

# Bethel University

SCHOOL OF NURSING  
2020-2021  
Handbook For  
BSN-C Students



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## **SCHOOL OF NURSING PROGRAMS**

The purpose of the nursing programs at Bethel University is to prepare graduates in a Christian liberal arts setting to provide therapeutic nursing care. Bethel University offers three-degree programs, a Baccalaureate of Science in Nursing (BSN), an Associate Degree in Nursing (ADN), and a Master of Science in Nursing (MSN). Two options are available in the BSN program. The purpose of the Master of Science in Nursing (MSN) for nurse educators and administrators is career preparation at the graduate level of nursing practice, enabling experienced nurses to develop skills for teaching and administrative positions.

### **Baccalaureate of Science in Nursing (BSN)**

**Traditional:** The Baccalaureate of Science in Nursing program is planned for students who are beginning the study of nursing. It consists of a 4-year program, including general education and nursing courses with both didactic and clinical components. The nursing courses must be completed in 7 years.

**Completion:** The Baccalaureate of Science in Nursing completion program is planned to meet the needs of the registered nurse who desires to continue education in nursing at the baccalaureate level. The program can be completed in 12 to 20 months in a hybrid or online format. The nursing courses must be completed in 5 years.

### **Associate Degree in Nursing (ADN)**

**Standard Associate Degree in Nursing:** The ADN may be completed in 2 years for full time students, after Anatomy & Physiology pre-requisite courses are completed. Nursing courses must be completed in 5 years.

### **Master of Science in Nursing (MSN) for Nurse Educators or Nurse Administrators**

The MSN may be completed in 4 semesters and 1 summer of academic course work.

BSN/BSN-C to MSN Bridge is an incentive option for students who have completed the Bethel University traditional BSN/BSN-C program within 18 months of enrolling in the MSN program. Graduates will be guaranteed admission into the MSN program after meeting all MSN admission criteria.

### **Accreditation**

Bethel University is accredited by the Higher Learning Commission and is a member of the North Central Association. The traditional Baccalaureate Degree program and the Associate Degree program (ADN) are accredited by the Indiana State Board of Nursing, Health Professions Bureau. All nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN). Information can be obtained from the ACEN at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 or by calling 404-975-5000, fax 404-975-5020, or email address [www.acenursing.org](http://www.acenursing.org). Complaints can also be made to the ACEN.

## **Symbols of Nursing at Bethel University**

### **The Nursing Lamp:**

Undergraduate students will receive a nurse's lamp at the Pinning Ceremony that symbolizes light and represents the role that Bethel University nursing students and graduates serve when bringing light to persons in physical, emotional, and spiritual darkness through caring acts of service.

### **The Nursing Pin:**

At the Nursing Pinning Ceremony, graduates receive a nursing pin that was originally designed by the graduates of the first nursing class in 1985. The pin was redesigned in 2020 when Bethel College transitioned to Bethel University. The pin has two symbols that represent nursing at Bethel University. The pin also states the degree received with a white pin representing the ADN degree, a blue pin the BSN degree, and a gold pin for the MSN degree.

**The Flame:** This represents the vision of the Bethel University nursing graduates in bringing support and comfort to those in darkness.

**The Shield:** This represents the shield of knowledge that enables the Bethel University graduate nurse to provide safe care to clients.

### **The Pin Guard:**

Pin guards are an optional accessory graduates can attach to their pin to provide a safeguard against losing the pin, and to further represent the degree that has been received.

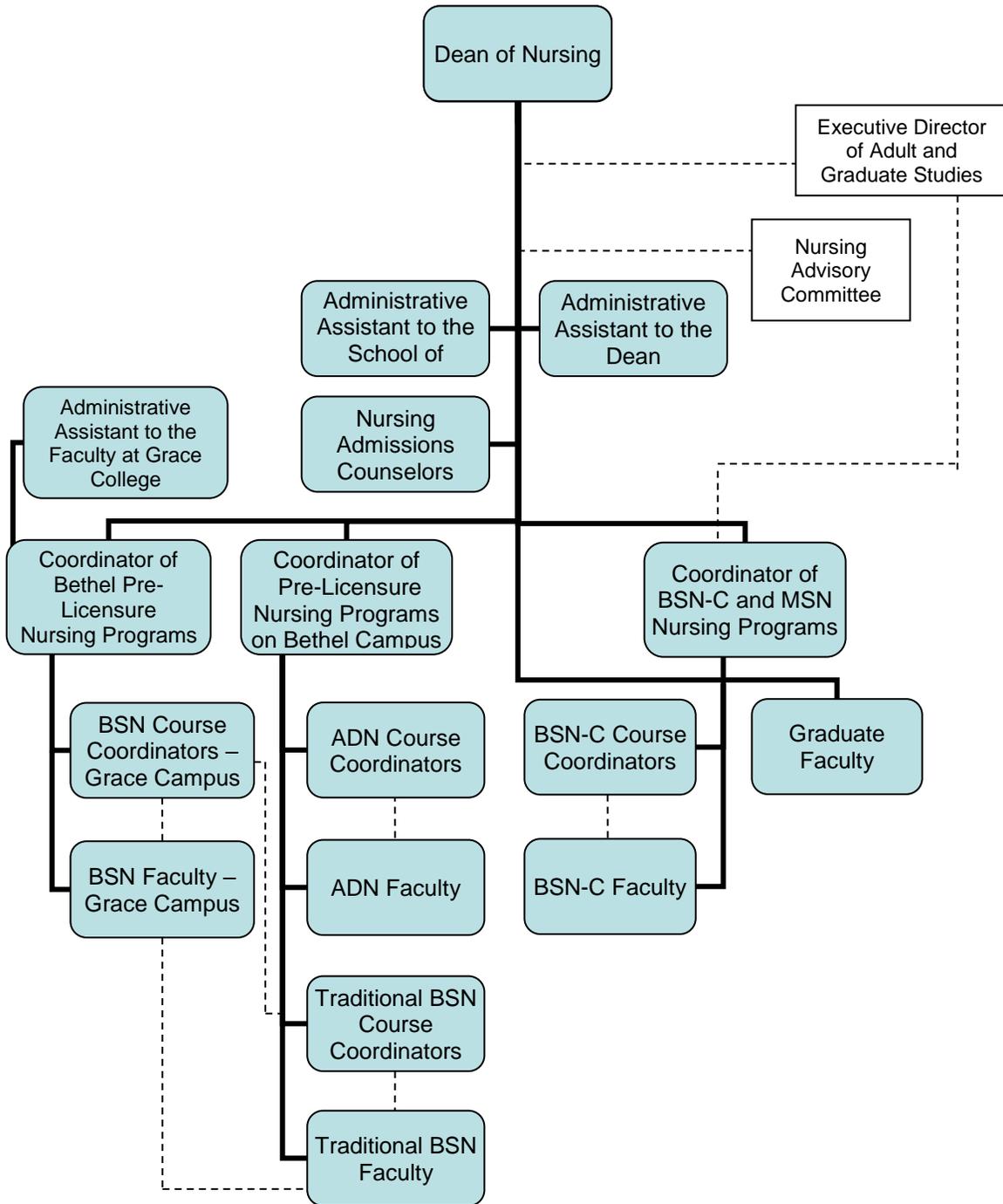
### **The Nursing Cap:**

Students are no longer required to wear a cap in clinical areas. However, a cap was selected by the first nursing class as symbolic of the spiritual emphasis of Bethel University. The cap has three points representing the Father, Son, and Holy Spirit. The blue stripe was originally added to caps of graduates at the Nursing Pinning Ceremony and is the symbolic Bethel University blue. A cap can be purchased if the student or graduate desires.

### **The Bible:**

White nurse's New Testaments are presented at the Nursing Pinning Ceremony. The presentation of the New Testament at this ceremony represents the role of the Bethel University student and graduate to witness the love of God and to help clients and their families reach out to God and feel His support.

**Organizational Chart for the School of Nursing**



**BETHEL UNIVERSITY**  
**SCHOOL OF NURSING MISSION STATEMENT**

The mission of the Bethel University School of Nursing is to offer high quality associate, baccalaureate, and masters programs in a Christ-centered academic environment that provides graduates with the knowledge, values, and skills necessary to care for clients holistically. Our graduates are prepared to embrace a commitment to life-long learning, professional development, and service.

**NURSING PHILOSOPHY**

In accordance with the mission and educational philosophy of Bethel University, the School of Nursing philosophy provides the educational framework that guides the curricula and education of students in a Christian liberal-arts setting. Nursing is a dynamic and caring profession shaped by its Christian heritage. Nursing is an art and science, which incorporates knowledge from the sciences and humanities and provides the foundation for educational advancement within the nursing profession. Four core values provide the organization and foundation for the curricula:

Excellence

Excellence is dynamic, and is an expectation for both faculty and students. It is evidenced through high standards, life-long learning, creativity, and a culture of transformation based on a Christian worldview. Faculty demonstrate excellence through their investment in students, ingenuity in teaching, use of evidence-based teaching practices, and personal professional development. Students can prepare for the journey towards excellence in nursing through persistent pursuit of knowledge, mastery of skills, and the development of nursing judgment and professional attitudes (Adams, 2009).

Ethics

Ethics is a standard of professional performance that governs the behavior of the nurse. It involves consideration of personal, societal, and professional values and beliefs. Professional values include altruism, autonomy, human dignity, integrity, and social justice (AACN, 2008). Bioethics is the application of ethics to situations of life and health. The nursing faculty believe that ethical decision-making must be grounded in a Christian worldview that is God-centered; upholds the dignity and worth of all individuals, pre-born to death; and reflects loving concern and compassion. The *ANA Code of Ethics for Nurses (2015)* guides the nurse in addressing ethical conduct. Ethical decision-making provides a systematic approach for analyzing ethical issues and allows the nurse to serve as an advocate and to deal appropriately with personal moral distress.

Holistic Care

Each person possesses physical, psychosocial, cultural, and spiritual dimensions that intertwine to create a complex holistic being (NLN, 2010). These perspectives are influenced by culture, society, experience, environment, physical characteristics, spiritual beliefs, and moral principles. Nursing addresses these dimensions as a whole, incorporating inter-professional collaboration to improve outcomes (AACN, 2008).

Professionalism

Professional nursing behavior is characterized by adherence to professional and regulatory standards, accountability for one's own actions and behaviors, with ethical and legal principles in nursing practice. Professionalism includes a commitment to the profession of nursing and a caring concern for others. Professionalism involves participation in life-long self-development activities, as well as individual, family, and population-based endeavors to improve health care both locally and globally (AACN, 2008). As future members of a profession, undergraduate students are prepared to assume the roles of provider of care, and designer/manager/coordinator of care, drawing on personal and professional values while graduate students are prepared at an advanced level to influence outcomes with individuals/populations/systems (AACN, 2011).

The nursing faculty are committed to using evidence-based teaching practices in curricular design, implementation, and evaluation. Teaching and learning is a complex, collaborative, and interactive process between faculty and student. Faculty believe that a learning environment that is student-centered and focused on active learning enables the student to achieve the knowledge, skills and attitudes for successful practice and life-long learning in

complex healthcare environments. Students assume primary responsibility for learning while faculty provide educational opportunities and role modeling for knowledge acquisition and professional role development.

Knowles' adult learning theory (Knowles, Holton, & Swanson, 2015) facilitates the delivery of the curricula in face-to-face and distance learning environments. Faculty are guided by Chickering and Gamson's seven principles for good educational practices (1999). In addition, Kolb's experiential learning (2005) theory supports faculty efforts to promote deep student learning in diverse and creative ways.

### **Competencies:**

Patient/Family-Centered Care - "recognizes the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patients' preferences, values, and needs" (QSEN, 2011). The provision of patient/family-centered care requires cultural and spiritual considerations, ethical comportment, clear communication, and respect for the life of each individual, including the unborn and those at the end of life. Holistic care, using the nursing process, encompasses health promotion and the health-illness continuum.

Evidence-Based Practice - "integrates best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care" (QSEN, 2011, 2012).

Informatics - "uses information and technology to communicate, manage knowledge, mitigate error, and support decision making" (QSEN, 2011, 2012).

Teamwork/Collaboration - "relates to the effective functioning of nurses with nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality" (QSEN, 2011, 2012) healthcare outcomes.

Quality Improvement - "uses data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems" (QSEN, 2011, 2012).

Safety - "minimizes risk of harm to patients and providers through both system effectiveness and individual performance" (QSEN, 2011, 2012).

Leadership - encompasses articulating a vision, influencing others, facilitating change, taking risks, and inspiring inquiry within the practice setting and the profession of nursing (NLN, 2010).

(Revised 8/19/16)

## **Baccalaureate of Science in Nursing Completion Program Purpose and Program Student Learning Outcomes**

### **Purpose:**

The purpose of the Baccalaureate of Science in Nursing (BSN) programs is to prepare graduates in a Christian liberal arts setting with a broad foundation in the sciences and humanities who are able to demonstrate nursing judgment while providing and coordinating holistic patient/family-centered/population-based care. The BSN graduate effectively communicates and collaborates in healthcare settings, applies the nursing process throughout the lifespan, integrates evidence-based practice, applies nursing informatics, and models nursing behaviors of leadership and professionalism. The BSN graduate has a foundation for graduate education in nursing. Therefore, the BSN graduate is prepared to:

### **Program Student Learning Outcomes:**

1. Demonstrate nursing judgment while providing and coordinating holistic patient/family-centered/population-based care.
2. Employ effective communication and collaboration with patients, families, populations, and members of the health care team.
3. Apply the nursing process to deliver safe, quality care to patients/families/populations throughout the lifespan.
4. Integrate evidence-based practice when making nursing judgments regarding patient/family-centered/population-based care.
5. Apply nursing informatics to support quality improvement, communication, and nursing judgment.
6. Model nursing behaviors of leadership and professionalism consistent with legal and ethical standards.

Revised 8/29/16

*\*It is noted the nursing faculty use the terms patient/client/resident interchangeably in this and other documents.*

**BSN Completion Degree**  
**General Education and Required Cognates**

*The following courses in General Education and Required Cognates must be presented in transfer equivalents or completed at Bethel University.*

		<b>HOURS</b>
<b>General Education</b>		
ENGL 101	Written Communication II	3
ENGL XXX	English Elective	3
PSYC 182	General Psychology	3
COMM 171	Speech Communication	3
SOC 151	Principles of Sociology	3
XXX	Human Anatomy & Physiology I	4
MATH 111	Basic Probability & Statistics	3
THEO 110	Exploring the Christian Faith	3
XXX	ECON/HIST/SS/SOC Elective	3
XXX	FA/THTR/LIT/MUS/ART Elective	3
XXX	BIBL/PHIL Elective	3
XXX*	General Electives	<u>14</u>
		48

<b>Required Cognates</b>		
	BIOL/CHEM	4
	PSYC Elective	<u>3</u>
		7

*\* Students may receive credit for certification from a national organization including specialty nursing certifications, ACLS, PALS, etc.*

120 Hours Minimum Required for BSN:	
General Education	48
Required Cognates	7
Nursing (lower)	36
Nursing Major (upper)	<u>29</u>
	120

## BSN-C Nursing Major Courses

All nursing courses are taught in the 7-week adult format. Seven weeks of four 60-minute hours (28 hours) equals 3 credit hours (or 9.33 class hours for 1 credit), in addition to class preparation time and applicable online coursework. The four credit hour courses include a practice experience project. The practice experience projects have student learning outcomes. Oversight and evaluation of the practice experience is the responsibility of faculty. The faculty believe independently arranged projects provide the adult learner with relevant and evidenced-based practice experiences.

NUR 381, Role Transition in Professional Nursing, must be taken the first 7-week session of the BSN-C program, except in the accelerated option when it can be taken concurrently with the course offering in year 2, Fall 1 term. All other nursing courses can be taken in any sequence. Completion of MATH 111, Probability & Statistics is a co-requisite for NUR 395, Evidenced Based Nursing Practice. The required general education and required cognate courses may be taken before, during or after the nursing sequence. The nursing courses must be completed in 5 years.

### 20-Month Program (Sample Course Sequence for Fall Start)

<b>Year One</b>					
<b>Fall Semester</b>			<b>Spring Semester</b>		
<b>Course Number</b>	<b>Title</b>	<b>Credit</b>	<b>Course Number</b>	<b>Title</b>	<b>Credit</b>
<b>First 7 Weeks</b>			<b>First 7 Weeks</b>		
NUR 381	Role Transition in Professional Nursing*	3	NUR 300	Nursing Informatics	3
<b>Second 7 Weeks</b>			<b>Second 7 Weeks</b>		
NUR 382	Frameworks for Nursing Practice	2	NUR 395	Evidenced Based Nursing Practice***	3
Total credits		5	Total credits		6
<b>Summer Semester</b>					
<b>Course Number</b>	<b>Title</b>	<b>Credit</b>	<b>Course Number</b>	<b>Title</b>	<b>Credit</b>
<b>First 7 Weeks</b>			<b>Second 7 Weeks</b>		
NUR 410	Ethics for Nursing Practice	2	NUR 383	Contemporary Issues in Nursing	2
Total credits					4
<b>Year Two</b>					
<b>Fall Semester</b>			<b>Spring Semester</b>		
<b>Course Number</b>	<b>Title</b>	<b>Credit</b>	<b>Course Number</b>	<b>Title</b>	<b>Credit</b>
<b>First 7 weeks</b>			<b>First 7 weeks</b>		
NUR 380	Health Assessment	2	NUR 487	Global Health	3
<b>Second 7 Weeks</b>			<b>Second 7 Weeks</b>		
NUR 485	Community & Population Based Nursing	4	NUR 471	Nursing Leadership & Management	5
Total credits		6	Total credits		8

**Total Required Nursing Major Hours: 29**

**12-Month Program (Fall Start)**

<b>Fall Semester</b>			<b>Spring Semester</b>		
<b>Course Number</b>	<b>Title</b>	<b>Credit</b>	<b>Course Number</b>	<b>Title</b>	<b>Credit</b>
<b>First 7 Weeks</b>			<b>First 7 Weeks</b>		
NUR 381	Role Transition in Professional Nursing*	3	NUR 300	Nursing Informatics	3
NUR 380	Health Assessment**	2	NUR 487	Global Health	3
<b>Second 7 Weeks</b>			<b>Second 7 Weeks</b>		
NUR 382	Frameworks for Nursing Practice	2	NUR 395	Evidenced Based Nursing Practice***	3
NUR 485	Community & Population Based Nursing	4	NUR 471	Nursing Leadership & Management	5
Total credits		11	Total credits		14
<b>Summer Semester</b>					
<b>Course Number</b>	<b>Title</b>	<b>Credit</b>	<b>Course Number</b>	<b>Title</b>	<b>Credit</b>
<b>First 7 Weeks</b>			<b>Second 7 Weeks</b>		
NUR 410	Ethics for Nursing Practice	2	NUR 383	Contemporary Issues in Nursing	2
Total credits					4

**Total Required Nursing Major Hours: 29**

## SCHOOL OF NURSING ADMISSION POLICIES AND INFORMATION

“Within the context of its religious principles, heritage and mission, Bethel University admits students of any race, national or ethnic origin, age or gender to its programs and activities. It does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, athletic programs, or other University-administered programs. The University makes every reasonable attempt to accommodate students with limiting physical impairments; however, each division reserves the right to examine applicants for suitability for participation in the educational activities of the division” (See *Bethel University Catalog*, Nondiscrimination Policy).

The admission policy of the School of Nursing is in accord with established University policy regarding discriminatory practices. Students who meet requirements for admission will be admitted to the School of Nursing without regard to race, national or ethnic origin, age, or gender. Students with limiting physical or learning impairments may be admitted on a conditional basis. The School of Nursing reserves the right, because of the nature and responsibilities of nursing, to examine each applicant’s suitability for nursing. Applicants with limiting physical impairments are reviewed on an individual basis to determine each applicant’s suitability for nursing. The School of Nursing will make every reasonable attempt to accommodate students with limiting physical impairments.

Admission as a nursing student to Bethel University entitles one to the same rights and privileges, as well as responsibilities, as any student enrolled at Bethel University. In addition, nursing students are charged with added responsibilities and requirements due to the nature and demands of the profession. The faculty at Bethel University are committed to helping students learn. However, each student must make a commitment to be an active participant in the learning process.

Those desiring admission to the BSN-C must apply to both Bethel University and the School of Nursing. Students desiring admission to the University, as well as the program in nursing, should apply early in the year. This will allow adequate time for processing the application. Admission to the nursing program is based on nursing admission criteria at the time of application to the program.

All students in the nursing program must have a criminal background check. Affiliating agencies may withhold clinical experiences for students with the following records:

1. Positive drug screening
2. Crimes against a person, such as battery or assault
3. Crimes based on dishonesty or untruthfulness, such as theft or embezzlement
4. Drug or other substance abuse-related crimes
5. History of recent DUI or other driving violations or penalties
6. History of professional misconduct in clinical agencies

Matriculation and continued enrollment in the School of Nursing is contingent upon a completed criminal background check and drug screening with acceptable results. Without clinical experiences, the student cannot complete all requirements of the courses in the program, and must be dismissed from the nursing program.

# SCHOOL OF NURSING ADMISSION POLICIES AND INFORMATION

## I. ADMISSION POLICIES

- A. Students must be admitted to the University before applying to the nursing program.
- B. To begin the process of applying to the School of Nursing, students must:
  - 1. Complete the Bethel University Adult and Graduate Studies application.
- C. The applicant must meet the following criteria:
  - 1. BSN-C applicant must be a graduate of a state accredited school of nursing (associate degree or diploma program) and have an active and unencumbered RN license in the state where practice experiences will be completed.
  - 2. Applicants must have a minimum cumulative GPA of 2.5 on previous University course work.
  - 3. New graduates may be given conditional acceptance and must present an RN license prior to starting courses in the nursing major.

## II. TRANSFER OF CREDIT

- A. Applicants who have completed University level courses may be awarded credit on a course-by-course basis. The grade received must be a C or better. The official transcript from the university(s)/school of nursing attended must be sent to the Registrar's Office. The Registrar makes the determination of credits accepted.
- B. The standard university fees for transfer and posting of the credit(s) will be used (see *Bethel University Catalog*).
- C. Students pay a testing fee for NLN Achievement Tests to Bethel University.

### Transfer of Credit into BSN Completion

Up to 36 hours of credit for lower level nursing courses from an ADN or diploma program may be transferred toward the BSN.

### Validation of Credit into the BSN-C Program

Validation of credit for courses taken elsewhere may be obtained through the following exams:

NS	211	NLN Normal Nutrition
BIOL	214/215	NLN Anatomy and Physiology
NUR	224	NLN Pharmacology in Clinical Nursing
NUR	220/380	NLN Physical Assessment
BIOL	312	NLN Microbiology

A percentile score of 50 or higher is necessary on NLN examinations. A test may be repeated no more than one time. The physical assessment test may not be repeated. Satisfactory scores on these examinations are only accepted within three years from the date of examination. Applicants who are from programs where Pharmacology and Nutrition were integrated throughout nursing content may receive validation credit by taking the NLN achievement tests. Students may petition the Nursing Admission/Progression Committee to transfer credit for additional courses.

### Credit for Non-Nursing Course Work

Students who apply to a nursing program may receive credit for non-nursing course work under the University's general transfer policies.

### **III. TRANSFER STUDENTS**

- A. Transfer students must meet the nursing admission criteria at the time of application to the School.
- B. Transfer students accepted into the program must complete a Health Form for New/Returning Students with immunizations, physical exam requirements, criminal background check, and drug screen, submit a current CPR card from the appropriate course, and complete a *School of Nursing Student Handbook* and the Standard Precautions Policy “read and sign.”

### **IV. RETURNING STUDENTS**

- A. Students who have withdrawn from a nursing course, who have not passed that course, or who have stopped out must apply for readmission by submitting a School of Nursing Readmission form.
- B. Readmission forms should be completed as soon as possible, since there may be limited space available. Transfer students applying will be accepted on an individual basis depending on the availability of a space in the program.
- C. Students seeking readmission to the program must discuss their readiness for return with the BSN-C Coordinator.
- D. Students reapplying must have a cumulative GPA of 2.5 or better. Maintaining the minimum designated GPA is required for progression in the School of Nursing.
- E. Returning students must complete a Returning Student Health Form, submit a current CPR card, and complete *School of Nursing BSN-C Student Handbook* “read and sign” and a Standard Precautions “read and sign.”
- F. Students not submitting acceptable documentation in response to requests or decisions made by the Nursing Admission/Progression Committee may be denied readmission.

### **V. GENERAL ELECTIVE CREDIT FROM CERTIFICATION COURSES**

Certification from a national organization may be submitted for consideration for general elective credit. There must be a ratio of 15 50-minute clock hours for one credit hour, and a written exam and/or life skills exam. Examples include ACLS – Advanced Cardiac Life support (1 credit hour), PALS – Pediatric Advanced Life Support (1 credit hour). Documentation in the form of the original card or certificate must be presented for verification for transfer credit; further verification such as a course syllabi, exam scores, etc., may be required. The Nursing Admission/Progression Committee reserves the right to approve organizations that will be recognized for this process. A copy of the certificate will be sent to the Registrar and kept in the student’s file. The standard University fees will apply for transfer and posting of credit (see Bethel University Catalog).

## VI. OTHER REQUIREMENTS FOR STUDENTS

### A. Health Forms and Immunizations

#### 1. New/Transfer Students

Complete a New/Transfer Student Health Form, which includes a physical examination by a physician/health care provider within six (6) months prior to entering the program. Documentation of required immunizations or immunity includes Hepatitis B series, MMR, flu, and varicella, and the date of the last tetanus and pertussis injections. The University may require verification of immunity. A negative tuberculin skin test, T-spot, Quantiferon Gold, or a chest X-ray within six (6) months prior to entering the program is also required unless the student is in an employee health program of regular screening in which case documentation must be provided of most recent PPD/T-spot/Quantiferon Gold. If the student has had a previous positive PPD or Quantiferon Gold, documentation must be received of a chest X-ray negative for active infection before beginning the program. Students will not be allowed in clinical, at clinical orientation or in the nursing laboratory without a completed health form on file indicating health requirements are met. When health data is not submitted on the date due in the new student letter a \$50 fee will be applied to the student's account the next day. Students must pay to make up missed clinical time. Annual documentation of tuberculosis screening must be maintained. The university has the right to verify health form information with the health care provider's office. Students will be notified if practice agencies have additional health requirements with which the student must comply in order to complete the practice experience.

#### 2. Returning Students

The Returning Student Health Form must be submitted annually to the School of Nursing on the **date due in the returning student letter to avoid a \$50 late fee**. If a student has had a previous positive PPD/Quantiferon Gold, a screening questionnaire must be completed annually with any changes in health status reported immediately to nursing administration. The form also includes any chronic illness(es) or condition(s) the student has. Student will not be allowed to start practice experience projects with health information missing. The university has the right to verify health form information with the health care provider's office. Students will be notified if practice agencies have additional health requirements with which the student must comply.

#### 3. Documentation of current health/medical insurance is required by the clinical agencies. Documentation of coverage must be turned in to the School of Nursing annually.

### B. CPR Card

1. New/Transfer Students – A CPR course must be taken within 6 months prior to entering the program and a copy of the card must be submitted on the due date to the Nursing Office. **A \$50 late fee will be applied** to the student's account the date after the due date and the student will not be allowed in clinical, at agency orientation, or in the nursing laboratory. Students must pay to make up missed clinical time. Acceptable courses are American Heart Association CPR/AED for Healthcare Professionals –or- American Red Cross Basic Life Support for Healthcare Providers. The course must include CPR for infants, children, adults, 2-man CPR, mouth-to-mask use, and AED instruction.

2. The CPR card must remain current throughout the program, and students are responsible to make sure a copy of the current card is on file in the School of Nursing.

### C. BSN students must complete the last 30 credit hours at Bethel University (see University Catalog).

### D. Criminal Checks/Drug Screen

Clinical agencies require criminal background checks and drug screens. The School of Nursing will conduct criminal checks and drug screens on all nursing students at the students' expense. Students will be provided with applications to complete the process when necessary. It is the student's responsibility to present the information to the nursing office by the date specified. Failure to do so can lead to removal from the program.

### E. Students who are in clinical agencies completing the course practice experience as assigned by the School of Nursing are covered under the School of Nursing's Certificate of Liability Policy. Students are not covered during travel to and from practice experience or classroom sites.

## GENERAL POLICIES

### I. Adherence to the Adult and Graduate Studies Student Handbook

The Bethel University Office of Adult and Graduate Studies updates biannually the procedures and policies outlined in the *Adult and Graduate Studies Student Handbook*. The information in the handbook applies to the BSN-C student. The *Adult and Graduate Studies Student Handbook* can be found on the Bethel University website.

### II. Attendance Policies

#### A. Class Attendance Policy

In accordance with the university philosophy, regular class attendance is considered necessary if the student is to complete the course student learning outcomes in a satisfactory manner. Attendance is a legitimate basis for grading. Students are expected to attend all classes and are expected to come to class on time. The attendance policy for 7-week and 14-week courses is described in the *Adult and Graduate Studies Student Handbook* that can be found on the Bethel University website.

#### B. Attendance at Special Functions

##### 1. Pinning

Pinning is a special ceremony in which graduates receive the Bethel University nursing pin. Attendance at Pinning is required for all graduates being recognized. If a student is unable to attend, permission must be sought and granted by the Dean of Nursing. Professional dress is required of all graduates as if you were attending a job interview. Inappropriate dress may render you unable to participate in the ceremony. Men: suits and ties, or at least a shirt and tie and dress slacks with dark socks, no sandals or athletic shoes. Women: No spaghetti straps or strapless dresses. Dress pantsuits, dress pants and dress shirts, or dresses and skirts at knee-length are acceptable. No low-cut or sleeveless tops, see-through gauzy tops, or visible cleavage. High heels and backless shoes can be difficult to walk in, and heels higher than 2 inches or backless shoes are discouraged. Hair should be done conservatively, and jewelry should be kept at a minimum.

##### 2. Orientation

All students entering the BSN-C program are expected to complete an orientation prior to beginning the nursing courses. The orientation will provide the student with the information, support, and resources necessary to begin the program.

### III. Academic Policies

#### A. Grading Scale

1. The grading scale consistent for each nursing course is as follows:

95 - 100	A	78 - 79.9	C
92 - 94.9	A -	75 - 77.9	C -
89 - 91.9	B +	72 - 74.9	D +
86 - 88.9	B	69 - 71.9	D
83 - 85.9	B -	66 - 68.9	D -
80 - 82.9	C +	65.9 or below	F

2. Grades are not rounded up to the next whole number.
3. Each student must score at least 78% to pass the course.

## **B. Progression in the Program**

1. A minimum cumulative grade point average of 2.5 (on a 4.0 scale) must be maintained throughout the program. In addition, a grade of at least a C must be achieved in **all** required courses. A student receiving a grade of less than a C in **any** required course must repeat that course.
2. A student may withdraw from a maximum of 2 nursing (NUR #) courses without having the withdrawals count as a failure in the BSN-C program.
3. BSN-C students who fail 2 required NUR courses will not be allowed to return to the program.
4. Faculty may ask the Nursing Admission/Progression Committee to review a student's record on the basis of classroom performance, professionalism, attendance or tardiness. The committee may choose to put the student on probation, make conditional requirements, and/or dismiss the student. A letter will be given to the student with the action of the committee by the Chairperson of the Nursing Admission/Progression Committee. Appeal by the student is made to the Dean of Nursing.

## **C. Testing**

1. Examinations and answer sheets are the property of the School of Nursing. Test materials will be distributed for review only.
2. Students will be notified of test results within 72 hours of test administration or at the discretion of the faculty.
3. If a student chooses to appeal a grade, the Bethel University Appeal Process must be followed (see *Bethel University Catalog*). Any requests to appeal specific test questions must be supported by written documentation from the required textbook.

## **D. Commitment to Learning**

The faculty at Bethel University are committed to helping students learn. Learning is seriously compromised if assignments are not completed. Therefore, in order to pass each course in nursing, the student must satisfactorily complete each of the following criteria:

### **Class Participation**

#### **1. Classroom Discussion**

Each week a portion of the course will be devoted to a class discussion related to a particular concept or topic. It is expected that each student will participate in this discussion. I- class discussions are designed to allow the class to engage in a healthy dialog on the lesson topic or question being presented. However for the dialogue to remain productive, Bethel University requires each person to conduct themselves in a responsible manner by following these simple guidelines.

Respect other people and be willing to share your ideas and thoughts in a respectful way. Simply respect others' views. You may disagree with someone, but do so graciously and constructively. Treat others the way you wish to be treated respectfully. Stay on the discussion topic. Be respectful of participants and their time by staying on-topic and not commandeering a discussion with vague or unrelated comments.

Bethel University does not permit discussions that are obscene, harassing, sexually explicit or derogatory toward individuals or groups.

#### **2. Online Participation**

There are online discussions within this course. Each online discussion occurs as part of the scheduled online weekly session. Participation is required for each discussion and a grade will be determined based on your level of interaction and depth of thought during the weekly discussions. Discussions will contain a topic question that the student will need to respond to and interact with others in the online part of the class discussion.

The following requirements are for online discussions:

The student will submit an initial discussion post per discussion topic. This initial discussion is a minimum of 250 words. This initial discussion post must include a level of detail, analysis and

reflection related to the discussion topic. The student is expected to cite references to support their opinion. Any use of references must be properly cited using APA format.

Each student is required to reply to a minimum of two student initial posts. The reply post is a minimum of 100 to 150 words. This post must include a level of detail, analysis and reflection. To receive minimum points for a discussion question, each student must post their initial discussion post by Wednesday of the weekly session. Late posts will not be accepted. Reply posts to other students' initial responses are due by Saturday of the weekly session. Students may not earn reply points if the initial post was not posted by the Wednesday due date. The student will receive 0 points for the entire discussion set (initial post + reply posts). Please note that during online weeks, failure to post an initial discussion post by Wednesday constitutes an absence according to AGS policy and will be reported as such.

### **3. Posting / Response Guidelines for an Online Discussion**

In an online classroom the majority of discussions among class members will take place in the discussion forum. Online discussion forums are designed to allow the class to engage in a healthy dialog on the lesson topic or question being presented. However for the dialog to remain productive Bethel University requires each person to conduct themselves in a responsible manner by following the simple guidelines below. These help to maintain a collaborative and congenial environment by reminding us all that, when we communicate online, we are still engaging real people.

Respect other people and be willing to share your ideas and thoughts in a respectful way. Simply respect others' views. You may disagree with someone, but do so graciously and constructively. Pause before writing a response when you are angry, and reread your post carefully before clicking send.

Treat others the way you wish to be treated respectfully

Stay on the discussion topic. Be respectful of participants and their time by staying on-topic and not commandeering a discussion with vague or unrelated comments. Contribute productive information when participating in a discussion by stating a complete and logical idea or concept. The goal in the discussion is to delve into a topic and "learn," so when you post a comment stay on topic and explain your point of view.

Do not post personal information. Do not post information such as addresses, telephone numbers, etc., and do not post someone else's personal information.

Do not post offensive or hateful content. We do not permit posts that are obscene, harassing, sexually explicit or derogatory toward individuals or groups. These will be deleted, and repeat offenders may be barred from future participation.

Do not post copyrighted material without the express, documented permission of the copyright holder or following proper source citation of the information just as you would when writing an essay or term paper. Cite a source if you use it.

Access the discussions several times in the weekly sessions to remain current and active in the discussion. If you have any questions, contact your instructor.

### **4. Assessments**

All paper / project submissions will be completed through Bethel University's learning management system: MyCourses within my.bethelUniversity.edu. Each course will have an online course portion listed in MyCourses by the course code and course name.

It is important that you as the student submit your work on time as scheduled in the class. This allows the instructor time to review and grade the material and provide feedback if necessary. It is understandable that things occur that can prevent the ability to submit an assignment on time.

However, as a student you agree to take the class and therefore agree to submit work on time. In the event you are late on submission of a work, exam, or other assignment the following applies:

### **Late Assignment Policy**

Students are encouraged to work ahead in order to avoid late assignments. Please communicate with your professor promptly if you have extenuating circumstances that may contribute to a late assignment.

Assignments (excluding discussion questions) will be accepted late, subject to a **10% deduction off the earned grade per day late (24 hour period), for up to 3 days**. No assignments will be accepted after 3 days late. Discussion posts and responses that are not posted by the due date will receive '0' points, and are not accepted late past the due date.

All work must be completed and submitted by the end of Week 7 of the course. No work will be accepted after the last day of the course. This course contains some required ungraded assignments, including potential make-up assignments for absenteeism. All required assignments must be submitted; otherwise, the student will receive an Incomplete (I) grade for this course. After 30 days the Incomplete (I) will default to a C-minus (C-) grade as a highest possible grade, or a lower earned grade by the student.

### **E. Academic Course Work**

1. If special accommodations are needed in the classroom or for testing, proper documentation must be provided to the Center for Academic Success. A disability diagnosis and documentation must be present for reasonable accommodation to occur. Students who have English as a Second Language are not given extra time for testing unless there is also an acceptable disability diagnosis with documentation of required accommodation.
2. Breaks including bathroom, are not allowed during testing unless special accommodations have been made prior to the test. Only religious head coverings may be worn during testing. No hoodies, headphones, or ear buds may be applied during testing. Earplugs can be worn with permission from the professor.

### **F. Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) is a law which provides civil rights protection for people with disabilities. Bethel University, in compliance with equal access laws, requests that students with disabilities seeking to acquire accommodations make an appointment with the Center for Academic Success—Disability Services. It is located in the Miller-Moore Academic Center, 033. You may also phone 574-807-7460 or email [rachel.kennedy@betheluniversity.edu](mailto:rachel.kennedy@betheluniversity.edu) for an appointment.

### **G. Bethel University Appeal Process**

When a student has a concern about an academic issue, there is an established process whereby that concern will be heard and appropriate action taken. Academic decisions include the admission to a program, assignment of grades for courses, as well as more general concerns with a faculty member. Such academic decisions may be appealed by a student if he/she thinks the decision was not appropriately related to the facts of the matter.

#### *1. Appeal of a Grade During a Course*

If a student believes that a grade on an assignment or examination was not appropriate, he/she must first attempt to resolve the matter with the professor within five (5) business days of receipt of the grade. If the matter is not resolved to the student's satisfaction, a written appeal may be filed with the dean of the course in question within five (5) business days of the attempted resolution with the faculty member. Note: In some areas, the dean has established a representative individual or committee to hear student appeals prior to the appeals coming to the dean. These exceptions are listed below:

*School of Nursing:* Admission and Progression Committee

*Office of Adult and Graduate Studies:* Executive Director of Adult and Graduate Studies

The dean (or appointed representative) shall review the assignment, evaluate the student's academic work, and secure any additional needed information from the professor. The dean (or appointed

representative) shall contact the student and the professor within ten (10) business days of receipt of the student appeal to allow both parties to express their concerns. Within twenty (20) business days of the receipt of the student appeal, the dean (or appointed representative) will render a decision in writing, addressed to the professor and to the student. A copy will be placed in the student's file in the Academic Office. If the professor is also the dean (or appointed representative), the appeal will be directed to the Vice President for Academic Services (VPAS). Either party may appeal the decision to the VPAS.

### *2. Appeal of the Final Grade for a Course*

If a student believes the final grade was not appropriate, he/she must first attempt to resolve the matter with the professor of the course within five (5) business days of the start of the next regular semester/session. If it is not resolved to the student's satisfaction, a written appeal of the grade may be filed with the dean of the course in question. Such an appeal must be made within five (5) business days of the attempted resolution with the faculty member. Note: In some areas, the dean has established a representative individual or committee to hear student appeals prior to the appeals coming to the dean. These exceptions are listed below:

*School of Nursing:* Admission and Progression Committee

*Office of Adult and Graduate Studies:* Executive Director of Adult and Graduate Studies

The student must present all relevant documents to the dean (or appointed representative). The dean (or appointed representative) shall review the evidence, and secure any additional needed information from the professor. The dean (or appointed representative) shall contact the student and the professor within ten (10) business days of receipt of the student appeal to allow both parties to express their concerns. Within twenty (20) business days of the receipt of the student appeal, the dean (or appointed representative) will render a decision in writing, addressed to the professor and to the student. A copy will be placed in the student's file in the Academic Office. If the professor is also the dean (or appointed representative), the appeal will be directed to the VPAS for processing. Either party may appeal the decision to the VPAS.

Note: Any appeals of final grades that affect the student's course schedule in the next regular semester/session must be received in writing by the dean (or appointed representative) of the course in question no less than ten (10) business days prior to the start of the next regular semester/session. The student must inform the dean (or appointed representative) if his/her course schedule in the coming semester/session will be affected by the decision. An attempt will be made to accommodate these considerations by expediting the appeals process from that point. However, if an appeal is initiated after ten (10) business days prior to the start of the semester/session, there is no guarantee that resulting course schedule issues will be successfully resolved.

### *3. Appeal of Other Academic Decisions*

If the student believes that an academic decision (other than grades) is not appropriate, he/she must first attempt to resolve the matter with the involved party (a professor, an administrator, or the chair of a committee) within five (5) business days of the action to be appealed. (If the decision being questioned was a committee decision, the student is allowed to present his/her case to a meeting of the committee. Such a meeting must be held within ten (10) business days of the student's request. At least a majority of the members of the committee must be present for that appeal.) A written response must be provided within ten (10) business days by the individual or committee responsible, and must be given to all involved parties. If the matter is not resolved at this level, the decision may be appealed to the next level (dean or VPAS) within ten (10) business days of the decision. The VPAS will deliberate the matter through the appropriate academic office(s) of the University.

### *4. Appeal to the Vice President of Academic Services*

Any party involved in a decision rendered under the provisions above may appeal that decision to the Office of the Vice President for Academic Services. This appeal must be presented in writing within ten (10) business days after the date of the written statement from the previous step.

Upon receiving the written appeal, the VPAS will review the submitted documents and consult with relevant parties. The VPAS may:

- a. render a written decision immediately and send it to both parties;

- b. appoint a designee to investigate the issue and make a recommendation back to the
- c. VPAS; or
- d. appoint an ad hoc committee to hear the appeal. This meeting must occur within ten
- e. (10) business days of the receipt of the appeal.

If an ad-hoc committee is appointed by the VPAS, the following guidelines will be observed:

- (1) The VPAS will serve as the chair of the ad hoc committee.
- (2) The ad hoc committee membership may not include any of the affected parties.
- (3) Those present at the hearing include the ad hoc committee members, the student, the individual whose initial decision was appealed, and the administrator whose review decision is being appealed. A student appellant may bring one other person of his/her choosing as an advisor, but the advisor may not have a formal role in the proceedings. Any other parties, including witnesses, may be present only by the committee's express permission, sought and given in writing in advance of the hearing.
- (4) A written record of the proceedings will be kept.
- (5) The administrator whose decision is being appealed will present his/her rationale for the decision being challenged.
- (6) The involved parties both have the right to introduce other persons as witnesses, and each has the right to direct questions to the witnesses presented by the other party. Members of the ad hoc committee may question either party and/or their witnesses.
- (7) After hearing all oral arguments, the ad hoc committee will review the case in private. All written documents relative to the matter and all oral evidence will be considered.
- (8) The ad hoc committee will render a decision to sustain, modify or set aside the decision being appealed. The decision of the committee is stated in writing within two (2) working days after the conclusion of the appeal hearings. The written statement is presented to all parties involved.

#### 5. *Appeal to the President*

If either party is not satisfied with the decision of the Vice President for Academic Services or the appointed ad hoc committee, he/she may appeal to the President of the University. Such an appeal must be presented in writing within ten (10) business days after the committee action being appealed. The President reviews all documents and processes relative to the case and upholds the committee decision or returns the matter to the committee for a hearing in full and fair accord with the University's policies. The President will generally render a decision in writing to all parties involved within ten (10) business days after receipt of the appeal.

## H. **Student Files**

The School of Nursing follows the policy of Bethel University regarding review of student files (found in the *Bethel University Student Handbook, Academic Policies* section). Files of active nursing students contain applications to Bethel University and the School of Nursing, as well as copies of transcripts and transfer of credit forms, student health data, CPR certification, student clinical evaluations, "read & signs" and other correspondence. Criminal background checks and drug screen results are kept in a separate locked cabinet. If a student requests to review their records, permission must be received from the DON.

Essential elements of graduates, inactive or withdrawn students who have not completed their program of study are kept in perpetuity. Essential elements include applications to Bethel University and the School of Nursing, copies of transcripts and transfer of credit forms, student health data, criminal background checks, CPR certification, "read & signs" and other correspondence. At the end of the program, the file will contain a Faculty Reference Statement and a Student Release form. All records are maintained in locked files. Records are confidential and are available only to faculty with the permission of the DON. Records are maintained in compliance with the Indiana State Board of Nursing Rule #848ACI-22-22c. Bethel University maintains records in compliance with the Family Education Rights and Privacy Act (FERPA).

Bethel University School of Nursing reserves the right to use all student work generated in the course of academic work at Bethel University for non-profit, educational or research purposes (including reproduction, distribution, making of derivative works public performance and public display). This is subject to the student's privacy rights under federal law.

#### **IV. Health Situations Increasing Risk During Completion of the Practice Experience**

Changes in student health status that may affect the safety of the student and/or client in health care agencies must be reported to the Dean of Nursing or the BSN Completion Coordinator. This includes pregnancy, if the student has been in an accident that causes injury, or other mental or physical conditions including infectious diseases. The student must complete an “Acceptance of Risk” form when appropriate, as in the case of pregnancy or certain limitations in function, with signatures of the student and health care provider. A health care provider statement may be required indicating the student is safe to complete the practice experience.

As a part of providing care to ill persons, the student may be exposed to infectious and/or communicable diseases. Costs of testing, diagnosis, and treatment of any infectious and/or communicable disease, including those contracted while acting as a caregiver in clinical experiences, will be the responsibility of the student. The School of Nursing provides instruction to each student regarding Transmission-Based Precautions according to the recommendations of the Centers for Disease Control. Students complete a “Read-and-Sign” form indicating their understanding of and intent to follow their guidelines, which becomes a part of the student’s file. This is the website for Transmissions Based Precautions: [http://www.cdc.gov/hicpac/2007ip/2007ip\\_part4.html#a5](http://www.cdc.gov/hicpac/2007ip/2007ip_part4.html#a5)

#### **V. Clinical Agency Rules**

Students are educational guests in agencies where they are completing practice experience projects; therefore, they are expected to abide by each facility’s policy and procedures manuals. No food or drink is allowed in clinical agencies except in designated areas. Students are expected to be familiar with emergency protocols for each clinical facility.

Appropriate professional attire is expected if the student is in a clinical facility. A Bethel University student ID badge is required to be worn when representing Bethel University School of Nursing. These are obtained from the Nursing Office.

#### **VI. Academic Dishonesty**

The nursing faculty supports the university’s policy on academic dishonesty as stated in the *Bethel University Adult and Graduate Studies Student Handbook*. In the School of Nursing, the specification of “F” for the particular paper, assignment, or examination in the incident will be a grade of “0.” Should this occur, the professor will have an interview with the student and will submit a written report of the incident to the Graduate Nursing Program Coordinator, the Vice President of Academic Services, and the Dean of Nursing. If a second offense should occur, the student may be asked to appear before the professor, the Program Coordinator, the Vice President of Academic Services, the Dean of Nursing, and the Vice President for Student Development. The student should realize that at this point continuation in a course and even his/her academic career may be in jeopardy.

#### **VII. Graduation**

Students who satisfactorily complete a minimum of 120 semester hours of required course work for a bachelor’s degree will be awarded the Bachelor of Science Degree in Nursing (BSN).

Transfer Credit may be applied toward graduation requirements, although at least 18 hours in the major field and the last 30 hours must be taken at Bethel University in order to earn a baccalaureate degree.

Candidates for the baccalaureate degree must have completed at least 45 hours at Bethel University in order to be eligible for graduation honors. Credit hours earned through prior learning papers and credits awarded through merely completing a test or examination may not be included in these hour requirements.

#### **VIII. Changes to Policy and/or Curriculum Requirements**

The University, due to the nature and demands of an educational program and the nursing profession, reserves the right to change specific policies and/or curricular requirements to enhance and update the curriculum design for the program of nursing. These changes will be made known to the students as they occur.

Students who maintain continuous enrollment will be allowed to complete the curriculum plan that was in effect

the year they were admitted to the School of Nursing.

## **IX. Expectations for Behavior**

The faculty of the School of Nursing recognize and affirm the general standards of conduct for students described in the *Bethel University Catalog*, the *Bethel University Student Handbook*, and the *Bethel University Adult and Graduate Studies Student Handbook*. Students may not bring children to class or leave them unattended in buildings at Bethel or at the off-site campuses. Students are expected to reflect a positive lifestyle that is congruent with a Christian University setting in all matters of public conduct. Modesty and good taste are expected in student attire. Bethel University is a smoke-free campus. The use of tobacco, habitual or harmful drugs, including alcoholic beverages, is not permitted anywhere on the campus, including outdoor locations. In addition, the use of improper and inappropriate language is strictly forbidden. These standards apply to class activities, field trips and all other University-sponsored activities.

The nursing profession has developed a set of common guidelines for behavior and decision making called *The Code of Ethics for Nurses*. The nursing faculty affirm the professional standards and believe that nursing students should perform in accordance with the provisions of the code.

Violation of any of these general standards of conduct or provisions of the code is grounds for discipline and possible dismissal from the nursing program and/or the University.

### **Statement of Confidentiality:**

- Nurses are ethically committed to a nonjudgmental attitude, to honesty, and to protecting the confidentiality and right to privacy of the patient.
- Patients often confide highly personal information to nurses, trusting them not to divulge the information carelessly.
- Patient names should never be used when discussing and or writing about one's patient care experiences as a practicing nurse.
- If while visiting an agency as part of a course practice experience project, any information you see or hear concerning a patient's diagnosis, condition, treatment, financial or personal status **MUST BE HELD IN ABSOLUTE CONFIDENCE**.
- Details of a patient's history or status should not be discussed in elevators, restrooms, cafeterias, or in any other public place. Discussing a patient's medical history merely for the sake of gossip is highly unethical and unprofessional and may result in dismissal from the nursing program.
- When the course practice experience project is complete, the need to respect the confidentiality of a patient or agency does not end. Under no circumstances is a student to print or copy any part of a patient record or confidential agency document.

### **Bethel University School of Nursing Social Media Policy:**

Online social media allows Bethel University nursing students to engage in professional and personal conversations. Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Remember that content contributed on all platforms becomes immediately searchable and can instantly be shared. This content leaves the contributing individual's control forever and may be traced back to the individual after long periods of time. Because of the emerging nature of social media, these guidelines do not attempt to name every current and emerging platform. Rather, they apply to any social networking site or any site with user-generated content. Examples include, but are not limited to, blogs, Facebook, Twitter, YouTube, and LinkedIn.

### **Guidelines for Professional and Personal Social Media Activity:**

1. Follow Bethel University's Code of Conduct, HIPAA guidelines, clinical facility confidentiality requirements, as well as the policies of the School of Nursing. Students may not post anything that would compromise another person's or organization's privacy, or may not post anything that would not conform to professional nursing standards along with state and federal laws.
2. Protect confidential information, including respecting copyrights, and anything to do with patient care or similar private content (which includes photographs). Patient confidentiality laws (e.g. HIPAA) forbids the release of any information pertaining to patients (even if names are not used). Do not

- disclose or use confidential information from any person or agency. Do not post information about your clinical rotations or clients in any online forum or webpage. A good rule of thumb is that if you would not want what you posted on a social media site to be on the front page of tomorrow's newspaper, credited to you, then do not post it at all.
3. Take care in how you are presented with online networks. By virtue of being self-identified with Bethel University, students connect themselves to, and reflect upon, the entire Bethel University faculty, staff, and administration. As you prepare for your career, care needs to be taken that you are only associated with content that is consistent with your professional goals. Ensure that your profile and related content is consistent with how you wish to present yourself to colleagues, clients and potential employers.
  4. At the end of each course, students are provided an avenue to evaluate course materials and faculty. Therefore, social media outlets are considered inappropriate locations to provide this feedback.
  5. Violating this policy may result in a variety of consequences, which will be determined by Faculty and/or the Nursing Admission Progression Committee and based on the type and severity of the violation. These may include, but are not limited to, the following:
    - a. Reprimand.
    - b. Receiving a behavioral contract.
    - c. Receiving an Unsatisfactory in the weekly clinical evaluation.
    - d. Being removed from the clinical agency.
    - e. Failing the nursing course.
    - f. Being expelled from the nursing program.

(8/18/2011)

## **X. Student - Faculty Communication**

Students are encouraged to take clinical or classroom related concerns to the appropriate faculty member. If a concern is not resolved, the student should follow the organizational chain of command in the School of Nursing. Students may also communicate concerns or suggestions to their faculty advisor. Bethel e-mail is the official electronic communication in the School of Nursing and should be checked regularly. Clinical and course evaluations as well as the Exit Interview and the Program Satisfaction Survey provide additional mechanisms for students to provide feedback to faculty and the School of Nursing.

Student input is valued in the governance of the School of Nursing and Bethel University. Thus, students may be nominated, asked to volunteer, or be appointed to serve on various committees within the School of Nursing and the University. Students are encouraged to be actively involved in the School of Nursing and University-wide activities.

School of Nursing Committees related to undergraduate committees include:

- a. **Nursing Administrative Committee**
  - (1). Function. The purpose of this committee is to:
    - (a). Coordinate administrative actions at the Bethel and off-campus sites.
    - (b). Plan methods of communication between the Bethel and off-campus sites to maintain curriculum and program consistency.
    - (c). Assist in developing solutions related to student, faculty, and program problems/issues.
    - (d). Develop strategic plans for the nursing programs regarding recruitment, scheduling, budget and other issues that may arise.
  - (2). Membership. Members of this committee include the Dean of Nursing, the Coordinator of Bachelor of Science Completion and Graduate Nursing Programs, the Coordinator of Bethel Pre-Licensure Nursing Programs at Grace College, and the Coordinator of Pre-Licensure Nursing Programs on Bethel Campus.
  - (3). Meetings. This committee will meet on a bi-monthly basis and as needed.
- b. **Nursing Admission/Progression Committee**
  - (1). Function. The purpose of this committee is to:
    - (a). Review and take action on applications to the Nursing Program.
    - (b). Review performance of students for achievement at each level and make decisions on progression of students within levels and from level to level.
  - (2). Membership. Members of this committee include the chair and the Dean of Nursing,

the Coordinator of Bachelor of Science Completion and Graduate Nursing Programs, the Coordinator of Bethel Pre-Licensure Nursing Program at Grace College, the Coordinator of Pre-Licensure Nursing Programs on Bethel Campus, and one or more faculty members. The Nursing Recruitment Coordinator and Admissions Counselor shall be non-voting members of the committee.

(3). Meetings. This committee will meet regularly as needed throughout the year.

**c. Nursing Curriculum Committee**

(1). Function. The purpose of this committee is to:

- (a). Review and revise the curriculum to reflect current changes in nursing.
- (b). Encourage student and faculty involvement in curricular changes.

(2). Membership. Members of this committee include:

- (a). The Dean of Nursing
- (b). All full-time and part-time nursing faculty
- (c). One student from each level from each program from each site.

(3). Meetings. This committee will meet monthly at regularly scheduled times throughout the year.

**d. Nursing Student Affairs Committee**

(1). Function. The purpose of this committee is to:

- (a). Plan and direct academic ceremonies (e.g. Pinning).
- (b). Consider student problems, suggestions, and make appropriate recommendations to the nursing faculty.
- (c). Provide a formal line of communication between faculty and nursing students.

(2). Membership. Members of this committee include:

- (a). Two faculty members from Bethel and one from the off-campus site will be assigned as faculty advisors.
- (b). One student from each MSN track and class, each BSN Completion class from each site and each clinical group at Bethel and off campus sites.
- (c). A student elected by the student group will serve as chairperson and one student will serve as secretary.
- (d). All nursing students are expected to participate in fund-raising activities of this committee.

(3). Meetings. This committee will meet at a time established by the committee on a regular basis throughout the year.

**e. Nursing Student Scholarship Committee**

(1). Function. The purpose of this committee is to:

- (a). Select and recommend to the nursing faculty students to receive the Middleton Endowment Awards.
- (b). Select candidates and make recommendation to the nursing faculty on recipients of the Sally Torrence Scholarship, Spirit of Nursing Award, the Ruth E. Davidhizar Nursing Scholarship, the Cushing Scholarship, the Inglett Scholarship, the Elizabeth A. Brown Scholarship, the Karon Schwartz Graduate Nursing Scholarship and any other endowed scholarships.

(2). Membership. Members of this committee include four faculty members as appointed with one designated as chairperson.

(3). Meetings. This committee will meet as needed throughout the year.

## **XI. National Student Nurse Association**

National Student Nurse Association (NSNA) is a national organization for student nurses that fosters professional development. Students are encouraged to join the national organization even though the Bethel chapter is inactive at this time. The purpose of this organization is to:

1. Encourage student participation in a professional organization.
2. Provide opportunity to gain skills in leadership in a professional organization.
3. Enhance perspectives of students concerning broader nursing issues and/or organizations.

Information about NSNA may be obtained by visiting the website at <http://www.nсна.org/>.

## **XII. Awards and Honors**

- A. Sigma Theta Tau: Members of the faculty and selected BSN and MSN students may be inducted into the National Nursing Honor Society (Sigma Theta Tau - Nu Omicron-at-Large Chapter) if recommended by other members and the faculty.
- B. Middleton Endowment: In memory of Dr. Ramona Middleton, an endowment has been provided by her mother, Mrs. Lillian Middleton. Each year, students shall be selected in the following categories: two students with high academic achievement who meet the criteria and who are going on to pursue another degree in nursing, and two students selected as the outstanding ADN and BSN nursing graduate (one from each program).
- C. Altruism Award: The Nursing Student Affairs Committee offers an award each year to a graduate from each track of the MSN Program, the traditional BSN Program (both campuses), the BSN Completion Program (all cohorts), and the ADN program. Their peers select the individual as a person who best reflects “altruism” (concern for the welfare of others) in their personal and professional life.
- D. The Ruth E. Davidhizar Nursing Scholarship: A scholarship is awarded yearly to an undergraduate student who has a GPA of 3.0 or above, demonstrates a positive attitude and cooperative spirit, and incorporates a willing attitude to achieve excellence in nursing. Preference will be given to students with a demonstrated interest in mental health and/or transcultural nursing. Recipients will be a first or second level BSN or a level one ADN nursing student.
- E. Inglett Scholarship: A yearly scholarship is awarded to full-time students on the Bethel Campus. Students must have a GPA of 3.0 or higher. Awards will be made to one traditional BSN and one ADN student who are entering their last year. The student must be one who contributes to the excellence of nursing and who has the recommendation of the Nursing Student Scholarship Committee and the nursing faculty.
- F. Sally Torrence Memorial Scholarship: This scholarship is provided in honor and memorial to a local home health care nurse who had dedicated her life to service and mission efforts. The scholarship recipient will be recommended by the Nursing Student Scholarship Committee and approved by the nursing faculty and the Office of Student Financial Services. Recipients will be a first or second level BSN or a level one ADN nursing student, taking a minimum of 12 hours each semester. Preference will be given to students with demonstrated financial need and who have been involved with service to the community and/or involvement in missions. A qualifying student is eligible to receive the award in successive years.
- G. Spirit of Nursing Award: This award recipient is recommended by the Nursing Student Scholarship Committee and approved by the nursing faculty. The award is given to the graduating student who, in the estimation of the nursing faculty, demonstrates the qualities of service, high academic standards, and the purpose of the Bethel School of Nursing. The student receives The Spirit of Nursing Award from the NSNA/Army, which is presented annually to one student in each undergraduate nursing program in the United States.
- H. Cushing Scholarships: Cushing scholarships are awarded yearly to undergraduate or graduate nursing students who demonstrate a financial need and maintain a minimum GPA of 3.0 (undergraduate) or 3.5 (graduate). Students may be part-time or full-time. Community service and/or spiritual leadership are considered with this award. ADN level I, BSN level I & II, BSN-C level I and returning MSN students are eligible for these scholarships.
- I. Dr. Karon Schwartz Nursing Scholarship: A scholarship is awarded yearly to a graduate nursing student who is accepted in the Master of Science in Nursing program at Bethel University. Eligible students must have a 3.0 GPA or higher, financial need (not receiving tuition reimbursement or NFLP), may be a full-time or part-time student. Students must submit a letter of application to the Nursing Scholarship Committee by June 1<sup>st</sup> with a current FAFSA from the current year. The scholarship will be awarded at the beginning of the academic school year.

- J. Elizabeth A. Brown Scholarship: This scholarship was endowed by a former Bethel University nursing faculty member who wanted to assist non-traditional students seeking a BSN in nursing as a second career. Specific selection criteria includes: non-traditional age (23+ years), sophomore status or above, good academic standing, demonstrated financial need and community service participation.
- K. Daisy-In-Training Award: The Daisy-In-Training recognizes nursing students for exhibiting above-and-beyond care and compassion shown to patients and their families while they are learning.
- L. Students in all programs are recognized on the Pinning program when they have an overall GPA of 3.5 or higher.

Awards and honor decisions are made by the Nursing Student Scholarship Committee in conjunction with the nursing faculty.

BSN Completion and transfer students should be aware of the Bethel University requirement that to be eligible for honors recognition at commencement, the graduate must have completed at least 45 hours at Bethel University. For BSN Completion students at off-campus sites, courses taken at off-campus sites, which are required for the BSN degree, can be counted toward the 45-hour requirement.

### **XIII. Bethel University Policy on AIDS**

#### **Definitions**

##### **AIDS**

AIDS is a condition in which the body's ability to defend itself against a variety of diseases is seriously reduced. This condition apparently is caused by a virus known most commonly as the human immunodeficiency virus (HIV). As yet, there is no known cure for AIDS.

##### **HIV Positive**

When a person is infected with the HIV virus, his or her immune system responds by producing antibodies against the virus. Antibodies can be detected by a laboratory test, though symptoms of illness may not be present. Antibodies generally develop within 3-12 weeks after exposure but may take as long as 14 months. Such an infection apparently cannot be reversed, and may develop into AIDS.

#### **Principles Underlying the Bethel University Policy**

- a. A primary objective of the Bethel University AIDS policy is education for the prevention of any acquisition or transmission of AIDS.
- b. Bethel University, as a Christian community, shall respond to any known case of AIDS as it would to any other life-threatening, contagious disease. At no time will the University discriminate against any persons simply because they are infected by the AIDS virus.
- c. Bethel University, as a Christian community, maintains that the prevention of the spread of AIDS is assured best by a lifestyle which is free from the use of illegal drugs, and which reserves sexual relations for monogamous, heterosexual marriages. Such a lifestyle is consistent with its Christian heritage and Biblical teachings.
- d. Bethel University personnel will act to combat fear, prejudice, discrimination, irrationality, paranoia, and/or hysteria commonly associated with AIDS/HIV.

#### **Policy**

- a. Responsibility for ongoing, educational programming on AIDS shall be assigned to the office of student development. Such educational programming shall be directed to all members of the Bethel University community, including administrators, faculty, staff, and students.
- b. The University Wellness Center, as part of the student development office, will keep the University community updated on information on AIDS, including prevention and control strategies.
- c. Bethel University shall attempt to conform to all local, state, and federal laws and the Center for Disease Control guidelines.

- d. Bethel University allows persons who are HIV-positive to remain on campus, but they must not engage in or endorse life-style practices which might pose direct threat of transmitting the virus to others.
- e. Bethel University will not undertake program screening to identify persons infected with the HIV virus unless required to do so by law. Students and University employees desiring HIV testing are directed to seek assistance from their personal physicians or the public health departments.
- f. The University Wellness Center will adhere to medically determined policies regarding the safe disposal of hypodermic needles, blood, and other bodily fluids. Adherence to these same precautions will be practiced in laboratory courses and wherever members of the Bethel University community, including administrators, faculty, staff, and students encounter bodily fluids.
- g. University employees will protect the confidentiality of any person who tests HIV positive, as mandated by the Family Education Rights and Privacy Act of 1974.
- h. Students and University employees involved in extra-curricular activities and/or activities which place them at risk shall take appropriate, precautionary measures to reduce risk to themselves or others.
- i. Due to the inherent risks of laboratory and nursing clinical facilities, students are required to take appropriate precautionary measures in dealing with the blood and body fluids, handling of needles, and any laboratory or hospital equipment that may pose a threat to themselves or to other persons. In the event of an incident involving risk of HIV transmission, the student or University employee has an ethical duty to immediately report the incident to a designated University official.
- j. Additional information on AIDS/HIV can be obtained from the Center for Disease Control. ([www.cdc.gov](http://www.cdc.gov)) or ([chi.ucsf.edu](http://chi.ucsf.edu)).

#### **Procedural Addendum to Bethel University's AIDS Policy**

In addition to the University AIDS Policy, the following statements apply to nursing students and faculty in the School of Nursing in relation to Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), Hepatitis D Virus (HDV), and Hepatitis G Virus (HGV) since health care activities may put an individual at higher risk for these diseases.

1. No individual shall be denied an opportunity for admission into the nursing program or employment in connection with the nursing program because that individual is infected with a dangerous communicable disease such as HIV, AIDS, HBV, HCV, HDV, or HGV, so long as (a) Bethel is able to make reasonable accommodations for the individual and (b) the disease does not create a direct threat, as both of the underlined terms are defined in the Americans with Disabilities Act.
2. Students and faculty should be aware that as novice practitioners with limited skills in clinical settings, students might have a greater risk of sticks with sharps and thus exposure to HIV, AIDS, HBV, HCV, HDV, and HGV.
3. No nursing student or faculty may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has contracted, an infectious disease such as HIV, AIDS, HBV, HCV, HDV, and HGV.
4. Nursing students and faculty must follow professional guidelines as well as guidelines of the health care agency relative to confidentiality concerning the patient with HIV, AIDS, HBV, HCV, HDV, or HGV.
5. In order to reduce the possibility of exposure to Hepatitis B Virus (HBV), nursing students and faculty will follow the policies in effect for the School of Nursing at Bethel University:
  - a. Before starting the clinical sequence, nursing students are required to present verification that immunization for the Hepatitis B series has been started. Documentation that the series has been completed needs to be provided according to the appropriate time frame in order to continue in the clinical courses.
  - b. Nursing faculty who provide clinical supervision to students will supply the Dean of Nursing with documentation of vaccination, immunity, or a waiver of personal liability. The University

will provide the cost of this vaccination when necessary.

6. Nursing students and faculty may not refuse to care for patients with HIV, AIDS, HBV, HCV, HDV, and HGV.
7. Students and faculty who are exposed to HIV, AIDS, HBV, HCV, HDV or HGV as a result of exposure to blood and body fluids such as a needle stick or other injury have the responsibility to notify their faculty or supervisor in the School of Nursing immediately after the occurrence and to follow post-exposure instructions under the guidance of their health care provider. Students will sign a Bethel University post-exposure “read and sign” form. The post exposure form Information on post-exposure prophylaxis may also be obtained from the Centers for Disease Control ([www.cdc.gov](http://www.cdc.gov)). The National Clinicians Post-Exposure Prophylaxis Hotline ([PEPline]) 1-888-448-4911 is advised. Exposure should be considered an urgent medical concern in order to ensure timely post-exposure management. The student will be excused from clinical for the day in order to seek treatment as indicated.
8. Students are required to be tested for HIV when patients are exposed to the student’s blood. Positive test results should be communicated to the health care agency and the agency procedure followed.

### **Post-Exposure Prophylaxis Instructions**

Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) Surveillance Guidelines: Due to the circumstances and possible exposure to HIV, HBV, and HCV, you are considered as being at risk for these viruses. While it is not anticipated that you will acquire any of them, you will need to be under surveillance for six months from the date of exposure. During that surveillance period there are certain precautions that Bethel University, the Center for Disease Control, and the World Health Organization recommend that you practice to protect those around you.

1. It is your responsibility to contact your health care provider within 2-4 hours of exposure to discuss and arrange for the appropriate testing and post-exposure prophylaxis.
2. If you have not been vaccinated against Hepatitis B, you should start the series of vaccinations immediately.
3. If you were previously vaccinated for Hepatitis B and your blood test demonstrates that your HBs antibodies are of adequate concentration, you will be considered protected against the Hepatitis B virus. If they are shown to be low, you should receive a Hepatitis B vaccine booster.
4. You should have blood tests done for HIV antibodies at: a) time of exposure, b) 4-6 weeks, and c) 3 months following, or as recommended by your health care provider. You should follow your health care provider’s recommendation for testing for Hepatitis B and C.
5. You should temporarily avoid engaging in intimate sexual relations until the surveillance process is complete. If you chose to have sexual relations, using a condom consistently and correctly may reduce the risk of HIV transmission. You should take precautions to prevent pregnancy from occurring while you are under the HIV surveillance.
6. You should temporarily remove your name from being an organ donor from the back of your driver’s license and refrain from donating blood.
7. You should notify your health care provider and dentist that you are in an HIV surveillance program.
8. You must be diligent in practicing Universal Precautions as they are outlined by the Centers for Disease Control.
9. You need to discuss this surveillance program with your spouse, and if we can help you in any way, we will be glad to do so, including meeting with your spouse if you so desire.

We are here to help you, to answer your questions, and to lend you support at any time. The main reason for this surveillance is to protect you and your confidentiality.

## XIV. Fitness-for-Clinical Guidelines

### Policy:

The following guidelines should be utilized whenever an instructor has reasonable cause to believe a student is unfit for clinical as the result of being impaired in some manner.

### Purpose:

To define a process for identifying, interceding and assisting students who instructors suspect may be impaired and unfit for duty as the result of a chemical and/or emotional impairment.

### Procedures to Follow:

1. The instructor will document his/her observations regarding the student's behavior and substandard work performance.
2. The Dean of the School of Nursing (or designee) should be notified if available. All information pertaining to any student's suspected or actual abuse problem is confidential.
3. A "Fitness-for-Clinical" interview should be completed by the instructor.
  - a. During the interview, the instructor should complete the following forms:
    - (1) A Fitness-for-Clinical Evaluation Student Participation Agreement (also signed by student)
    - (2) A Fitness-for-Clinical Interview Instructor's Questionnaire
    - (3) A Fitness-for-Clinical Interview Observation Check List
    - (4) A Fitness-for-Clinical Interview Instructor's Summary Statement
4. If the instructor concludes that the student is able to perform his/her clinical responsibilities, the student should be asked to return to the clinical without further prohibition or sanction.
5. If the instructor concludes that the student is not able to perform his/her clinical responsibilities, the student should be suspended from clinical, informed of the University policies that have been violated, and requested to participate in further evaluation.
6. If the student shows obvious signs of alcohol/drug intoxication, a urinary test for alcohol/drug concentration is to be obtained, and the student is to be relieved of clinical responsibilities for that day. In less clear-cut situations, a physician may perform a more complete evaluation. If the findings are normal, the student is to return to clinical. If impairment is indicated, the appropriate urinary and/or blood toxicology profiles are to be obtained. The costs of the diagnostic laboratory test will be paid for by the Bethel University School of Nursing.
7. If the student is not able to perform his/her clinical responsibilities, refuses to participate in the evaluation process, or indicates impairment by urinary and/or blood toxicology profiles, the instructor should try to arrange to have the student taken home. Any refusal by the student to accept such assistance should be witnessed by another person (instructor, agency personnel) and should be documented by the instructor. Should the student insist upon driving himself/herself home, the instructor should contact the local police authorities, indicating the student's condition, his/her refusal to accept assistance in getting home, and the description and license no. of his/her automobile if available. The date and time of this call should be recorded along with the name of the police personnel who accepted the call. The reason for calling the local law enforcement authorities and providing assistance before the student leaves the agency is derived from the Texas case of *Otis Engineering Corp. vs. Clark*, 668 S.W. 2d 307 (Tex. 1983). In this case, an employee who was clearly under the influence while at the plant was ordered to leave by his immediate supervisor. While attempting to drive home, the drunken employee killed two individuals in a traffic accident. The Texas Supreme Court found that the decedents' families could bring wrongful death action against the employer holding:

"When, because of an employee's incapacity, an employer exercises control over the employee, the employer has a duty to take such action as a reasonably prudent employer under the same or similar circumstances would take to prevent the employee from causing an unreasonable risk of harm to

others. Such a duty may be analogized to cases in which the defendant can exercise some measure of control over a dangerous person when there is a recognizable great danger of harm to third persons. Thus, you must do all that you can to prevent an obviously intoxicated employee from driving home alone.”

8. Throughout this process, the instructor should not attempt to diagnose possible causes of observed behaviors. It is the instructor’s responsibility, however, to communicate with the student involved as to what behaviors have been observed and reasons for concern.
9. If the student refuses to participate in the evaluation process, the instructor will take the following actions:
  - a. The student should be informed that his/her actions constitute insubordination and may result in discipline up to and including dismissal.
  - b. The instructor will immediately suspend the student from clinical and indicate to the student he/she will be contacted by the Dean of Nursing regarding further investigation of this incident.

### **XV. Policy for Drug Screening**

Purpose: To promote and protect patient/client safety. These guidelines are developed to inform students regarding drug testing and consequences. The Bethel University Substance Abuse Policy can be found at [http://www.bethelUniversity.edu/assets/images/student/PDFs/Substance\\_Abuse\\_2014.pdf](http://www.bethelUniversity.edu/assets/images/student/PDFs/Substance_Abuse_2014.pdf)

#### **DRUG SCREENING PROCEDURE:**

Upon being admitted to any of the nursing programs, students must complete a drug screen at a location and time designated by the Bethel University School of Nursing. Cost for this initial drug screen is covered in student fees. Some clinical sites may require additional drug screening.

Generally, students with negative drug screen results are not required to be retested for the duration of the program, as long as they have continuous uninterrupted enrollment in nursing classes. Nursing students not enrolled in a nursing class during a regular semester, will have to complete a new drug screen at their own cost upon readmission. Students are required to sign a release with the testing facility specifying that results of the drug test will be made available to the Dean of the School of Nursing.

The student with a positive drug screen, within 10 days of learning of the positive screen, may request review of the results from the company/agency who originally administered the drug screen. The review must be conducted on the original specimen. The student will pay the cost of the drug screen review. The results of this drug screen will be final.

#### **POLICY:**

Consequences for a positive drug screen will depend on the following situations:

1. Positive upon admission - If a student is determined to have a positive drug screen result when first admitted, they will immediately be withdrawn from the nursing program. Any student failing to complete drug screening within the designated timeframe will have the same consequences as if they had tested positive. Any student who tests positive may reapply to the nursing program in 1 year, but reapplication does not guarantee admission to the School of Nursing. Students who test positive will also be subject to the policies and procedures outlined in the *Bethel University Student Handbook*.

2. Probable cause - If, at any time during the program, faculty feel there is probable cause, a student may be required to complete a random drug screen. A positive result will result in immediate withdrawal from the program. Any student who tests positive may reapply to the nursing program in 1 year, but reapplication does not guarantee admission to the School of Nursing. Students who test positive will also be subject to the policies and procedures outlined in the *Bethel University Student Handbook*.

3. Substance abuse violation(s) reported in background check – Any student found to have a criminal history associated with substance abuse, even if they have a negative drug screen result when first tested upon admission, will be subject to random drug screens (with probable cause) throughout the program. Costs for any testing beyond the initial drug screen will be the responsibility of the student. A positive result will result in immediate withdrawal from the program. Although the student may reapply for admission after a minimum time period of 1 year, reapplication does not guarantee readmission. Students who test positive will also be subject to the policies and procedures outlined in the *Bethel University Student Handbook*.

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(Updated 8/2020)