS). For questions about registering with Student Accessibility Services (SAS), contact sas@nu.edu or (858)521- 3967. For additional information, visit www.nu.edu/sas

For students registered with Student Accessibility Services, students are required to read and abide by the policies presented in this document to use any approved testing accommodations. Contact Student Accessibility Services at accommodations@nu.edu for any questions or concerns about the content of this document.

Requesting Additional Accommodations
Should a student request any additional testing accommodations that are not already approved on their Accommodation Letter, students are required to make an appointment with an Accessibility Coordinator at sas@nu.edu to discuss their requests. Additional requests are not guaranteed nor can they be retroactively applied to exams.

Test Accommodation Orientation Policy

At least **two** weeks prior to the first exam in which students seek test accommodations, students are required complete a Test Accommodation Orientation.

In order to complete the orientation, students are required to review the Test Accommodation Orientation document and submit the Mandatory Test Accommodation Checklist online form to Student Accessibility Services. These documents are located online at http://www.nu.edu/OurPrograms/StudentServices/accessibility/AccessibilityForms.html.

Should students have any questions about testing policies and procedures or about the orientation, they may request an appointment using the online scheduling tool at (http://www.meetme.so/nutesting) or by e-mailing accommodations@nu.edu with at least three appointment requests.

Test Accommodation Policies for National University Courses (Onsite Exams)

Students are required to complete the following in order to receive their test accommodations for onsite exams in their NU course:

1. Provide a Copy of Accommodation Letter to Professor of Record
   This step is required for each course you wish to use your approved test accommodations. Timely notice is crucial to provide accommodations. We highly encourage students to provide a copy of your letter preferably 1 week before your course starts.

2. Complete an Onsite Test Accommodation Request Form
   Students are responsible for filling out the information in the request form. The form is required for each course in which you request to use your approved onsite accommodations and is located at http://www.nu.edu/OurPrograms/StudentServices/accessibility/AccessibilityForms.html.

   a. Get Professor Approval
      Option A: A student may present a hard copy of the Onsite Test Accommodation Request Form to the professor for a wet signature. Then, the student will submit the professor-signed form via e-mail to accommodations@nu.edu or fax to 858- 521-3996.

      Option B: E-mail the completed Onsite Test Accommodation Request Form as an attachment to your professor. The professor will then submit the signed Onsite Test Accommodation Request Form electronically to Student Accessibility Services at accommodations@nu.edu. Students are responsible for following up with their professor should they choose this option and not receive a confirmation from SAS that the form has been received.

3. Submit your Onsite Test Accommodation Request Form to SAS
   A complete Onsite Test Accommodation Request Form with professor approval is required to be submitted to accommodations@nu.edu at least five business days prior to each exam.

4. Inform/Remind Professor to Change Test Time for Electronic Exams in Blackboard
   If quiz or exam is in Blackboard, students are responsible for informing their professor of record to change the test time in Blackboard to reflect the approved extended test time.

SAS will arrange a proctor and a room for testing based on the approved Onsite Test Accommodation Request Form. Once a proctor and a room have been arranged, students and

the professor of record will receive an email confirmation from SAS with the scheduled test accommodation time. Students are encouraged to email SAS at least 1 week prior to their exam to check and confirm if test accommodations have been arranged. Students are responsible for reminding their professor of record to change the extended test time in Blackboard and for making the exam viewable at the scheduled start time.

Test Accommodation Policies for National University Courses (Online Exams)

Students are required to meet the following in order to receive their test accommodations for online exams in their NU course:

Test Accommodations for Electronic Exams in Blackboard (Bb)
Additional test time is NOT automatic. Students are responsible for informing and reminding their professor of record to change their test time for each exam/quiz to reflect the approved time extension. Students are also responsible for referring the professor of record to National University's Center of Innovation and Learning (CIL) Online Faculty Concierge at 1-877-533-4733 Option 2 to serve as a resource in assisting with the adding the extended testing time. Students must follow each step below:

1. Provide a copy of your Accommodation Letter to your professor of record right away with timely notice (preferably 1 week before the course starts)

2. Inform/remind your professor that he/she will need to change the test time prior to each quiz/exam in Blackboard to reflect your approved extended test time with timely notice

3. Refer your professor to CIL Online Faculty Concierge at 1-877-533-4733 Option 2 to serve as a resource in assisting with the adding the extended testing time.

4. If needed, request the Blackboard Job Aid document from accommodations@nu.edu to provide to your professor of record. The Blackboard job aid provides step-by-step instructions on how to adjust your test time in Blackboard.

5. If you notice any discrepancies regarding your extended test time, (i.e. if the extended time has not been applied) contact your professor immediately and copy accommodations@nu.edu on any email communication.

Test Accommodations for Electronic Exams in Supplemental Websites (other than Bb)
Contact the Academic Accommodations Coordinator with timely notice regarding applying the approved test accommodations at accommodations@nu.edu. A minimum of seven business days is required.

ATI Exams (nursing program only)
Students must inform SAS and request to use their test accommodations at least five business days prior to the exam in order for the extended test time to be applied to their ATI exams. If taking the ATI on campus, the Onsite Test Accommodation Request Form is required.

Students must confirm their ATI account username SAS at accommodations@nu.edu 5 business prior to exam in order to apply the approved extended test time. Once the extended test time is added, the extended test time is automatically applied for all future exams.

Test Accommodations for Non-Course Exams

Non-course exams refer to any exams taken outside of your National University course. This may include, but is not limited to, standardized exams for course/program prerequisites or placements and exams required for program-specific applications.

Students requesting test accommodations for testing outside of required tests for academic courses are responsible to contact sas@nu.edu with timely notice to schedule an appointment and determine what accommodations may be provided.

Testing Policies and Procedures for Onsite Test Accommodations

Timely Notice Policy

Timely notice is required in order to arrange a proctor and a separate room for test accommodations for onsite exams. An Onsite Test Accommodation Request form with professor approval is required to be submitted to SAS at least **5** business days before the exam date. Please check in with SAS at accommodations@nu.edu should you not receive a confirmation that your request form has been received.

Rescheduling Exams Policy

Rescheduling an exam can only be done with professor approval. Students seeking to reschedule an exam should first obtain approval for the rescheduled date/time from the professor and submit a new Onsite Test Accommodation Request Form to accommodations@nu.edu. Student Accessibility Services will proceed with securing a proctor/testing room only after it receives the professor-approved rescheduled date/time. All requests for rescheduled exams are required to be submitted at least five business days before the rescheduled quiz/exam.

Make-up exams follow the policy as indicated on the individual course syllabus. Students needing to change or cancel an exam due to illness or an emergency must contact the Academic Accommodations Coordinator at (858) 521-3968 or accommodations@nu.edu as soon as possible. Students will also need to notify the professor to request an alternate date/time to take the exam and complete a new Onsite Test Accommodation Request Form for the make-up exam. All requests for make-up exams are required to be submitted at least five business days before the rescheduled quiz/exam.

Test Location and Delivery Method Policy

Exams administered through Student Accessibility Services are offered in the same building the class is held, unless otherwise noted. If Student Accessibility Services is late in obtaining an exam or a professor is late in dropping off an exam, students will receive

the full allotted time, if possible. Depending on the amount of time lapsed; students may need to reschedule the exam. Note: *All rescheduling requests must be approved by the instructor before a new date and/or time is issued by Student Accessibility Services*.

Scheduled Day and Time
Student Accessibility Services oversees the administration of exams with accommodations Mondays through Saturdays. Students using onsite test accommodations are responsible for taking their exams at the same time as the professor schedules the class exam. However, there may be times when the extended time causes a scheduling conflict and a student must take the exam at a different time or on a different day.

Punctuality/Arrival Time Policy
Students must arrive to the arranged testing site at least ten minutes prior to the scheduled exam time. Deviation from the schedule may cause disruption to other students using accommodations. Professors would not allow late arrivals for an exam or quiz in class; the same courtesy applies to Student Accessibility Services.

Late Arrival Policy
Exam time begins promptly as scheduled. If the student has not arrived at the testing location within five minutes of the scheduled time (according to the clock in the testing location or in the proctor's possession), he/she may not be allowed to test and will be required to follow up with SAS at accommodations@nu.edu or (858) 521-3968 right away.

Should a disability-related late arrival occur, the student must inform SAS right away and may: **1**) Need to reschedule the exam for an alternate date/time or **2**) May have the remaining time to complete the exam that day; the Academic Accommodations Coordinator will make the final decision in consultation with the professor of record. All disability-related reasons for late arrivals should be brought to the Academic Accommodations Coordinator. If it is determined that the exam needs to be rescheduled for an alternate date/time, it is the student's responsibility to first communicate with his/her instructor to reschedule the exam. Make-up exams follow the policy as indicated on the individual course syllabus.

No Show Policy
In order to remain eligible for Onsite Test Accommodations through Student Accessibility Services, it is the student's responsibility to notify the office of cancellations as soon as possible, but at least 24 hours in advance by e-mailing accommodations@nu.edu. After the first no show, students will receive a written warning and reminder of the student's responsibility surrounding test accommodation practices and requirements. The second no show incident, with failure to notify Student Accessibility Services with at least 24 hours' notice, may result in the temporary suspension of test accommodation services. In order to reinstate services, students may be required to meet with the Director, Student Services, and ADA Specialist, to have their situation evaluated.

Visitor Policy

Per the 2015 National University catalog, no one may visit a classroom during class hours without the prior approval of the instructor and the Director of Student Services at the site. Students may not bring children to the classroom or computer lab or leave them at any other University facility while attending class. Violations may result in disciplinary action. The Office of Student Accessibility Services will also enforce this same policy. If the visitor is needed due to a disability-related challenge, the student is responsible to get SAS approval at sas@nu.edu at least 24 business hours in advance. Any future infractions of this code may result in disciplinary action or suspension of testing services.

Cell Phone Policy
These devices are prohibited for use during the test. Students must place items away prior to starting the exam.

Food/Drinks Policy
Unless a student has prior approval to have food/drinks during exam based on disability, students will not be permitted in testing centers where laptop/desktop computers are housed. Students with prior approval must be respectful of other test takers.

Purses/Other Belongings Policy

Unless prior approval is received due to medical reasons, all materials not in use or approved for use during the test (e.g. purses, backpacks, hats and sunglasses, cameras, notebooks, etc.) should be stacked along the far side of the room out of student's reach or placed in lockers at the Rancho Bernardo testing location.

Notes/Exam Aides Policy

No material such as books, notes, cheat sheets, calculators, or other such items are permitted during testing unless prior approval is received by the professor of record or stated directly on the exam.

Restroom Breaks Policy

Students should not take anything out of the test room, unless otherwise approved due to disability-related reasons. Students are allotted 5 minutes; however, the clock will continue to run unless prior approval of breaks is allowed due to disability-related reasons.

Extended Time in Bb Not Adjusted

Should a student's extended test time not be adjusted at the time students are scheduled to take their exam with test accommodations, students may choose to continue to take the exam without the extended test time. Students may be required to sign a form verifying they are agreeing to take the exam without the extended time added.
Proctors will have this form. Otherwise, students will need to reschedule test accommodations with their professor of record and following SAS reschedule policy.

Approved Testing Aids and Approved Test Services

Should students be approved for testing accommodations other than extended test time and wish to use this accommodation, students must include this request on the Onsite Test Accommodation Request Form under the section 'Other Approved Test Accommodations'.

Music While Testing

Students have prior approval with SAS for use of university-approved music and university-approved music device while testing (for onsite quizzes/exams). Students are not permitted to use their own devices. For additional questions contact accommodations@nu.edu.

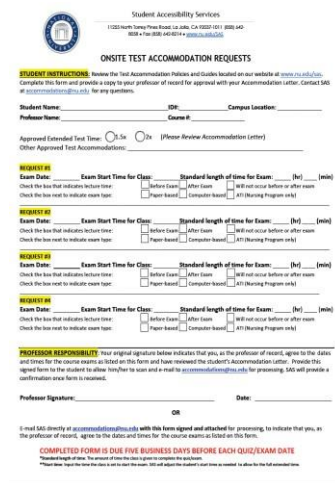### Incomplete Onsite Test Accommodation Request Form

SAS cannot request proctors for test accommodations without all the information on the Onsite Test Accommodation Request Form. SAS will not accept incomplete forms. This includes forms without professor's signature.

Student and professors may contact SAS at accommodations@nu.edu or (858) 521-3968 for any questions about testing accommodations.

How to Fill Out an Onsite Test Accommodation Request Form

To receive a copy of this form, visit SAS website at:
http://www.nu.edu/OurPrograms/StudentServices/accessibility/AccessibilityForms.html

Other approved test accommodations- refers to any additional approved test accommodations or approved testing aids stated on your Accommodation Letter.

Exam Start Time for the Class- refers to the time the class is scheduled to begin the exam.

Standard length of time- refers to the amount of time class is given to complete the exam.

SAS will adjust the start time and calculate the total test time for accommodations. Students are not required to use their test accommodations for every exam; therefore, it is the student's responsibility to fill out the top portion of the request form to indicate to their professor of record and SAS which exams they are requesting to use their approved test accommodations.

For additional assistance with the form, make an appointment with the Academic Accommodations Coordinator. You may request an appointment at http://meetme.so/nutesting or by emailing accommodations@nu.edu.

Directions for Opening/Saving the Onsite Test Accommodation Request

Form

Steps for PC Users
Go to our website at http://www.nu.edu/sas and locate the Onsite Test Accommodation
Request Form. The link will open in a new tab.

> 1. To access the fillable, electronic Onsite Test Accommodation Request Form, open
> the form and save it on your computer, using file, then save as (or right click and save
> as).
> 2. Reopen the form (from where it has been saved) to fill in the spaces provided. Save
> the completed form by file, save as.
> 3. E-mail the saved and completed form (Part A completed by the student) to
> your professor as an attachment.

In order to access and complete the fillable, electronic Onsite Test Accommodation Request
Form using a PC, a PDF reader, such as Adobe, is needed. This software may be downloaded
for free at www.adobe.com. If you do not have a PDF reader and are using a Windows
computer, the form will not be viewable until a compatible PDF reader is downloaded.

Steps for MAC Users
Go to our website at http://www.nu.edu/sas and locate the Onsite Test Accommodation Request
Form.

Open the fillable, electronic Onsite Test Accommodations Request Form (PDF). In the right-
hand corner select the button "Open in different viewer," then select "open with Adobe Acrobat
Pro."

Begin typing the information in the spaces provided. (*If you are unable to type in the spaces
provided, download the file, then save the file on your computer. Then, reopen the saved file,
and begin typing*.)

Save the PDF document when completed to your computer. If you want to make any
edits in the saved PDF document, do the following:

Reopen the saved PDF document; Make any edits needed; Use the drop bar File, Save As, PDF. A visual example guiding a user through saving an edited PDF document is provided below. The electronic document is now ready to be saved as an attachment and e-mailed to your professor.

Test Accommodations: Professor of Record Responsibility

Students who request any test accommodations are responsible for providing a copy of his/her Accommodation Letter to their professor of record.

Electronic Exams for Onsite and Online Courses

Professors are responsible for changing the test time in Blackboard to reflect students approved extended test time for each quiz/exam and for adjusting the time the exam is viewable/accessible to the student to reflect the start time of scheduled test accommodations for onsite test accommodations. For assistants with Blackboard, contact the CIL Faculty Concierge Team at 1- 877-533-4733 Option 2. Request a copy of the Blackboard job aid to accommodations@nu.edu.

Onsite Test Accommodation Request Form for Onsite Courses

Professors are responsible for reviewing a student's Accommodation Letter prior to signing a student's Onsite Test Accommodation Request form. Professors are also responsible for verifying that all information, such as exam/quiz date, standard length of time, and start time, are correct on the Onsite Test Accommodation Request Form. Professors have two options for providing professor approval on the Onsite Test Accommodation Request Form.

Option A: If the student has emailed the electronic Onsite Test Accommodation Request Form as an attachment to you, you may sign the form and email the form directly to accommodations@nu.edu.

Option B: If the student provides you with a hard copy of the Onsite Test Accommodation Request Form, please provide your wet signature and immediately scan or provide the signed form to the student. The student is then responsible to submit the form to Student Accessibility Services via e-mail to accommodations@nu.edu or fax to 858-521-3984.

Method of Exam Delivery for Onsite Courses

Paper Based Exams: Professors must submit a copy of the exam, exam passwords and access codes for the exam, any exam instructions, and approved class-testing aids to SAS. Professors have two options to provide this information and must confirm with SAS their method of exam delivery 24 hours prior to the confirmed exam:

Option One: Provide the hard copy of paper exam with approved class testing aides and instructions in an envelope to the appropriate Center Assistant(s) or directly to the proctor 15 minutes prior to the exam.

Option Two: E-mail the exam, instructions, exam passwords and any class approved testing aides to accommodations@nu.edu at least 24 business hours before the exam is scheduled.

Computer-based Exams in Blackboard: Professors are also responsible for verifying that the exam is viewable by the scheduled test accommodation time. If the exam is not viewable or exam codes/passwords are not provided by the scheduled test accommodation time, SAS will not can administer the exam. Students will need to reschedule their exam and follow the policy on rescheduling exams read page 8.

If these delivery methods are not possible, contact Student Accessibility Services with timely notice at accommodations@nu.edu or (858)521-3968 to discuss alternative options.

Exam Completion Return Policy for Onsite Test Accommodations
Student Accessibility Service's proctors will return the completed paper exam to the center assistants at the campus to be placed in a sealed envelope in the professor's inbox. Professors may request a scanned copy of the finished exam, they must inform SAS at accommodations@nu.edu at least 24 hours prior to the exam start time or reach out to the center assistant directly.

Frequently Asked Questions

How do I get test accommodations for my onsite courses?
Students registered with Student Accessibility Services (SAS) and approved for test accommodations are responsible for providing a copy of his/her accommodation letter to their professor of record. They are also **required** to submit an Onsite Test Accommodation Request Form with professor approval to Student Accessibility Services should they wish to use any of their approved test accommodations for onsite exams, which may include extended test time and/or a distraction-reduced environment. A complete Onsite Test Accommodation Request form, which includes the start time and standard length of time filled out, with professor approval is required to be submitted to SAS to accommodations@nu.edu at least 5 business days' prior the exam in order to guarantee test accommodations.

What is the Onsite Test Accommodation Request form and why is it required?
Students have the right to choose which exams they want to use their approved accommodations. The Onsite Test Accommodation Request form is a document that students fill out in order for SAS to arrange a proctor and a separate room for the student's request(s). Required fields are exam date, scheduled class start time for the exam, and standard length of time for the exam.

Where can I find the Onsite Test Accommodation Request Form?
A copy of the Onsite Test Accommodation Request form can be found on our website at http://www.nu.edu/sas under the Accessibility Forms and Guides or by emailing

accommodations@nu.edu.

What is the standard length of time (SLT) on the Onsite Test Accommodation Request Form?
The SLT refers to the amount of time the professor of record is giving the class to complete the quiz or exam. This does not include a student's approved extended test time. Nor does it include the time for setting up computers for your class. This refers to the amount of time for the test itself.

What is the start time on the Onsite Test Accommodation Request Form?
This is the time you have scheduled the class to begin the quiz or exam. This does not refer to the time the class begins lecture.

Why is a minimum of 5 business days required for the Onsite Test Accommodation Request Form?
Due to the high volume of requests and the arrangement and securing of a proctor/separate room requires coordination among many departments, campuses, and individuals which requires timely notice.

What is a 'Business Day'?
Refers to the Monday through Friday 8am-5pm (Pacific Standard Time).

What if changes are made to my exams?
Any changes to your exam requires timely notice in order to secure the room and a proctor. Contact SAS right away at accommodations@nu.edu to inform of any additions or changes to your exam.

What testing aids are allowed for test accommodations?
Only approved testing accommodations and professor-approved testing aides are allowed. Email accommodations@nu.edu of the class approved testing aids for the exam at least 24 hours prior to the exam.

What is an Academic Accommodations Coordinator?
The Academic Accommodations Coordinator is a neutral agent of the university who assist students with academic accommodations, including both online and onsite testing accommodations services for those students registered with SAS, as well as assisting professors with remaining compliant with the ADA and ADA Amendments Act of 2008.

I have computer-based exams for my Onsite Course. How does a student receive their test accommodations?
In addition to providing a copy of the Accommodation Letter to the professor of record and submitting an Onsite Test Accommodation Request form to SAS, for Blackboard quizzes and exams, the professor of record is responsible for changing a student's test time for each quiz and/or exam in addition to a student submitting the required form. The extended test time is not automatically applied for Blackboard.

How does a student use test accommodations for ATI Exams?
Students who wish to use their approved test accommodations for the ATI are still required to submit an Onsite Test Accommodation Request Form with professor approval to SAS at least 5 business days prior to the exam. Students must confirm their ATI account username SAS at accommodations@nu.edu 5 business prior to exam in order to apply the approved extended test time. Once the extended test time is added, the extended test time is automatically applied for all future exams.

What is a supplemental website?
Any website or learning management system that supplements your course (i.e. McGraw Hill, Behavior Development Solutions, etc.) other than Blackboard.

Why do I need to provide the exam codes?
In order to be in compliant with the ADA, exams codes are required to be submitted to accommodatiions@nu.edu at least 24 hours prior to the exam to ensure students receive their full approved academic testing accommodations. Otherwise, test accommodations may need to be rescheduled. For ATI exams, professor may choose to provide the codes to SAS or allow the student to test at the confirmed scheduled time for test accommodations.

How do I provide paper-based exams to my student testing with accommodations?
To ensure there are no delays to test accommodations if a paper exam is to be administered, professors have three options in submitting the exam. 1) A copy of the exam is required to be submitted to accommodations@nu.edu at least 24 hours prior to the exam 2) Professors may provide a hard copy of the exam to the center assistant on campus 3) Professors can provide a copy of the exam to the student and proctor directly. Confirmation of your method of exam delivery is required to be submitted to accommodations@nu.edu 24 hours prior to the exam.

Student Checklist Resource

What are Students' Responsibilities for Receiving Approved Test Accommodations?

- Complete your **Test Accommodation Orientation** if you have not already done so. This orientation is required prior to using any approved test accommodations
and is required to be completed at least 2 weeks prior to your first exam requests. To complete the orientation, students are required to review the Test Accommodation Orientation power point and submit the Mandatory Test Accommodation Orientation Checklist Form. These documents are located online at http://www.nu.edu/OurPrograms/StudentServices/accessibility.html. For assistance request an appointment date and time at http://meetme.so/nutesting or email accommodations@nu.edu.

- Read and abide by the Test Accommodation Policies and Guides, which are located online at http://www.nu.edu/OurPrograms/StudentServices/accessibility.html.

- Set up a time with the professor of record to discuss your approved academic accommodations and upcoming exam requests.

- Provide your professor of record with a copy of your Accommodation Letter. Academic accommodations are not retroactive; therefore, students are encouraged to provide their letter at least 1 week prior to the start of the course.

- For electronic quizzes/exams in Blackboard, your approved test time extension is NOT automatic. Inform and remind your professor of record to adjust the test time for each quiz/exam to reflect the test time extension approved on your Accommodation Letter. Refer your professor to contact CIL Faculty Concierge team at 1-877-533-4733 Option 2 for Blackboard assistance.

- **For onsite quizzes and exams**, complete an Onsite Test Accommodation Request

Form. It is the student's responsibility to follow up with their professor of record to complete the form and to receive professor approval. The Onsite Test Accommodation Request Form is located at http://www.nu.edu/OurPrograms/StudentServices/accessibility.html. SAS will no longer accept old versions of the form.

- Submit your complete Onsite Test Accommodation Request Form with professor approval to SAS, in person or via email to accommodations@nu.edu at least five business days prior to the exam date for onsite quizzes/exams. Only complete forms will be accepted. Please make sure the form is completely filled out prior to submitting your form. SAS cannot process requests with missing exam information.

- Contact SAS immediately at accommodations@nu.edu if any onsite quizzes/exam dates and times change or are cancelled. SAS requires 24 hours' notice to cancel test accommodations for onsite exams.

- For assistance with supplemental websites, contact SAS right away; at least 5 business days' notice is required.

Timely notice is required for any requests for academic accommodations. For any questions or assistance, please contact accommodations@nu.edu or request an appointment date and time at http://meetme.so/nutesting.

Appendix   F

Learning Support Plan

NATIONAL UNIVERSITY

Pre-Licensure BSN Program Learning Support Plan (LSP) Referral form for

Academic Performance

Approved, Admission and Progression Committee, 3.12.2018

Approved, DON Faculty and Staff, 3.15.2018

2018

FACULTY REFERRAL FORM FOR ACADEMIC PERFORMANCE

Complete the applicable information on this referral form, for ANY or "AT RISK" student

Date: _____	Course: NSG #_____	Class section # _____	Cohort #_____

Student name: Student email address:	Faculty name: Faculty email address:

Nature of the Problem	Evidence of the Problem
☐ Exam failure	**Exam: _____** **Score:_____**
☐ Written work deficit	
☐ Assignment score below standard	**Assignment:_____** **Score:_____** **Explanation of deficit:**
☐ Overall class average below passing score	**Score:_____**
☐ Other	
Recommendations to ensure future success of academic progress	**Note/Details**
☐ Learning/Test taking strategies	
☐ Critical thinking skill enhancement	
☐ Self-Assessment Inventory	
☐ Med Math practice	
☐ Case Study/ Real Life Scenarios	
☐ Set aside adequate study time	
☐ Referral to: ☐ Writing Center ☐ Math Center ☐ Lab Director ☐ Tutor	☐ Appointment with Tutor: https://nunursing.mywconline.com/
☐ Other specific study plan	

Notes on student's progress, when the LSP is instituted, and when the student and faculty/others meet to evaluate the progress.	Initial	Student's Initial	Date
Meet with student to discuss and develop plan			

Signatures for current plan:
After the development of LSP, faculty, student, skills director, and if necessary, Associate Director will sign below:

Signed (Student)		Date
Signed (Faculty)		Date
Signed (Course Lead)		Date
Signed (Skills Director)		Date
Signed (Associate Director)		Date

Possible outcome:

☐ Problem resolved. LSP completed, date_____

☐ Problem did not resolve. LSP continued until date_____

(MUST HAVE ASSOCIATE DIRECTOR SIGNATURE FOR BELOW OUTCOMES)

☐ Problem did not resolve. Course withdrawal, date: _____

☐ Problem did not resolve. Course failure, date: _____

☐ Problem did not resolve. Course failure and ineligible for readmission, date: _____

Signed (Student)	Date
Signed (Faculty)	Date
Signed (Course Lead)	Date
Signed (Associate Director)	Date

Student Self-Assessment of Areas Affecting School Success

Name_____   Course_____

Cohort_____   Date_____

Circle the number that best represents your current level of need to take action for school success. 0 means no need and 5 means great need.

Time management	0 1 2 3 4 5
Learning style	0 1 2 3 4 5
Study skills (includes reading)	0 1 2 3 4 5
Test taking strategies	0 1 2 3 4 5
Managing anxiety and stress	0 1 2 3 4 5
Specific course content	0 1 2 3 4 5
Support system	0 1 2 3 4 5

Rank these <u>in order of importance</u> for your success. For example, if you feel that stress and anxiety is affecting your success, mark it as 1 and the next most important item with a 2 and so on.

1 2 3 4 5 6

___Time management
___Learning style
___Study skills (includes reading)
___Test taking strategies
___Managing anxiety and stress
___ Specific course content
___ Support System

National University

Pre-Licensure BSN Program Learning Support Plan (LSP) Referral form for Clinical Performance

Approved, Admission and Progression Committee, 3.12.2018

Approved, DON Faculty and Staff, 3.18.2018

2018

FACULTY REFERRAL FORM FOR CLINICAL PERFORMANCE

Complete the applicable information on this referral form, for ANY or "AT RISK" student

Date: _____ Course: NSG #_____ Class section # _____ Cohort #_____	
Student name: Student email address:	Faculty name: Faculty email address:

Nature of the Problem	**Evidence of the Problem**
☐ Absenteeism ☐ Tardiness	**Excused:_____ Unexcused:_____**

☐ Unprepared for clinical:
    ☐ Unsatisfactory Plan of Care
    ☐ Inadequate research on client problems/diagnoses, lab values, medications, complications, etc.
    ☐ Not adhere to nursing dress code policy
    ☐ Failure to bring nursing instruments for client's care	

☐ Unsafe clinical practice:
    ☐ Did not demonstrate mastery of basic skills
    ☐ Unable to calculate medication dosages, IV rates, etc.
    ☐ Violate client confidentiality
    ☐ Falsify records
    ☐ Communication issues
    ☐ Difficulty following directions
    ☐ Demonstrate irresponsible behavior
    ☐ Not adhere to clinical agency policy	

☐ Written work deficit	
☐ Other	

Recommendations to ensure future success of academic progress	**Note/Details**
☐ Time management	☐ May not be late or absent from clinical ☐ Arrange for make-up
☐ Improve clinical preparation	☐ Must produce _____ satisfactory written care plans.
☐ Improve verbal communication skills	
☐ Practice Med Math problem	☐ May not administer meds until pass Med Math Exam ☐ Must pass Med Math exam with a score of 100%
☐ Improve psychomotor skills	

☐ Practice skill performance	☐ Must pass skill check_____ times

☐ Referral to:
  ☐ Writing Center ☐ Math Center
  ☐ Lab Director   ☐ Tutor
	☐ Appointment for tutor:
	https://nunursing.mywconline.com/

☐ Other specific improvement plan	

Notes on student's progress, when the LSP is instituted, and when the student and faculty/others meet to evaluate the progress.	Initial	Student's Initial	Date
Meet with student to discuss and develop plan			

Signatures for current plan:
After the development of LSP, faculty, student, skills director, and if necessary, Associate Director will sign below:

Signed (Student)	Date
Signed (Faculty)	Date
Signed (Course Lead)	Date
Signed (Skills Director)	Date
Signed (Associate Director)	Date

Possible outcome:
☐ Problem resolved. LSP terminated, date _____
☐ Problem did not resolve. LSP continued until date_____
☐ Other_____ Date_____

(MUST HAVE ASSOCIATE DIRECTOR SIGNATURE FOR BELOW OUTCOMES)
☐ Problem did not resolve. Course Withdrawal, date: _____
☐ Problem did not resolve. Course Failure, date: _____
☐ Problem did not resolve. Course failure and ineligible for readmission, date: _____

Signed (Student)	Date
Signed (Faculty)	Date
Signed (Course Lead)	Date
Signed (Associate Director)	Date

NATIONAL UNIVERSITY

Pre-Licensure BSN Program Learning Support Plan (LSP) Referral form for Professional Conduct

Approved, Admission and Progression Committee, 3.12.2018

Approved, DON Faculty and Staff, 3.15.2018

2018

FACULTY REFERRAL FORM FOR PROFESSIONAL CONDUCT

Complete the applicable information on this referral form, for ANY or "AT RISK" student

Date: _____ Course: NSG #_____ Class section # _____ Cohort #_____	
Student name: Student email address:	Faculty name: Faculty email address:
Nature of the Problem	**Evidence of the Problem**
☐ Does not relate in a mature, professional, and civil manner with faculty, staff, clients, families, and peers	
☐ Does not communicate truthfully/honestly with faculty and staff	
☐ Does not follow faculty directions/instructions	
☐ Violation of HIPAA and/or client confidentiality	
☐ Academic dishonesty (per NU general catalog)	
☐ Assault, battery, or intent to harm another person	
☐ Placing a client in physical or emotional jeopardy	
☐ Disruption in the educational setting (e.g. chewing gums, surf internet/social media, personal conversation….)	
☐ Harassment or threatening behavior in alignment with legal, civil codes, and university guidelines	
☐ Emotional outbursts in the classroom and/or clinical setting	
☐ Misrepresentation of one's clinical experience in the patient care setting	
☐ Does not adhere to ANA Nursing Code of Ethics with Interpretive Statements (2015)	
☐ Does not adhere to student handbook/university guidelines	
☐ Use of personal cell phones during theory class and/or clinical	
☐ Other:	

Recommendations to ensure future success of academic progress	Note/Details

	Initial	Student's Initial	Date
☐ Seek counseling for personal and/or behavior concerns			
☐ Other specific improvement plan			

Notes on student's progress, when the LSP is instituted, and when the student and faculty/others meet to evaluate the progress.	Initial	Student's Initial	Date
Meet with student to discuss and develop plan			

Signatures for current plan: After the development of LSP, faculty, student, and if necessary, Associate Director will sign below:	
Signed (Student)	Date
Signed (Faculty)	Date
Signed (Course Lead)	Date
Signed (Associate Director)	Date

Possible outcome:

☐ Problem resolved. LSP terminated, date _____

☐ Problem did not resolve. LSP continued until date_____

☐ Other_____ Date_____

<div align="center">(MUST HAVE ASSOCIATE DIRECTOR SIGNATURE BELOW FOR BELOW OUTCOMES)</div>

☐ Problem did not resolve. Course Withdrawal, date: _____

☐ Problem did not resolve. Course Failure, date: _____

☐ Problem did not resolve. Course failure and ineligible for readmission, date: _____

Signed (Student)	Date
Signed (Faculty)	Date
Signed (Course Lead)	Date
Signed (Associate Director)	Date