School of Nursing

Welcome to the School of Nursing at Mount Aloysius College! We are pleased that you have chosen to pursue your nursing degree with us. This Handbook has been created to facilitate your success along your educational journey.

Nursing Program Student Policies and Procedures delineate what is necessary for nursing students to proceed through their program smoothly. Should unforeseen questions arise, a faculty advisor is available to assist in locating the necessary information to answer your question(s).

Nursing students are responsible for all information provided in the Nursing Student Handbook. Each policy and procedure is reviewed, and revised as needed and at least every two years (biennially) by the Nursing Faculty Organization. Changes in policies and procedures may occur more often as a result of changes in the PA State Board of Nursing Statutes and Rules or the nursing accrediting body’s criteria for accreditation. Therefore, students are held to the policies and procedures in the most current manual.

Students should become familiar with the Handbook contents and use it as a reference during enrollment in the nursing program. The Nursing Student Handbook is designed to be used in conjunction with the Mount Aloysius College Catalog and the Mount Aloysius College Student Handbook. Note, where a policy of the School of Nursing is more restrictive, students are held to the more restrictive policy.

We look forward to working with you throughout your educational pursuits here at the Mount and extent our hopes that this will be a rewarding and meaningful experience.

Nursing Faculty Organization
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

Letter from the School of Nursing Dean

Dear Nursing Student:

What an exciting time this is for the nursing profession! Whether you are embarking on the pre-licensure nursing program or you are here to continue your education through the RN to BSN program, upon completion of the curriculum the doors of a dynamic career will open to you. This handbook serves as one of your resources for successful completion of that program.

The Nursing Student Handbook provides you with practical information about the nursing programs, including information about the nursing program goals, course requirements, and academic progression. Every effort has been made to assure accuracy at the time of publication; however, the Mount Aloysius College School of Nursing faculty, administration, and Board of Trustees retain the right to make changes as needed. You will be notified of any changes, but it is your responsibility to be knowledgeable of the policies and procedures of the nursing programs and those specific to your program.

As noted by the Russian playwright Anton Chekhov, “knowledge is of no value unless you put it into practice.” Therefore, remember that success in the nursing program depends on you, and the best means to achieve that goal is to be familiar with the program policies and procedures and demonstrate responsibility and accountability by adhering to them.

I wish you all possible success on your educational journey here at the Mount. Best wishes,

[Signature]
Julie A. Luetschwager, Ph.D., RN
Dean, School of Nursing
# TABLE OF CONTENTS

SCHOOL OF NURSING VISION STATEMENT AND PHILOSOPHY ........................................ 6
CONCEPTUAL FRAMEWORK .......................................................................................... 8
ASSOCIATE DEGREE PROGRAM OUTCOMES .............................................................. 11
ASSOCIATE DEGREE STUDENT LEARNING OUTCOMES ........................................... 11
RN TO BSN PROGRAM OUTCOMES ........................................................................... 12
RN TO BSN STUDENT LEARNING OUTCOMES .......................................................... 12
ADMISSION CRITERIA ................................................................................................... 13
  Associate of Science in Nursing Program ............................................................... 13
  Bachelor of Science in Nursing (RN-BSN) Program ............................................... 14
ARTICULATION/ADVANCED STANDING POLICY - LPN TO RN PROGRAM .......... 17
ARTICULATION POLICY – RN TO BSN PROGRAM .................................................... 19
ACADEMIC ADVISING POLICY ................................................................................ 20
PRESCRIPTIVE ENRICHMENT PROGRAM (PEP) ......................................................... 21
ACADEMIC PROGRESSION AND DISMISSAL POLICY ............................................. 22
  Progression Criteria for All Nursing Students ....................................................... 22
  Dismissal from the Nursing Program ...................................................................... 22
APPEAL OF DISMISSAL ............................................................................................... 24
  School of Nursing Student Affairs Committee ..................................................... 24
  Student Dismissal Appeal Form ............................................................................. 25
ABSENCE POLICY ....................................................................................................... 26
  Classroom Absences ............................................................................................... 26
  Clinical Absences ................................................................................................... 26
  Online Course - Participation ................................................................................. 27
GRADE POLICY .......................................................................................................... 28
EXAM ADMINISTRATION AND REVIEW POLICY ................................................... 29
ASSESSMENT OF STUDENT LEARNING POLICY .................................................... 30
CLINICAL CLEARANCE POLICY ............................................................................... 32
  Required Immunizations ....................................................................................... 33
  CPR BLS Adult, Infant, Child, and AED: ................................................................. 33
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

PA Statewide Criminal (Patch Search), Child Abuse History and FBI Fingerprint Search .... 33
Urine Drug Screen .................................................................................................................. 34
Health Conditions .................................................................................................................. 34
PROHIBITIVE OFFENSE POLICY / BACKGROUND CHECKS ........................................... 35
CLINICAL DRESS CODE........................................................................................................ 37
MINIMUM FUNCTIONAL REQUIREMENTS POLICY .......................................................... 38
NURSING LABORATORY POLICIES AND PROCEDURES ............................................. 39
CHEMICAL IMPAIRMENT POLICY ................................................................................... 41
ACADEMIC AND PROFESSIONAL INTEGRITY POLICY ................................................ 42
  Academic and Campus Conduct ......................................................................................... 42
  Professional Nursing Conduct .......................................................................................... 42
NSNA CODE OF ACADEMIC AND CLINICAL CONDUCT ............................................ 46
BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS OF NURSING ............ 47
STUDENT REPRESENTATION ............................................................................................. 48
SOCIAL MEDIA POLICY ....................................................................................................... 49
EMPLOYMENT POLICY .......................................................................................................... 51
POLICY REVIEW PROCEDURE ........................................................................................... 51
GRIEVANCE POLICY AND COMPLAINT PROCEDURE ................................................... 52
STUDENT RECORD POLICY ............................................................................................... 52
PA. STATE BOARD OF NURSING - REQUIREMENTS FOR RN-Licensure ................. 53
APPENDIX A ........................................................................................................................ 54
  OLDER ADULT PROTECTIVE SERVICES ACT ............................................................... 54
  Pennsylvania Child Abuse History Clearance .................................................................... 55
APPENDIX B ........................................................................................................................ 55
  Other Offenses Considered in the Admission Decision ..................................................... 55
APPENDIX C ........................................................................................................................ 56
  DEFINING TERMINOLOGY ............................................................................................... 56
CURRICULUM PLANS ........................................................................................................... 58
  Associate and Bachelors of Science with Pre-Nursing .................................................... 58
  Associate and Bachelors of Science without Pre-Nursing .............................................. 59
  Associate & Bachelors of Science (LPN 2+2) ................................................................... 60
RN-BSN Program Full-Time Status .................................................................................... 61
RN-BSN Program Part-Time Status ................................................................................... 62
Vision Statement

The School of Nursing at Mount Aloysius College strives to educate nurses who are prepared to practice in an ever changing complex health care environment. The foundation of Mercy values and the professional values of altruism, autonomy, human dignity, integrity and social justice are integrated into the educational experience to meet the needs of diverse patient populations. Students are prepared to utilize gained knowledge, behavior and skill sets as derived from evidence based practice, leadership, communication, and informatics to deliver holistic and quality care across the health continuum.

Philosophy

The nursing faculty adheres to the Mount Aloysius College mission and philosophy. The principles of caring and growing in the Judeo-Christian heritage are incorporated and inherent within the nursing curriculum.

The School of Nursing at Mount Aloysius College believes in the value of all human beings. Each human being is respected and valued, regardless of creed, race, nationality, or age. Human beings have the right to make choices that affect their lives and are the source of control in decision-making. The dignity of each person requires attention to particular needs. Through collaboration, support, and guidance, human beings are better able to adapt and accomplish their goals. The nursing department reflects the belief of the Sisters of Mercy that human persons rely on one another for life and well-being. Although unique, each human being shares the need for self-fulfillment and accomplishment of life goals with others, including the family, community, and population, which comprises society as a whole.

Society is an assemblage of human beings sharing a common and reciprocal relationship. Society embodies the values of its members. The well-being of each individual requires attention to the common good. Society has a responsibility for maximizing the health and well-being of its members within the environment.

Human beings exist in a complex internal and external environment consisting of constantly changing factors that influence their health and well-being along the life continuum. The environmental circumstances that affect one’s being include the interaction of political, economic, sociocultural, and legal forces. While human beings often must adapt to their environment, the environment may also be modified through collaborative approaches.

Health encompasses physical, psychosocial, cultural, and spiritual well-being reflecting a sense of wholeness and integrity. Health allows individuals, families, communities, and populations to experience life to the fullest. Health represents a dynamic, complex state of being that supports one’s ability to make progress and accomplish life goals. Health is characterized by patterns of interaction that are flexible, adaptive, nourishing, integrative, and wholesome. The perception of health is highly individualized and influences one’s level of wellness. Wellness reflects changes along the life continuum where health can be promoted, maintained, or regained and is a right of all human beings.

Nursing is a human interactive process that is characterized by caring, diversity, excellence, integrity, ethics, holism, and relationship-centered care. Nursing requires a broad range of scientific knowledge to design, deliver, coordinate, and manage the care of clients, including individuals, families, groups, communities, and populations.

Nurses are scholars who practice with scientific competence, intellectual maturity, and humanistic concern for others and are accountable for their own practices. Nurses must be prepared to provide leadership within their practice and for the nursing profession. Nurses are integral members of inter-
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

professional teams who engage in collaborative practice and provide compassionate and coordinated care based on respect for the preferences, values, and needs of the client.

Nurses are committed to learning. Learning is a lifelong developmental process, demonstrated by changes in behavior, attitudes, and/or patterns of thinking. Activation of the learning process is self-initiated and a joint responsibility of both the educator and learner working mutually toward commonly identified goals.

The School of Nursing at Mount Aloysius College strongly supports the mission of the College as well as the Sisters of Mercy in its strong conviction to develop values, attitudes, and competencies in our nursing graduates. Nursing education is a process by which nurse educators facilitate student-centered learning through the domains of cognitive, psychomotor, and affective learning, which results in exemplary nurses, competent to provide client-centered care. Nursing education is multidimensional with caring, integrity, and excellence at the core of the curriculum. These three concepts are expressed through interactions among the nursing faculty, between the faculty and nursing students, among nursing students, and between nursing students and clients. The nursing faculty also understands that teaching, learning, and the educational environment are constantly changing.

Faculty provides an educational environment conducive to integration of concepts from the disciplines of nursing science, humanities, religious studies, and natural sciences into the practice of nursing in a variety of ways. Various teaching strategies and types of clinical experiences and evaluation methods are based on research and best practice for promoting effective educational practice.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING
CONCEPTUAL FRAMEWORK

The curricula in the Associate Degree and RN-BSN programs supports nursing practice substantiated with evidence that synthesizes nursing science and knowledge from other disciplines in the provision of safe, quality care to promote the health and welfare of patients, families, communities and populations.

The AD nursing program curriculum is structured to provide the student with the knowledge, skills and attitudes vital in promoting quality and safety while providing patient and family-centered care. Core and prerequisite courses assist the student to develop oral and written communication skills, expand knowledge of the natural and social sciences. The foundation for service, service learning and cultural competence in the Mercy tradition is evident through the exploration of the humanities and religious studies. Core courses in Information and Communication Technology support the integration of informatics in the nursing curriculum. Building on the AD core, general educational concepts in the RN-BSN program are threaded throughout the curriculum and expand on the practice with knowledge and theory, and interprofessional communication and collaboration. Nursing practice is progressively built on nursing knowledge, theory and research and derives knowledge from the other fields and professions, adapting and applying this knowledge as appropriate to professional practice. The academic setting provides a forum for contemplating physical, psychological, social, cultural, behavioral, ethical and spiritual problems within and across disciplines. Students learn to translate and integrate knowledge from a liberal arts education base into the practice of nursing.

The NLN Integrating concepts, NLN Core Values, QSEN Competencies and the AACN RN-BSN Essentials form the framework for holistic practice in both the Associate Degree and RN-BSN programs. In keeping with the changes in the health care environment, concepts that were identified have been a key component in the formation of the conceptual framework.

Patient-Centered Care

A patient-centered care approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient-centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care. It incorporates and reflects the uniqueness of an individual patient’s background, personal preferences, culture, values, traditions, and family. Although the patient is the center of control, the need for self-fulfillment and accomplishment of goals includes the incorporation of the family, community and population. For this reason, an extension of patient-centered care includes mutually beneficial partnerships among health care providers, patients, families, communities and populations. Therefore, Patient-Family Centered Care becomes the focus to ensure coordination and collaboration of care with dignity and a respect for the patient’s values and needs. Providing Patient-Family Centered Care reflects a nurse’s values and attitudes, arises from a deep knowledge base, and requires skills to practice. (Watson, PCC).

Consistent demonstration of the core values when working with others is essential to achieve optimal health and wellness outcomes in patients, families, communities and populations by applying the principles of caring, holistic care, diversity, integrity, and ethical/legal standards (see defining terminology for further discussion of these principles). Professionalism assumes accountability for behaviors that are consistent with the profession. Inherent in accountability is the responsibility for civility, and in order to demonstrate professionalism, civility must be present.

Providing Patient-Family Centered Care is applicable across the lifespan and Wellness-Illness Continuum and should be practiced in all health care settings. The Wellness/ Illness Continuum is defined as the range of one’s total health. This continuum is constantly changing in relation to the patient’s physical, mental, and social well-being. Wellness and illness are at opposite ends of the continuum with a multitude of ranges in between. Health and illness are separate but coexisting and interacting. Wellness is a dynamic state of optimal stability that is altered as clients adjust to environmental stimuli. Illness represents a state in which health is diminished or impaired due to the patient’s inability to adjust to environmental stimuli.
Nursing and the care delivery system provide services in which patients are recipients of care in the categories of **health promotion, health maintenance and health restoration**. In the Associate Degree Curriculum, the concepts of health promotion, health maintenance, and health restoration are taught with a particular emphasis on the individual and the influence that the family, community and population has on the well-being of the individual during fluctuations on the health-illness continuum. In the RN-BSN program, the student has an increasing role and responsibility for the mutual planning of care and health care decision-making related to health promotion, health maintenance and health restoration. The development of nurse-patient partnerships becomes the link between the healthcare system and the patient, family, communities or populations.

In order to make effective decisions when providing patient-family centered care, students must acquire knowledge through nursing and science to develop clinical reasoning skills **Clinical reasoning** is the ability to reason as a clinical situation changes, taking into account the context and concerns of the patient and family. (Benner, 2010) Clinical reasoning includes the essential skill of critical reflection. **Critical reflection** is an active thinking back upon one's experience for the purpose of improving practice.

Making effective **clinical judgements** require the use of clinical reasoning and utilizes a systematic process of gathering relevant data regarding the patient situation, organizing and interpreting clinical cues, defining the health problem, recognizing desired outcomes, evaluating the effectiveness of the outcomes and reflecting on the process and new learning. The **nursing process** is utilized as the method to ensure that clinical reasoning is validated. The educational process must embed Patient-Family Centered Care practices, cultural competence and effective communication at the core of the nursing process.

**Teamwork and Collaboration**

In the Associate Degree nursing program, students must demonstrate effective communication, teamwork, and collaborative practice to ensure coordination of care and decision-making. In the RN-BSN program, interprofessional communication and collaboration encompasses the establishment of collegial relationships which recognizes shared goals, clear role expectations of members, a flexible decision-making process, open communication patterns and leadership.

**Evidence-Based Practice and Quality Improvement**

Another facet of the framework includes the value that **evidence-based practice** brings to the profession of nursing. Using evidence to evaluate processes and outcomes is the goal of **continuous quality improvement**. In the AD program, students utilize evidence-based implementation strategies to facilitate improvement. Improvements associated with quality measures and care practices are monitored to ensure optimal patient outcomes. In the RN-BSN program, students translate current evidence into practice through the identification of practice issues, appraisal and integration of evidence. Students are considered evolving scholars who contribute to the development of the science of nursing practice by identifying questions in need of study, critiquing published research and evidence to propose solutions to clinical practice problems. The RN-BSN student utilizes evidence to support quality improvement concepts and processes, assists with the development of quality improvement action plans and monitors outcomes.

**Safety**

**Safety** is a fundamental quality of patient care and is a key concept integrated through all areas of the curriculum and requires teaching of all QSEN competencies in both the AD and RN-BSN programs. Safety has been redefined to place an emphasis on system effectiveness and to minimize the risk of harm to patients and providers. New graduates need to understand and value the importance of a system wide safety culture to advocate upon reporting, to learn from diverse events and to report hazard and adverse events.
Informatics

In order to facilitate communication and collaboration while supporting quality and safety to improve patient outcomes, informatics concepts are integrated throughout both programs. In the AD program, the emphasis is placed on the concepts of computer fluency, information/health literacy, and communication/information technologies. Students are able to access vast quantities of information and best practices strategies for implementation into patient care. In the RN-BSN program, students use information management systems to gather evidence to guide practice, improve patient outcomes and support health literacy. Nursing informatics facilitates the integration of data, information and knowledge to support patients, nurses and other providers in their decisions making in all roles and settings. This support is accomplished through the use of information structures, information processes and information technologies. (NLN)

Nursing Education

To promote effective student learning, nursing faculty must engage in evidence-based teaching and create an environment conducive to learning. Teaching strategies are grounded in educational theory, specifically Knowles’ Adult Learning Theory and Kolb’s Experiential Theory, and are appropriate for achieving desired student learning outcomes. Teaching strategies respect learner diversity and provide opportunities by which students can develop clinical reasoning skills. Learning environments engage the student through innovative teaching strategies and collaborative efforts between faculty and students. Central to learning is student empowerment where students are given the freedom to think reflectively, grow professionally and engage in clinical reasoning. Faculty create cultures of learning that support student-centered education which enhances the learning process. The curricula in the AD and RN-BSN program reflect current health care trends and issues and are designed to promote an ever-changing health care system and technological advances. The curricula provide learning experiences that supports evidence-based practice, interprofessional approaches to care, and achievement of clinical competencies. The curricula ensure opportunities to provide culturally sensitive care through service learning activities.

Service learning requires a commitment to learn from each other with the initiatives aimed at advancing the health of individuals, families, communities and populations.

Associate Degree Graduates are prepared to assume the roles of care provider and coordinator, patient advocate, teacher, communicator, user of information technology, collaborator and decision–maker. Graduates of the RN-BSN program are prepared to assume leadership roles that advance quality nursing care, promote positive change, innovation, excellence and enhance the power and influence of the nursing profession.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING
ASSOCIATE DEGREE PROGRAM OUTCOMES

1. The program demonstrates evidence of graduates' achievement on the licensure examination.

2. The program demonstrates evidence of students' achievement in completing the nursing program.

3. The program demonstrates evidence of graduates' achievement in job placement.

ASSOCIATE DEGREE STUDENT LEARNING OUTCOMES

1. **Patient-Family Centered Care** – Engage in partnership with the patient or designee to plan, advocate for and provide care that is consistent with the patient’s and family’s culture, values, beliefs, and needs.

2. **Teamwork & Collaboration** – Engage in effective communication and collaborative practice to provide coordinated and integrated patient care.

3. **Evidence Based Practice** – Evaluate the plan of care using best available evidence, patient values, preferences, and clinical judgement.

4. **Informatics** – Utilize health information and communication technologies to support safety, decision making, outcome/data analysis and the promotion of health literacy.

5. **Quality Improvement** – Formulate care practices that incorporate quality improvement measures to ensure optimal patient outcomes.

6. **Safety** – Create a culture of safety that minimizes harm to patients and providers and increase the likelihood of desired health outcomes.
1. The program demonstrates evidence of students' achievement in completing the nursing program.

2. The program demonstrates evidence of graduates' achievement in job placement.

RN TO BSN STUDENT LEARNING OUTCOMES

1. **Patient-Family Centered Care** – Value the patient and family as a full partner in providing and coordinating compassionate, age-appropriate and culturally-appropriate care.

2. **Teamwork and Collaboration** – Foster interprofessional communication, mutual respect, and shared decision making to provide coordinated quality care.

3. **Evidence-Based Practice** – Evaluate research and other current evidence for the applicability of findings for the improvement of health care processes and outcomes.

4. **Informatics** – Employ information systems to communicate, manage knowledge, mitigate error, and support decision-making.

5. **Quality Improvement** – Evaluate outcomes and change practices and processes to improve the quality and safety of health care.

6. **Safety** – Anticipate and minimize risk of harm to patients and other healthcare providers through both system effectiveness and individual performance to provide safe and effective delivery of care.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

ADMISSION CRITERIA

Associate of Science in Nursing Program (ASN) – 2+2 ASN to BSN

NOTE: All decisions regarding admission to the nursing program at Mount Aloysius College are made by the School of Nursing.

First-Time College Student
Applicants who completed high school and have less than 24 credits of post-secondary education must demonstrate the following to be admitted to the nursing program:
1. Have been admitted to the College;
2. Achieve a composite score of 66% on the designated pre-entrance nursing exam (ATI Test of Essential Academic Skills - TEAS). The applicant has a maximum of two attempts, whether the exams are taken at MAC or another location, on the exam to achieve a satisfactory score;
3. Completed work equal to a standard high school course inclusive of a minimum of 16 units, including
   - four units of English,
   - three units of social studies,
   - two units of mathematics (one of which is Algebra), and
   - two units of science with a related laboratory (Biology and Chemistry recommended). The two units of science with a related laboratory and Algebra must be completed with a minimum grade of "C";
4. Minimum high school GPA of 2.70;
5. If math remediation is required based on TEAS Math Sub score of < 60%, must complete NursingABC MAT091, which is prerequisite to admission to the major; and
6. Completed BL 201 – Anatomy and Physiology I or its equivalent with a minimum grade of "C". All science courses must have been completed within the past seven (7) years.

*NOTE: An applicant who has not met one or more of the stated admission requirements will be identified as a pre-nursing student until the requirements are met. Once met the student must complete the Internal Nursing Application Form.

Transfer Student
Applicants who graduated from high school and completed 24 or more credits of post-secondary education must demonstrate the following to be admitted to the nursing program:
1. Achieve a composite score of 66% on the designated pre-entrance nursing exam (ATI Test of Essential Academic Skills - TEAS). The applicant has a maximum of two attempts on the exam to achieve a satisfactory score;
2. Demonstrate a minimum 2.70 cumulative grade point average (CGPA) on post-secondary education as verified by official transcript;
3. Completed BL 201 – Anatomy and Physiology I or its equivalent with a minimum grade of "C" (2.00). All sciences courses must have been completed within the past seven (7) years; and
4. Completed a college-level writing course.

Transfer Applicants With Prior Nursing Credit
Transfer applicants who have had previous nursing education courses are required to
- meet the admission requirements as stated above for transfer students and
- sign and send to the previous nursing program(s) a request for a confidential reference.

In addition, the applicant may apply to take a challenge exam(s). To begin the challenge exam process, the applicant must submit a course syllabus and calendar to the Department Chairperson at least five (5) weeks prior to the start of the semester or earlier. An applicant wishing to challenge a course must have
successfully completed a comparable course (including clinical if applicable) at an accredited school within the past three (3) years. The following Associate Degree nursing courses may be challenged:

- NU 130 - Adult Nursing I (7 credits)
- NU 240 - Nursing of the Family (5 credits)
- NU 220 - Nursing Pharmacology (3 credits)
- NU 275 - Mental Health Nursing (2 credits)

Readmission to the Nursing Program
Students granted readmission to the nursing program may be required to challenge* or retake nursing courses that were successfully completed at Mount Aloysius College within the past three (3) years prior to re-admission. However, skills remediation will be required for all clinical nursing courses previously completed. Courses taken more than three years prior to readmission cannot be challenged and must be repeated.

*NOTE: Challenge exams are accomplished by using standardized exams.

Enrollment Requirements**
Prior to the start of a clinical nursing course, the student must submit the following:

1. A completed health form, physical exam and required titers and immunizations;
2. Two-Step PPD or agency accepted equivalent;
3. Urine Drug screen from the start of the first clinical course. Additional urine drug screens may be required;
4. PA Criminal Background, FBI Fingerprinting and Child Abuse History Clearances; and
5. CPR Certification (American Heart Association Healthcare Provider or American Red Cross Professional Rescuer which includes Adult, Child, Infant and AED) within 30 days of the start of the semester.

Students who withdraw from the program must submit new PA Criminal Background Check, FBI Fingerprinting and other documentation required by the college or clinical agencies.

Students must have health requirements confirmed by Health Services by to August 1st for the fall semester and December 15th for the spring semester*. The MAC School of Nursing Prohibitive Offense Policy guides decisions related to background check findings. Healthcare agencies have the right to deny employment or clinical experiences based on background checks.

**Students enrolled in the School of Nursing must comply with the requirement of the Professional Nursing Law of Pennsylvania (Act of April 14, 1972, P.L. 233, No 64) known as "The Controlled Substance, Drug, Device and Cosmetic Act.
*With the exception of the Urine Drug Screen for students assigned to clinical at Conemaugh Memorial Medical Center.

Bachelor of Science in Nursing (RN-BSN) Program
Applicants for the RN-BSN Professional Program in Nursing must meet the following admission criteria:

1. Be a graduate from an accredited Associate Degree or Diploma Program in Nursing as verified on an official transcript;
2. Have a cumulative grade point average of at least 2.70 on post-secondary coursework. Upon recommendations of nursing faculty, exceptions can be made; and
3. Have a current RN license issued in a state within the United States of America. If the applicant is not licensed he/she may not take classes in the nursing major beyond the first semester.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

ACADEMIC PROGRESSION AND DISMISSAL POLICY

Academic progression of a student enrolled in any nursing program is based on scholastic achievement, health maintenance, and adherence to the policies and procedures as stated in the Mount Aloysius College Catalog and the School of Nursing Student Handbook.

Progression Criteria for All Nursing Students

- Completion of all pre- or co-requisites courses, as listed in the current catalog, with a minimum 2.0 (C) grade prior to graduation.
- Completion of all nursing courses with a minimum 80%.
- Completion of all clinical nursing courses with a “P” in the clinical component of the course.
- Maintenance of a cumulative grade point average of 2.70.

The School of Nursing considers any grade less than an 80% in a nursing course as constituting a non-progression grade.

- A course withdrawal after completion of the fourth (4) week of the course.

RN to BSN Students

Prior to entry into the RN to BSN Program, all requirements as stated in the college catalog must be met. Students enrolled in the RN to BSN program must be licensed as an RN within one semester of matriculation. Students must provide a copy of their RN license to be kept in their student file. After the first semester, students who have not achieved licensure may not register for nursing courses until licensed.

Dismissal from the Nursing Program

A student may be dismissed from the ASN or RN to BSN Program for reasons of course grade, unsafe clinical practice, or unprofessional behavior. A student may be placed on Warning for Dismissal or may be dismissed without warning at any time during the academic semester. A Warning for Dismissal remains in effect for the duration of the student’s enrollment in the nursing program, including any future readmission.

The following circumstances will result in dismissal from the Nursing Program:

1. Grade less than 80% (2.70) in a second or repeated nursing course;
2. Students who have received an (F) in the clinical component of a nursing course. The student may complete an immediate appeal to be re-admitted. However, if granted must wait one semester before re-admission.
3. Students who have been granted an appeal and earn less than an 80% grade in any future nursing course(s) will be dismissed and not eligible to appeal;
4. Achievement of a cumulative GPA (CGPA) below progression requirements (2.70);
5. Failure to conduct oneself in a responsible, safe, and professional manner (see expanded information below);
6. Academic misconduct, including but not limited to, plagiarism, cheating, or dishonesty;
7. Failure to meet remediation requirements;
8. Use of or being under the influence of alcohol and/or illegal drugs in the classroom, laboratory, or clinical setting;
9. Arrested on a felony charge while enrolled in the nursing program, including failure to notify the Nursing Program Department Chair within seven (7) days of the arrest. Notification must be by personal phone call OR by email from the student’s Mount Aloysius College email account.

15
Failure to Ensure Safe and Responsible Conduct
Examples of failure to ensure safe and responsible conduct include, but are not limited to:

1. Medication administration errors
2. Misinterpretation or improper implementation of medical orders
3. Incorrect implementation of a nursing procedure in accordance with the nursing program or the clinical agency guidelines
4. Failure to follow infection control procedures
5. Failure to provide for patient safety or the safety of self, peers, faculty, or other members of the healthcare team;
6. Failure to recognize or report significant changes in a patient’s condition
7. Implementation of a medication administration, intravenous, or invasive procedure without supervision by the clinical instructor

Failure to Maintain Professional Conduct
Examples of unprofessional conduct include, but are not limited to:

1. Failure to practice within the guidelines of the policies and procedures of Mount Aloysius College or the School of Nursing including, but not limited to, the Academic and Professional Integrity policy and the NSNA Code of Academic and Clinical Conduct;
2. Failure to be accountable in the following areas of responsibility:
   a. Adequately prepare for clinical learning experiences.
   b. Communicate accurate and complete patient information verbally or in writing.
   c. Report unsafe or incompetent practice of peers or other health care team members.
   d. Practice within the limitations of the nursing student role.
   e. Accept responsibility for own behavior.
   f. Follow through in the completion of assigned client care.
   g. Seek appropriate guidance from the faculty.
   h. Take corrective action as recommended by the instructor.
3. Failure to follow clinical instructor’s protocol for notification of instructor and/or agency in case of clinical tardiness or absence.
4. Excessive absence or tardiness.
5. All forms of dishonesty, including lying and cheating or plagiarism
6. Failure to report a potentially hazardous (to self or others) health condition
7. Failure to respect the rights of the patient, peers, faculty, or members of the healthcare team;
8. Breach of confidentiality

Students who wish to appeal dismissal must follow the Appeal of Dismissal Policy.
ARTICULATION/ADVANCED STANDING POLICY – LPN TO RN PROGRAM

Purpose
The following policy was developed in order to facilitate the admission and progression of graduates of licensed practical nursing programs through the Associate and Bachelor of Science Degree in Nursing at Mount Aloysius College. LPN to RN articulation enables the efficient and effective joining of levels of nursing education to allow Licensed Practical Nurses to obtain an associate and bachelor degree in nursing.

Competency Validation for Advanced Standing Credit
Candidates articulating into the nursing program as an LPN must meet the admission criteria and complete all pre-enrollment and enrollment requirements as stated for the Associate of Science Degree in Nursing. In addition, applicants must submit official transcripts and LPN license as a requirement for admission.

Graduates of State approved practical nursing programs may be granted a maximum of twelve (12) credits in nursing, seven (7) for the Fundamental skills challenge, and five (5) for Nursing of the Family.

In order to receive the seven (7) credits, applicants must meet articulation criteria 2 and 3 below, successfully complete NU 115 LPN-RN Transition, and successfully complete the Fundamentals Skill Challenge. If the student does not meet the articulation criteria, the student must take a competency validation exam: NLN PN-RN Nursing Accelerated Challenge Exam (NACE 1): Foundations of Nursing and obtain a passing score of 79%. Competency validation examination provides the opportunity for licensed practical nurses who do not meet either criterion 2 or 3 below to be awarded these credits for previous learning. The seven credits are awarded following successful completion of NU 115, LPN to RN Transition with a grade of 80% or better, and successfully complete the Fundamentals Skill Challenge.

In order to receive the five (5) credits for Maternal Newborn and Care of the Child, applicants must successfully obtain a satisfactory Level 2 proficiency on the ATI RN Nursing Care of Children and ATI RN Maternal Newborn. Both of these exams will be taken while enrolled in NU115 and both require a Level 2 proficiency, with one re-test allowed on each.

Articulation Criteria
LPN applicants to the ASN Program must meet the requirements of the College as well as those of the Nursing Program for admission. In addition, prior to the granting of advanced standing, the following requirements must be met:

1. Achieve a composite score of 66% on the designated pre-entrance nursing exam (ATI Test of Essential Academic Skills – TEAS). The applicant has a maximum of two attempts on the exam to achieve a satisfactory score, whether the exams are taken at MAC or another location; and
2. Licensure in the State of Pennsylvania as an LPN; and
3. Graduation within three (3) years from an LPN program; or work experience as an LPN equivalent to 1,000 hours in the last three (3) years; or completion of an approved refresher course in nursing; and
4. Obtain a Level 2 proficiency on the ATI RN Nursing Care of the Children and ATI RN Maternal Newborn. Both of these exams must be successfully completed by the end of NU 115, LPN to RN Transition. **If unsuccessful on the exams, the student will be required to take NU 240.**
The NACE 1 and/or ATI required for LPN Advanced Standing placement requires fee payment prior to taking each exam.

**General Education Requirements**
Students articulating directly as well as those validating competencies will be required to meet all acceptance and pre-enrollment criteria for the Associate of Science Degree in Nursing including all identified pre-requisite courses.

**Graduation Requirements**

**ASN Graduation Requirements**
To graduate, students must complete all general education core requirements (listed in the current *College Catalog*) and all nursing requirements for the Associate of Science in Nursing Degree. The student must complete nursing coursework within three (3) years of starting the first nursing course.

**BSN Graduation Requirements**
To graduate, students must complete all general education core requirements (listed in the current *College Catalog*) and all nursing requirements for the Bachelor of Science in Nursing Degree. The student must complete nursing coursework within six (6) years of starting the first nursing course.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

ARTICULATION POLICY – RN TO BSN PROGRAM

In order to facilitate the admission and progression of graduates of associate degree and diploma programs in nursing through the baccalaureate program in nursing at the College, the following articulation plan was developed. RN to BSN articulation enables the effective and efficient joining of two levels of nursing education to allow licensed registered nurses to obtain the bachelor’s degree in nursing.

TRANSFER EVALUATION
Graduates of both diploma and associate degree programs who have earned college credits from accredited colleges may apply to have up to ninety (90) total credits accepted by Mount Aloysius College and applied toward a bachelor’s degree in nursing subject to the requirements of the major as well as the core and graduation requirements of the College. Credits for previous coursework in nursing will be granted, up to a maximum of forty (40) credits, upon successful completion of the RN-BSN Program. Students must have attained at least a 2.70 grade point average at the previous institution to be accepted as a transfer student into the nursing program and must pass the NCLEX within one semester of enrollment.

DUAL ADMISSION
Students admitted under a dual admission partnership agreement are guaranteed admission to Mount Aloysius College RN to BSN Program as long as the admissions criteria are met and the student has an intent form for admissions on file.

RESIDENCY REQUIREMENT
Students must complete their final thirty (30) semester hours before graduation in residency.

BSN Graduation Requirements
To graduate, students must complete all general education core requirements (listed in the current College Catalog) and all nursing requirements for the Bachelor of Science in Nursing Degree. The student must complete nursing coursework within six (6) years of starting the first nursing course.
A faculty advisor will be assigned to each student enrolled as an AD Pre-Nursing, AD Nursing or RN-BSN student. Faculty advisors have an assigned office space and hold weekly office hours.

New students must meet with their faculty advisor within the first week of the semester as this is the add/drop period. Changes to the student schedule may be necessary to be on track with the curriculum plan and avoid problems with progression to the next semester. The faculty advisor is listed on the student’s current course schedule as well as on the students’ My MAC web page.

All students must meet with their advisor prior to the registration process in order to review their current curriculum plan and courses needed for the following semester. The academic advisor will grant registration clearance for the student to register for classes through the MAC portal page after the student has met with the advisor with a plan of courses for registration.

Students may need to meet with their academic advisor throughout the semester for academic or non-academic issues so that appropriate referrals can be initiated to foster success in the nursing program. A prescriptive plan may be initiated. The prescriptive plan lists College sponsored resources as well as specific activities for the student to address the issues identified. Examples of recommended activities include:

1. Test-taking tips and making exam reviews useful
2. Study skills and time management
3. Library resources/database research assistance
4. Presentation assistance
5. Professional tutoring for science and math content, writing skills
6. Peer tutoring
7. Nursing content review and review of NCLEX questions (Supplemental Instruction Group Sessions)
8. Faculty assigned supplemental learning activities (course specific)
9. Individual appointments for clarification of course material
10. Professional tutoring for nursing content
11. Nursing Skills and Laboratory/Simulation Assistance
12. Counseling and disability resources
13. Stress management and overcoming test anxiety

Students are to schedule appointments with their nursing advisor 24 hours in advance. Appointments can be scheduled on the sign-up sheet outside the nursing faculty advisor office, through email or via phone.
**MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING**

**PRESCRIPTIVE ENRICHMENT PROGRAM (PEP)**

The Prescriptive Enrichment Program (PEP) is a School of Nursing student support program to assist nursing students to achieve academic success. The program consists of 3 major components:

1) Academic advisement
2) Access and referral to various Mount Aloysius College student resources
3) Nursing course-specific supplemental learning activities, including group supplemental instruction sessions.

All nursing students are encouraged to take advantage of any of the PEP resources offered. The student’s academic advisor is available by appointment to assist students to identify and access School and College resources that may be of benefit at any time during the semester.

A meeting with the student’s academic advisor and initiation of a written PEP plan is recommended for students who meet one of the following criteria:

1) Student was unsuccessful in a nursing course and is currently repeating the course
2) Student has a grade less than a “C” at midterm in any nursing course

Students who have appealed a nursing course(s) failure and whose appeal has been granted will:

- Receive a letter from the School specifying that they meet with the A.D. Chair within the first week of the semester
- Meet with their academic advisor within the first week of the semester to develop/review or revise a prescriptive enrichment plan
- Schedule ongoing advisor meetings throughout the semester. The frequency of the advisor meetings is to be determined at the initial advisee/advisor meeting

It is the responsibility of the student repeating a nursing course or having a grade less than “C” in a nursing course at midterm to contact their academic advisor for a meeting to initiate a written PEP plan.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

ACADEMIC PROGRESSION AND DISMISSAL POLICY

Academic progression of a student enrolled in any nursing program is based on scholastic achievement, health maintenance, and adherence to the policies and procedures as stated in the Mount Aloysius College Catalog and the School of Nursing Student Handbook.

Progression Criteria for All Nursing Students

- Completion of all pre- or co-requisites courses, as listed in the current catalog, with a minimum “C” grade prior to graduation.
- Completion of all nursing courses with a minimum “80%” grade (effective for students entering nursing after January 1, 2019)
- Completion of all clinical nursing courses with a “P” in the clinical component of the course.
- Maintenance of a cumulative grade point average of 2.700 (effective for students entering nursing after January 1, 2019).

The School of Nursing considers the following as constituting a less than “80%” grade (effective for students entering nursing after January 1, 2019).

- A course withdrawal after completion of the fourth (4) week of the course.

RN to BSN Students

Prior to entry into the RN to BSN Program, all requirements as stated in the college catalog must be met. Students enrolled in the RN to BSN program must be licensed as an RN within one semester of matriculation. Students must provide a copy of their RN license to be kept in their student file. After the first semester, students who have not achieved licensure may not register for nursing courses until licensed.

Dismissal from the Nursing Program

A student may be dismissed from the ASN or RN to BSN Program for reasons of course grade, unsafe clinical practice, or unprofessional behavior. A student may be placed on Warning for Dismissal or may be dismissed without warning at any time during the academic semester. A Warning for Dismissal remains in effect for the duration of the student’s enrollment in the nursing program, including any future readmission. A Warning for Dismissal in the ASN program does not factor into the decisions related to academic progression in the RN to BSN program.

The following circumstances will result in dismissal from the Nursing Program:

1. Grade less than “80%” in a second or repeated nursing course (effective for students entering nursing after January 1, 2019);
2. Students who have received an (F) in the clinical component of a nursing course. The student may complete an immediate appeal to be re-admitted. However, if granted must wait one semester before re-admission.
3. Students who have been granted an appeal and earn less than a “80%” grade in any future nursing course(s) will be dismissed and not eligible to appeal (effective for students entering after January 1, 2019);
4. Achievement of a cumulative GPA (CGPA) below progression requirements;
5. Failure to conduct oneself in a responsible, safe, and professional manner (see expanded information below);
6. Academic misconduct, including but not limited to, plagiarism, cheating, or dishonesty;
7. Failure to meet remediation requirements;
8. Use of or being under the influence of alcohol and/or illegal drugs in the classroom, laboratory, or clinical setting;
9. Arrested on a felony charge while enrolled in the nursing program, including failure to notify the Nursing Program Department Chair within seven (7) days of the arrest. Notification must be by personal phone call OR by email from the student’s Mount Aloysius College email account.
Failure to Ensure Safe and Responsible Conduct
Examples of failure to ensure safe and responsible conduct include, but are not limited to:

1. Medication administration errors
2. Misinterpretation or improper implementation of medical orders
3. Incorrect implementation of a nursing procedure in accordance with the nursing program or the clinical agency guidelines
4. Failure to follow infection control procedures
5. Failure to provide for patient safety or the safety of self, peers, faculty, or other members of the healthcare team;
6. Failure to recognize or report significant changes in a patient’s condition
7. Implementation of a medication administration, intravenous, or invasive procedure without supervision by the clinical instructor

Failure to Maintain Professional Conduct
Examples of unprofessional conduct include, but are not limited to:

1. Failure to practice within the guidelines of the policies and procedures of Mount Aloysius College or the School of Nursing including, but not limited to, the Academic and Professional Integrity policy and the NSNA Code of Academic and Clinical Conduct;
2. Failure to be accountable in the following areas of responsibility:
   i. Adequately prepare for clinical learning experiences.
   j. Communicate accurate and complete patient information verbally or in writing.
   k. Report unsafe or incompetent practice of peers or other health care team members.
   l. Practice within the limitations of the nursing student role.
   m. Accept responsibility for own behavior.
   n. Follow through in the completion of assigned client care.
   o. Seek appropriate guidance from the faculty.
   p. Take corrective action as recommended by the instructor.
3. Failure to follow clinical instructor’s protocol for notification of instructor and/or agency in case of clinical tardiness or absence.
4. Excessive absence or tardiness.
5. All forms of dishonesty, including lying and cheating or plagiarism
6. Failure to report a potentially hazardous (to self or others) health condition
7. Failure to respect the rights of the patient, peers, faculty, or members of the healthcare team;
8. Breach of confidentiality

Students who wish to appeal dismissal must follow the Appeal of Dismissal Policy.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

APPEAL OF DISMISSAL

Policy:
1. Students who have been dismissed from the School of Nursing for academic reasons, and wish to appeal for readmission to the nursing program, must have a cumulative GPA of at least 2.7 in non-nursing courses.
2. Students whose appeal is denied cannot apply for readmission to the nursing program for a minimum of one year.
3. A student who is dismissed from the School of Nursing may apply for enrollment in another major at Mount Aloysius College.
4. Students whose appeal has been denied and subsequently completed an LPN program may apply for admission to the nursing program after obtaining LPN licensure. The applicant must meet the admission criteria for the LPN to RN program.
5. Students who receive Grade Amnesty after dismissal from the nursing program will not be permitted to appeal to be readmitted to the program.
6. Students who appeal a dismissal, and are readmitted to the School of Nursing, will not be permitted any further dismissal appeals.

Procedure:
A student has the opportunity to appeal dismissal from the nursing program one (1) time. School of Nursing Student Affairs Committee reviews and adjudicates appeals and their decision is final.

Immediate Appeal
1. A student wishing to return the following semester must submit an Appeal of Dismissal Form (available from the Administrative Coordinator) to the appropriate Department Chair within five (5) business days of notification of the final grade. “Letters of support or recommendation” will not be accepted.
2. The appeal will be reviewed at the next scheduled Student Affairs Committee meeting.
3. The student will be notified by letter via postal service.

Deferred Appeal
1. A student may initiate a deferred appeal up to three (3) years from the date of dismissal.
2. Submit an Appeal of Dismissal Form (available from the Administrative Coordinator) to the appropriate Department Chair no later than 90 days before the start of the semester in which the student wishes to return.
3. The appeal will be reviewed at the next scheduled Student Affairs Committee meeting.
4. The student will be notified by letter via postal service.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

School of Nursing Student Affairs Committee
Student Dismissal Appeal Form

Student Name _________________________________
Mailing Address _______________________________
MAC E-mail Address ___________________________
Submitted to _____________________________ Date _____________

Program: ASN  RN-BSN (Circle one)

Rationale for challenging Dismissal from the Nursing Program (address the following in no more than 300 words):
   a. Brief explanation of what led to your dismissal.
   b. Actions you took to prevent the resulting dismissal.
   c. Rationale for why the committee should suspend the Dismissal Policy for you.

Should the Student Affairs Committee approve your petition, describe YOUR ACTION PLAN for fulfilling the expectations of the progression requirements in the nursing program.

Relevant factual documentation* attached (list):
(*Note: Must include unofficial copy of academic transcript. No support or reference letters accepted.)

Submitted by: _____________________________
   (Student signature)

For Student Affairs Committee Use Only
Committee Action and Rationale:

Committee Chair Signature: _____________________________ Date: _____________

Originated: 08/17
ABSENCE POLICY

Regular attendance in both class and clinical is necessary to support student success in the program. All students are required to attend, on time, all theory, seminar, laboratory, and clinical experiences as scheduled. All occurrences of missed class time are recorded. If an absence or tardiness is unavoidable, notification of the instructor is expected prior to the start of the experience.

Classroom Absences
Classroom experiences will start as scheduled. Students who will be absent or late are expected to communicate with the instructor via telephone or email as soon as possible. Failure to communicate to the instructor may result in an inability to make up the exam or class activity. No extra time to complete exams will be given to the student for lost time that results from tardiness unless prior notification has been made. All students are responsible for contacting the instructor to obtain any material and handouts covered during the missed experience. Students need to be aware that repeated class absences will jeopardize the student’s ability to meet the course objectives and may lead to subsequent failure of the course.

Clinical Absences
Students are expected to attend all clinical experiences for on and off campus clinical. Students who will be absent or late to the clinical experience are expected to notify the faculty member prior to the clinical start time via a telephone call and either speaking to the faculty member or leaving a voice mail. Text messages and/or emails will not be an acceptable form of “calling off” for the clinical experience.

Students must complete a clinical make up day or clinical makeup assignment for each clinical absence as determined by the faculty member. Clinical makeup assignments are developed by the full time course faculty and focus on the application of theory to practice. For each missed clinical day, the student is responsible for meeting with the full time course faculty member to find out if the absence will require a clinical makeup day or obtain a makeup assignment. The clinical makeup day date will be at the discretion of the faculty member. The assignment is to be completed and returned for evaluation within five (5) academic days of the clinical absence. Assignments will be forwarded to the full time course faculty for final approval. Regardless of the completion of alternate assignments, repeated clinical absences, any more than 3 in a course, will result in the student’s inability to successfully complete course objectives and subsequent failure of the course. Any extenuating circumstance will be reviewed to assess if the student can meet the clinical objectives.

Examples of unexcused clinical absences include, but are not limited to, the following:

1. Clinical clearances not submitted prior to the start of the clinical rotation. Absences resulting from student failure to submit clinical clearance information are considered unexcused absences. (See Clinical Clearance Policy.)
2. Dismissal from the clinical setting for failure to provide safe care:
   a. Failure of the student to prepare for clinical
   b. Unprofessional behavior in the clinical setting (See Professional Behavior Policy.)
   c. Exhibiting signs/behaviors of chemical impairment (See Chemical Impairment Policy)
3. Failure to notify the clinical instructor and/or clinical agency prior to an absence as required by the clinical instructor.
Online Course - Participation
All students are required to participate in the LMS within the first three days of the start of the semester. Failure of a student to post on LMS by the third day of the semester will result in the student being dropped from the course. Weekly participation in LMS discussions and/or class preparation assignments is a requirement and addressed in course syllabi and rubrics.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING
GRADE POLICY

The grading scale for the School of Nursing is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Progression</th>
<th>Description</th>
<th>Quality Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91 - 100</td>
<td>Superior Achievement</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>88 - 90</td>
<td>Excellent Achievement</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>85 - 87</td>
<td>Above Average Achievement</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>80 - 84</td>
<td>Average Achievement</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>78 - 79</td>
<td>Passing</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>70 - 77</td>
<td>Less than satisfactory</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0 - 69</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>E</td>
<td>Unofficial withdrawal</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal Passing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grade Rounding Statement:** For students entering the nursing program or repeating NU130 starting Fall 2018 and going forward, the School of Nursing follows a no rounding policy (Example: 79.9 = 79%). For students who began nursing coursework prior to Fall 2018, grade rounding will only occur on the final course grade when the tenth’s decimal place is 0.5 or above (Example: 78.49 = 78%; 78.5 = 79%).

**Grading Criteria**
At the beginning of each nursing course, the faculty will provide a course syllabus which includes the criteria/assignments upon which the course grade will be determined.

**Grading of Clinical Performance**
Evaluation of clinical performance is an on-going process involving regularly scheduled meetings between the clinical instructor and each assigned student to review the student’s progress in meeting clinical objectives. Accomplishment of course objectives is dependent upon passing all clinical objectives. Clinical performance will be graded as either “P” (pass) or “F” (fail). An “F” grade will result in failure of the theory portion of the nursing course.

Students can re-enroll in only one (1) nursing course. Withdrawal from a nursing course after the fourth week of the semester constitutes enrollment in the nursing course and is included as a part of the re-enrollment policy. A course repetition may be done the following semester on a space available basis.

**Grades earned in the Associate Degree Program do not factor into the decisions related to academic progress in the RN-BSN.**
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING
EXAM ADMINISTRATION AND REVIEW POLICY

Students will adhere to the following conditions when taking an exam in nursing courses:

Continuity of Test Administration:
1. All School of Nursing exams shall be taken on the date and time specified. Permission to take an exam or quiz at any time other than scheduled can only be granted by course instructors.
2. Students are to notify the instructor by voicemail or email prior to the time of examination or quiz, if unable to take the examination. If the student does not notify the course faculty of their absence, the opportunity for a make-up exam will not be granted.
3. All cell phones or other electronic equipment, including “smart watches,” must be powered off and secured with belongings during exams and test review.
4. All personal items are to be stored in a faculty designated area of the room during the exam and test review.
5. The only items permitted on the testing surface during exams is the exam, faculty provided calculator (if needed), and two pencils.
6. To ensure the integrity of test administration, faculty may collect any items being used for cheating during examinations. Such action may result in a zero for that exam.
7. All tests are timed, generally one (1) minute per question.
8. Test item content and responses are confidential and are not to be discussed except during test review.
9. This includes the sharing of exam content via electronic means (texting) or by verbal exchange outside the classroom.
   a. Course faculty follow a defined procedure for analyzing exam results and test items.
   b. Course instructors will post exam scores on Blackboard.
10. If the answer on the Scantron answer sheet and exam are different, the Scantron answer sheet is considered the student's final answer.
11. Faculty will collect exams after the student has indicated completion of the exam.
12. Exams will not be removed from the classroom by students for any reason.

Continuity of Test Review:
1. Students are not permitted to tape record or take notes during test reviews, or to in any way copy or transmit exam content or answers.
2. Only the exams are permitted on the desk during exam review. All other items must be stored in a faculty designated area of the room.
3. After the student receives a written test score, the student has five (5) academic days to confirm or question a test score or any individual test item post exam review. This should be done in a written electronic format.
4. Exams are not permitted to be taken from the room during exam reviews.
5. Group test reviews may be scheduled by individual instructors giving the examination. Students may request to review individual exams and answer sheets with the instructor administering the test.

Continuity of Exam Makeup:
1. Arrangements for a makeup exam should occur within two (2) business days upon return to school.
2. The makeup exam is to be completed within five (5) business days of returning to school.
The School of Nursing of Mount Aloysius College has adopted a national standardized comprehensive assessment and remediation package. The Package consists of the following:

1. Getting Started – video tutorials
2. Self-Assessment Inventory
3. Learning System Assessments
4. Content Mastery Series Review Modules, Practice Assessments and Secured Assessments
   - Fundamentals of Nursing Practice
   - Medical-Surgical
   - Maternal-Newborn
   - Nursing Care of Children
   - Mental Health
   - Pharmacology of Nursing Practice
   - Community Health Nursing Practice
   - Leadership and Management for Nursing Practice
   - Nutrition
5. RN – Comprehensive Predictor
6. Tutorials on clinical reasoning and test taking strategies
7. Dosage Calculations and Safe Medication Administration Tutorial
8. Pharmacology
9. Skills Module

**Impact on Program Evaluation**

The assessment plan assists with theory/clinical applications and successful NCLEX testing. Each student has access to an NCLEX blueprint correlation for each of their tested clinical nursing areas. This NCLEX blueprint identifies specific areas of clinical/theory content weaknesses for directed self-study in the form of remediation.

**Proctored Test Administration**

The ultimate goal of the Mount Aloysius College Nursing Program and is to enhance the student’s ability to achieve the ASN program objectives and successfully pass the NCLEX licensure exam. Students are **expected to achieve a level 2 proficiency** on the nationally standardized exams with point allocation as follows.

<table>
<thead>
<tr>
<th>Level of Proficiency Earned</th>
<th>Points possible</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Level 2</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Level 1</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>&lt; Level 1</td>
<td>20</td>
<td>0</td>
</tr>
</tbody>
</table>
Proctored exams according to the courses they will be administered in:

<table>
<thead>
<tr>
<th>Course</th>
<th>Proctored Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 130/115</td>
<td>Fundamentals</td>
</tr>
<tr>
<td>NU 240</td>
<td>Maternal/Newborn</td>
</tr>
<tr>
<td>NU 240</td>
<td>Nursing Care of Children</td>
</tr>
<tr>
<td>NU 260</td>
<td>Nutrition</td>
</tr>
<tr>
<td>NU 275</td>
<td>Mental Health Nursing</td>
</tr>
<tr>
<td>NU 330</td>
<td>Med/Surg Nursing</td>
</tr>
<tr>
<td>NU 330</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>NU 300</td>
<td>Leadership</td>
</tr>
<tr>
<td>NU 300</td>
<td>Community Health</td>
</tr>
<tr>
<td>NU 330</td>
<td>RN Comprehensive Predictor</td>
</tr>
</tbody>
</table>

Specific dates for administration of exams will be identified on the course syllabus. On the RN Comprehensive Predictor, a 95% probability level for passing the NCLEX is the goal. If the student does not achieve this level of proficiency on the first attempt, the student will complete remediation activities and retest by the end of the semester. The RN Comprehensive Predictor will only be administered to students who have successfully completed all of the program requirements.

All students are required to take the nationally standardized exams when scheduled. Students who are absent on the scheduled test date are responsible for initiating arrangements to take the secured exam. Students must complete the nationally standardized secured exam within two (2) business days following return to school. If a student does not complete the nationally standardized secured test, zero (0) points will be given.

**Student Responsibilities:**

The student will:

1. Adhere to the guidelines and policies of the nationally standardized assessment.
2. Review individual syllabi for detailed information related to nationally standardized secured testing criteria.
3. Review course materials, textbooks, and the nationally standardized content mastery modules prior to the administration of the secured exams.
4. Take the online practice tests and complete remediation activities that will enhance the individual student’s knowledge on the material.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

CLINICAL CLEARANCE POLICY

Each student enrolled in an ASN clinical nursing course must have all health, background checks, and CPR requirements met by the due date established from the School of Nursing in order to adhere to the Mount Aloysius College policies and Pennsylvania State Board of Nursing mandates. Students are required to follow directions provided from the Office of Student Health Services for uploading forms and results to the clearance tracking program prior to first clinical course.

Students will receive notification from the clearance tracking program, Office of Student Health Services, and the School of Nursing when clinical clearance requirements have not been met or maintained. If a student is not cleared for clinical, the student will not be permitted to attend on- or off-campus clinical until the required clearances are obtained. All absences due to failure to obtain or maintain clearance for clinical will be considered unexcused (Refer to Absence policy). Failure to upload clearance documents to the clearance tracking program prior to the deadline will result in clinical suspension.

Fees for the Criminal Record Check, Child Abuse Clearance, one on-campus CPR class, urine drug screens, and FBI fingerprinting, are included as part of the Clinical Education fee. Students who initiate the clearance tracking process with the intent to enter the nursing program will incur fees associated with the tracking process if not entering the nursing program. Additional testing, if required, and physical exam and health requirements will be at the student’s expense.

Students in the RN to BSN program enrolled in NU440P must meet the requirements of the agency where the practicum will take place at their own expense.

Students must complete all agency required educational mandates by the established due dates in order to attend clinical experiences. If a student is absent when agency required educational programs are presented, it is the student’s responsibility to ensure the educational requirement is met by the established due date.

Clinical Clearance Requirements (Subject to change according to clinical agency requirements)

Physical Exam
The Mount Aloysius College Nursing and Health Studies Student Physical Exam form must be completed and signed by the healthcare provider. Students are able to print off the clinical health forms from the Mount Aloysius College website. The date on the Physical Exam must be within the past two (2) years.

Titers
Students are required to have antibody titers for Rubeola IgG, Rubella IgG, Mumps IgG and Varicella IgG. The healthcare provider must have dated and signed the Mount Aloysius Immunization and Titer Record form in all areas where indicated. If the titers do not indicate immune or equivocal, a booster is required. If a booster is needed, the date the booster was administered must be included on the Mount Aloysius College Immunization and Titer Record form.

TB Screening Requirement
A two-step PPD or agency accepted equivalent must be completed prior to the start of the initial clinical course. A one-step PPD is required annually thereafter. If the PPD is positive, a baseline chest x-ray is required and additional requirements may be imposed.

Required Immunizations:

Tdap: A Tetanus booster is required within the last ten (10) years. In addition, a one-time dose of Tdap (tetanus toxoid, reduced diphtheria toxoid and acellular pertussis vaccine) is required. If no written documentation of previous immunization with Tdap, immunization is required. The date of the last Tdap booster must be listed on the Mount Aloysius College Immunization and Titer Record form.
Hepatitis B Vaccination: The dates of the Hepatitis B Vaccinations (3) must be listed on the Mount Aloysius College Immunization and Titer Record form. At least two of the three injections must have been received prior to students being permitted to attend off-campus clinical. The 3rd Hepatitis B immunization must be received when due in order to remain in the clinical rotation. Evidence of post vaccination immunity is required.

Polio: All dates from the most recent Polio booster need listed on the Mount Aloysius College Immunization and Titer Record form. Students who do not have record of Polio immunizations must have a physician sign the exemption on the form and state the reason why. A Polio booster or Titer is not required.

Influenza: The annual Influenza vaccine is a requirement for clinical. Students requesting an exemption for medical or religious reasons must contact the Office of Student Health Services. Students obtaining an exemption may be required to wear a mask while at the clinical site during Influenza season.

Recommended Immunizations:
- Hepatitis A
- Meningococcal (Please note, students who live on campus must receive the meningococcal (or signed waiver, per the Mount Aloysius College Health Requirements)

CPR BLS Adult, Infant, Child, and AED:
Certification by the American Heart Association or American Red Cross as an “American Heart Association Healthcare Provider” or “American Red Cross Professional Rescuer”, which includes Adult, Child, Infant and Automated External Defibrillator is required. A layperson’s certification (i.e. American Heart Association Heartsaver) does not meet this requirement. CPR classes are provided at Mount Aloysius College. A student whose CPR certification expires prior to program completion is responsible for re-certification at the student’s expense.

PA Statewide Criminal (Patch Search), Child Abuse History and FBI Fingerprint Search
When registering with the clearance tracking program, a Pennsylvania Statewide Criminal Background Check will be processed along with the Child Abuse Clearance. In addition, an FBI fingerprint search is required.

The student is required to complete the 3-hour online training program: Act 31 – Recognizing and Reporting Child Abuse: Mandated and permissive Reporting in PA. The free online training program is available at: www.reportabusepa.pitt.edu.

The Certificate of completion must be uploaded to the clearance tracking program as a component of the clinical clearances.

Students are cleared for clinical based on provisions of present law. It is the student’s responsibility to report any changes in information regarding criminal record or child abuse to the School of Nursing Dean. Failure to do so can result in dismissal from the program.

Clinical facilities have the authority to deny clinical placement to students with a history of criminal activity or child abuse from participating in clinical practice even though the clearances fulfill the provisions of present law. Clinical facilities may have policies that are more stringent than the terms of the law. If a student is not permitted to practice in a clinical facility, the student will be unable to meet the clinical objectives of the course and subsequently be unable to complete the program.

In addition, the Pennsylvania State Board of Nursing has the authority to deny licensure based on a student’s criminal record and/or child abuse information. If a graduate is permitted licensure, some laws and/or facilities’ policies may prevent employment in a wide variety of settings.
Students who withdraw from the College and wish to return to the Nursing Program must submit new Criminal Record Check and Child Abuse History clearances.

**Urine Drug Screen**
A Urine Drug Screen is required prior to the first clinical experience. Additional urine drug screens may be required per clinical agency. If the urine drug screen is positive, the student will not be permitted to continue in the nursing program. Refer to School of Nursing Impaired Student Policy and the Mount Aloysius College Alcohol & Illicit Drug Policy.

**Health Maintenance**
Admission and continuance in the Nursing major depends on the maintenance of satisfactory physical and mental health. All nursing students must satisfactorily meet the health requirements listed on the student health form obtained in the Office of Student Health Services. Students are required to notify the School of Nursing Dean, Department Chairperson, and clinical instructors immediately of any change in physical or mental health status, including pregnancies, so that clinical assignments may be adjusted according to agency and college guidelines.

A student who develops a serious or extended illness while enrolled in the School of Nursing must be under the ongoing care of a health-care provider. The student must submit documentation from the healthcare provider indicating the student’s ability to perform the functions of a student nurse. A student with a communicable disease must adhere to the Center for Disease Control and Prevention (CDC) guidelines and the policies of the affiliating agencies regarding measures to prevent transmission of the illness to others. A student may be asked to withdraw from the Nursing program if there is evidence to suggest that the student is not in complete compliance with CDC guidelines or that the health of the student or the safety of clients in the clinical area may be threatened by the continuation of the student in the program. Every effort will be made to accommodate the specific needs of the individual student resulting from the illness. Students must meet clinical objectives, despite pre-existing or existing health conditions, in order to pass each Nursing course satisfactorily.

Falsification or omission of information required on the student’s health record is grounds for dismissal of a student from the Nursing program. Student health records and medical information will be maintained in the Office of Student Health Services. All information will be kept strictly confidential and will not be released without written consent by the student, except by law. Students are responsible for any cost related to treatment for illness or injuries incurred through participation in any clinical experience. Mount Aloysius and the affiliating agencies do not assume responsibility for any costs incurred for treatment of students. Students are strongly encouraged to carry personal health insurance (Required for residential students, per the Mount Aloysius College Student Health Services Policy).
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

PROHIBITIVE OFFENSE POLICY / BACKGROUND CHECKS

Policy
Mount Aloysius College School of Nursing will follow an established procedure for the review of background check findings, criminal records, and child abuse history for candidates entering the pre-licensure nursing program.

Definitions
- **Criminal record**: Any history of conviction of a misdemeanor or felony crime.
- **Pending charges**: Any criminal charges as yet unresolved by the courts.
- **Court documents**: Original source documents identifying the outcome of any criminal charge and/or conviction.
- **Background check**: The process required by MAC Nursing for admission into any pre-licensure clinical course component, to include PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check.
- **Findings**: Any indication that there has been a record of possible criminal charges regardless of their nature.
- **Conviction**: Being convicted, pleading guilty or entering a plea of nolo contendere, or receiving probation without verdict, accelerated rehabilitative disposition (ARD) or receiving any other disposition (excluding acquittal or dismissal) for any criminal offense.
- **Prohibitive offense list**: List of offenses that indicate a student is not qualified to enter Nursing Program.

Procedure
1. Students must undergo a complete background check upon offer of admission to the pre-licensure nursing program.
2. Results of the background check must be received before the student enters any course requiring a clinical experience.
3. Background checks with identified findings will be reviewed by the School of Nursing Dean or designee. Depending upon the nature of the findings, the student may be asked to submit court records for review.
4. Students must have all clearances completed by the following dates:
   a. returning students for spring semester is **December 1st** and **April 15th** for fall semester;
   b. incoming students for spring semester is **December 15th** and **August 1st** for fall semester.
5. RN-BSN Students may undergo a complete background check before the start of the Nu440P Leadership Practicum Course.

The School of Nursing uses Act 169-1996: Amendment to the Older Adult Protective Services Act (OAPSA): The Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972 (P.L., 233, No.64): Child Protection Laws, the Pennsylvania Department of Education: and the standards of clinical sites for the program as a guideline for evaluating if a student can be cleared for entry into or progression in pre-licensure nursing courses.

A student with any conviction or pending charge on the Prohibitive Offenses List (see Attachment A) is not eligible for entry or continuation in the nursing program. The School of Nursing reserves the right to consider additional offenses not contained in the Prohibitive Offenses List in their decision for admission or progression within the pre-licensure nursing program. Other offenses not on the prohibitive list will be considered in admission decisions (see Attachment B)

Falsification of an application or any information related to a conviction will disqualify a student from admission and/or continuation in any MAC Nursing program. Failure to disclose a criminal record or charge will result in dismissal from the program.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

A decision by MAC to admit a student to the Nursing program despite findings on the background check does not guarantee that if the student completes the program and obtains the appropriate degree or certificate, the student will be eligible for licensure or credentialing by a governmental body or will be eligible to work for a particular employer. Licensure and credentialing authorities apply their own standards for evaluating whether criminal convictions are disqualifying, as do employers. A student with a conviction or convictions is responsible for contacting the appropriate licensure or credentialing board to investigate eligibility and employability in the event that there are findings on their background check.

A decision by MAC to admit a student to a Nursing program despite findings on the background check does not guarantee that a student will be able to participate in experiences at a clinical site. Clinical sites apply their own standards for evaluating whether or not students are eligible to undergo a clinical experience at their facility, and MAC accepts no liability for a student's rejection by a clinical facility.

A student will be notified in writing by the School of Nursing if findings from the background check result in a decision to deny or rescind admission to the pre-licensure program.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

CLINICAL DRESS CODE

Students are to adhere to the dress policies of cooperating agencies as well as on campus clinical requirements. The specific clinical agency policy will be reviewed with the students during clinical orientation. Students who do not adhere to the School of Nursing Clinical Dress Code will be required to leave the clinical unit or on-campus clinical as directed by the clinical instructor if correction cannot be made immediately. Non-adherence to the code will be reflected on the weekly anecdotal /clinical evaluation.

Uniforms
A nursing uniform is required for clinical rotations, on and off campus. All nursing students will wear the approved uniform with white or navy nylons or socks. Shoes must be clean, white, closed heel/closed toe, with no mesh or cloth, and be professional in appearance. Uniforms must be clean and wrinkle-free. If a long-sleeved white shirt is worn under the uniform top, it must be purchased from the uniform provider. Students must abide by the Mount Aloysius School of Nursing Clinical Dress Code whenever the nursing uniform is worn.

The procedure for purchasing nursing uniforms will be discussed during nursing orientation. Students are required to purchase uniforms (2 complete sets are recommended) through the contracting company arranged by the School of Nursing. It is important to order uniforms as suggested as it may take several weeks to receive them once ordered. Students will not be able to start clinical without the appropriate uniform and shoes. A non-refundable deposit is due to the uniform agency upon ordering. During the clinical experience, students are required to have the following items: black pen, a watch with a second hand, and a stethoscope. These items are used in patient care.

Practicum/ Clinical Experience Without Uniform
When a clinical experience does not require wearing of the Mount Aloysius College nursing uniform, students are to wear clothes that will promote the positive image of nursing. Clothing and shoes must be professional in appearance. Business casual attire is recommended. MAC ID badge is required to be worn. Shoes must have closed toes and closed heels, and with no mesh or cloth. Jeans and casual attire are not permitted.

ID Badges
The official Mount Aloysius College Student ID badge will be worn during all clinical experiences, unless the clinical agency requires otherwise. The ID badge must be worn at the chest to collarbone area and must be easily visible. The ID badge must not be adorned with stickers, pins, etc.

Fingernails
Fingernails must be short and neatly trimmed. Only clear nail polish is permitted, free from chips. Artificial nails, overlays, tips, wraps and nail ornaments are not permitted. No artificial or eyelash extensions are permitted.

Jewelry, Body Piercings and Tattoos
No jewelry is permitted, with the exception of a watch, wedding band, and one pair of 5mm post earrings. No other visible pierced jewelry is permitted. Tattoos need to be covered by clothing, appropriate makeup or a skin-toned Band-Aid at all times when wearing the nursing uniform. Ear gauges can be no larger than 5mm and clear spacers in the ears only are permitted. No facial piercings, including clear spacers, are permitted.

Personal Hygiene
Good personal hygiene is the standard. Odors are offensive and can be a health hazard. Excessive perfumes, colognes, aftershave, powders and make-up must be avoided. Make-up should be used with discretion and be minimally applied. Hair must be clean and neatly arranged with no extremes of style or color and be controlled in such a way that it will not cause contamination or interfere with patient care. Hair jewelry or headbands are not permitted. Men should be clean-shaven and/or beards and mustaches neatly kept and trimmed.

Reviewed: 4/04; 5/11; 8/12; 5/13; 5/14; 11/17
Revised: 5/05; 5/06; 5/07; 5/08; 5/09; 5/10; 5/11; 8/12; 5/13; 8/14, 8/16, 11/17, 2/18
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

MINIMUM FUNCTIONAL REQUIREMENTS POLICY

Nursing practice requires that a person have certain functional abilities to provide safe and competent care. These are physical and mental attributes needed by a nurse to practice safely in terms of essential nursing functions, with or without reasonable accommodations. Therefore, all nursing students must satisfactorily meet the health requirements listed on the student health form obtained in the Office of Student Health Services. Essential physical abilities include:

- Gross and fine motor skills;
- Mobility, physical strength, and endurance;
- Ability to use senses (tactile, visual, auditory, olfactory);
- Cognitive, including reading, arithmetic, analytical and critical thinking, and ability to be interactive, communicative, and interpersonal (National Council of State Boards of Nursing, 1999).

In addition to these requirements, a student must demonstrate professionalism through the prompt completion of all responsibilities, and be able to function in high-stress environments.

Nursing Students are expected to demonstrate professionalism according to the Standards of Nursing Practice. If a student does not meet minimum functional requirements, the student will not be able to fulfill clinical requirements and must withdraw from the program. Reasonable accommodations may be needed to allow the student to perform essential nursing functions. Once enrolled in the program, a student must report any change in condition to the Department Chairperson and Level Coordinator. If the change is temporary, a health professional’s documentation is required stating any restrictions. A health professional’s documentation will also be needed to readmit the student to unrestricted clinical practice. Regardless of temporary restrictions, all clinical objectives must be met to pass the clinical.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

NURSING LABORATORY POLICIES AND PROCEDURES

STUDENT

Safety
• Students are not permitted in the nursing laboratories without the Simulation/Lab Coordinator or nursing faculty member present.
• Any unusual event, including accident, injury, or illness, that occurs in the nursing laboratories must be reported immediately to the Simulation/Lab Coordinator or nursing faculty member. Simulation/Lab Coordinator will contact Mount Aloysius College police officer to have College Incident Report completed, per policy.
• All students must practice within the safety guidelines at all times while performing skills in the nursing laboratories. The utilization of proper body mechanics when manipulating the mannequins and performing skills is required. The wheels of all equipment are to be locked during practice and after use. Students may not sit on beds, stretchers or wheelchairs unless practicing a particular skill that requires the use of this equipment.
• Anyone who has an allergy to latex materials or other substances used in the Simulation lab must notify the Simulation/Lab Coordinator or Faculty member who will be facilitating the lab experience immediately.

Professional Behavior
• Students will adhere to the Academic and Professional Integrity policy at all times.
• While participating in structured simulation activities, students will provide competent, safe nursing care and treat the simulator as if it were a real patient:
  o Students are expected to introduce themselves to their simulated patient and provide credentials.
  o Students will inform their simulated patient the plan of care, lab results, procedures, and medications as applicable.
  o Students will use professional communication throughout the simulation, including using SBAR(Q) for hand-off report and to update other members of the healthcare team.
  o Students will document any treatments, procedures, vital signs, and patient’s response in the medical record.
  o Students are responsible for documenting all simulated medications given in the medication administration record (MAR).
  o While performing procedures, students will perform the skills as taught in nursing courses. Students are not to” pretend” to wash hands, use an alcohol swab, etcetera. Standard precautions will be maintained.
• During simulation lab experiences, students will support and guide peers in a positive, professional manner. Students will maintain confidentiality regarding simulation lab experiences, team member actions, and debriefing discussions at all times. Student performance during a simulation is not to be discussed outside of the course or classroom setting.
• By participating in a simulation the student is acknowledging and agreeing to be recorded. Recorded video will be used for debriefing and educational purposes.

Nursing Laboratory Equipment/Supplies Maintenance
• Students are not permitted in computer control areas.
• Equipment or supplies may not be removed from the Nursing Laboratories.
• Nurse Packs - Students will receive a Nurse Pack at the beginning of their first semester enrolled in Nursing. All students are responsible for the maintenance of the contents in the Nurse Packs.
for nursing lab experiences. Students are to bring their Nurse Packs to lab activities and to practice skills. A replacement fee is assessed for lost or misplaced Nurse Packs.

- Student behaviors of forgetting their Nurse Packs or coming unprepared for an assigned clinical lab activity will be documented by faculty on an Anecdotal Record form.
- Students are to be knowledgeable in the care, handling, and proper use of equipment prior to using it in the nursing laboratory. Equipment and supplies are to be used safely and for their designed purposes.
- Students are to report malfunctioning or damaged equipment and supplies to the Simulation/Lab Coordinator, Simulation Director, or nursing faculty immediately.
- Misuse of any equipment or supplies by a student will result in dismissal of that student from the nursing laboratory.
- Absolutely no ink pens, markers, liquids or staining substances (iodine, betadine) are permitted on or near mannequins. Only mannequin approved lubricant will be used for practicing skills that require lubricant.
- Students will be held responsible for damage to the equipment or supplies that occur as a result of failure to follow the Nursing Laboratory Policies and Procedures.

**Requesting Lab Equipment or Supplies**

- Students requesting the use of learning models, equipment or any lab supplies for the completion of a course requirement must contact the Simulation/Lab Coordinator to make arrangements to sign out the equipment. Students will complete a request in the request book. The Simulation/Lab Coordinator will obtain the equipment or supplies needed and give to the student.
- Students are responsible and liable for lost or damaged equipment while signed out.
- Students who do not return lab equipment or supplies that were signed out by them, will receive an “Incomplete” for their course grade until the equipment is returned.

**Nursing Laboratories – General Information**

- Absolutely no food or drink is permitted in the nursing laboratories.
- Students are not permitted to use the simulation mannequins without Simulation/Lab Coordinator or nursing faculty supervision.
- Only air (no liquids) may be injected into the mannequin arm and leg pads.
- All sharps will be disposed of in the approved receptacles (sharps containers) which are mounted on the walls in each nursing laboratory. Notify the Simulation/Lab Coordinator or nursing faculty member if a sharps container is full. Do not dispose of trash in the sharps containers.
- All students shall practice proper hand hygiene to keep mannequins and equipment clean and to decrease cross-contamination. Standard precautions will be utilized during all nursing lab experiences.
- Mannequins should be covered after use and left in the beds they occupy.
- After use, all linens on the bed must be straightened and maintained neatly.
- Return all supplies to the appropriate areas.
- Return all equipment to the appropriate storage areas.
- Keep the desk areas clean.
- Chairs should be pushed in and organized.
- Place soiled linen in the hamper. Please re-fold clean linens that can be re-used and place in appropriate storage cabinet.
- Organize supplies utilized on tables and in cabinets.
Nursing Laboratory Dress Code

- Nursing uniforms are required for all students participating in nursing lab activities. Students will adhere to the Clinical Dress Code Policy found in the School of Nursing Student Policy and Procedure Manual.

Clinical Make-up in the Nursing Laboratories

- Students are to complete a clinical make-up assignment if a clinical experience is missed. Refer to the School of Nursing Student Policy and Procedure Manual regarding clinical absences. Students are to receive the clinical make-up assignment from the designated course faculty.
- Simulation preparation assignments must be completed prior to the scheduled clinical make-up time. Students should be prepared to discuss the preparation with the Simulation/Lab Coordinator, but will turn in all clinical make-up associated paper work to the course faculty by the designated due date. Students who are not prepared for the simulation activity will not be permitted to participate in the make-up experience. Student performance during clinical make-up simulations will be documented by the Simulation/Lab Coordinator and communicated to the course faculty and clinical instructor.
- Students must make an appointment for the clinical make-up experience at least one week in advance. The student may contact the Simulation/Lab Coordinator via email for an appointment.
- Students are to bring their Nurse packs for clinical make-ups, if needed.
- Students are to wear uniforms and comply with the dress code for on-campus clinical when making up clinical experiences.

Open Practice Labs

- Open Labs will be scheduled for supervised student skills practice.
- Students must make an appointment with the Simulation/Lab Coordinator or designated faculty for individual and group skill practice sessions. The student will indicate which skills they want to practice.
- Nursing uniforms are not required for open practice lab sessions.

CHEMICAL IMPAIRMENT POLICY

Nursing students must be free of chemical impairment during participation in any part of the nursing program including classroom, laboratory, and clinical settings.

A student exhibiting signs/behaviors of chemical impairment in any learning setting will be dismissed for the day. The student will also be responsible for the following:

1. Arranging for transportation to a health care facility
2. Having a drug screen completed at once at the student’s expense.
3. Arranging for transportation home

Failure to obtain testing will result in the assumption of a positive indication of impairment. Impairment (assumed or validated) will result in dismissal from the nursing program.

See Alcohol and Illicit Drug Policy in Mount Aloysius College Student Handbook.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING
ACADEMIC AND PROFESSIONAL INTEGRITY POLICY

Mount Aloysius College is committed to the academic integrity of the entire community. All share responsibility for maintaining high standards of academic honesty, and no forms of academic dishonesty are tolerated. Forms of academic dishonesty include but are not restricted to: giving or receiving unauthorized assistance on an examination, project, or assignment, using unauthorized forms of assistance such as crib notes or cell phones on an examination; falsification of data; plagiarism (using another person's words or ideas as one's own); and lying or falsifying reasons for missing examinations or class. (College Catalog, p. 33)

As representatives of Mount Aloysius College and as future members of the profession of nursing, students in the School of Nursing must demonstrate legal and professional behavior at all times, in the classroom, clinical site, nursing labs, in the community setting, and whenever representing Mount Aloysius College. Students must adhere to the policies, responsibilities, rules and regulations as outlined in the Mount Aloysius College Student Handbook, School of Nursing Student Policy and Procedure Manual, as well as those of the clinical agencies.

Academic and Campus Conduct
The School of Nursing follows the Student Conduct Policy as detailed in the MAC Student Handbook. Disciplinary action is applicable to conduct which adversely affects the pursuit of educational objectives and the mission and values of the College.

In addition, the School of Nursing follows the General Student Policies and Procedures as outlined in the MAC Student Handbook, which include but are not limited to, the following policies related to academic, ethical and moral integrity:

- Academic Integrity
- Children on Campus
- Computer Email
- Computer Fair Use
- Copyright
- Student Harassment
- Student Sexual Misconduct
- Alcohol and Illicit Drug Use

Professional Nursing Conduct
Professional integrity is based upon the ethical principles of the profession. These principles, found in the Nursing Student Policy and Procedure Manual include the Statement on Nursing Academic & Professional Integrity, NSNA Code of Academic & Clinical Conduct, NSNA Bill of Rights and Responsibilities for Nursing Students, and ANA Code of Ethics for Nurses, are at the foundation of relationships with peers, faculty, patients and others with whom we have contact. Integrity or uprightness of character includes honesty, regard, and respect for human dignity, conduct that is civil, orderly, decent, and respectful.

Therefore, incivility and unprofessional behavior would include negative behavior directed toward peers, faculty, patients and others with whom we have contact on campus, at clinical sites or in any setting where the student represents the college and/or the nursing profession.

Students who have entered the nursing programs at Mount Aloysius College are expected to consistently exhibit the following behaviors. Failure to adhere to professional standards may result in disciplinary action, unsatisfactory clinical evaluations, a warning for dismissal, or dismissal for egregious action.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

1. The student will practice with compassion and respect for the dignity, worth and uniqueness of every individual.
   - Respects the worth, dignity, needs, values and human rights of every individual in all professional relationships.
   - Delivers caring and compassionate nursing care with respect for human needs and values irrespective of the nature of the health problem. Does not discriminate while providing nursing services, on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability.
   - Delivers nursing care directed toward meeting the comprehensive needs of patients across the lifespan.
   - Recognizes the right for self-determination as a basis for informed consent.
   - Maintains a respectful relationship with peers, faculty, staff and members of the health care team and commits to the fair treatment of all while preserving integrity and resolving conflict in a professional manner.
   - Maintains respect of individuals by addressing the patient, significant other(s), faculty, staff or any members of the health care team by title and last name.
   - Values the contribution of individuals and/or groups in the classroom, lab and clinical area.
   - Contributes to a healthy educational experience on campus and in the clinical environment by exhibiting respectful behaviors and positive conflict resolution when encountered with situations that may be incompatible with the student’s ideas and values.
   - Practices a standard of conduct that precludes (or excludes) all prejudicial actions; any form of harassment, bullying or aggressive behavior; vulgar, abusive or offensive language; anger and hostility; or disregard for the effect of one’s action on others (e.g. disrupting the classroom by arriving late, not turning off phones, actively engaging in non-class activities during class time).

2. The student’s primary responsibility and commitment is to the patient who is the recipient of nursing and health care services and to their educational endeavor in preparation for professional nursing.
   - Uses effective communication and collaboration for shared decision making in providing quality and safe care.
   - Maintains accurate and thorough documentation in all health care and educational documents.
   - Maintains professional boundaries that establish limits to the student-patient, student-faculty and/or student-employee relationship. In all encounters, students are responsible for maintaining professional boundaries with patients, faculty and employees by refraining from socialization outside the academic and/or clinical setting or in social networking sites.
   - Refrains from conduct defined as sexual violation or sexual impropriety in the course of a professional relationship.
   - Refrains from the use of cell phones, pagers or other electronic equipment on the clinical areas and in the classroom except for educational purposes as permitted by instructor and in accordance with agency policy.
   - Does not leave a nursing assignment prior to the proper reporting and notification to the appropriate person(s).
   - Does not knowingly abandon a patient in need of nursing care, or refuse to provide nursing care to a patient in need.

3. The student promotes the rights of the patient.
   - Safeguards the patient’s right to dignity, the right to privacy and the confidentiality of patient information.


MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

- Advocates for an environment that provides for sufficient physical and auditory privacy, which protects the confidentiality of information. No conversations regarding patient and/or patient information should be overheard or accessible to others.
- Maintains the confidentiality of all protected patient information whether oral, written or electronic. All patient information must be kept strictly confidential according to HIPAA standards and professional ethical principles.
- Maintains data security while on the clinical unit, by closing desktops and computer screens when not in use. Patient information should not be visible to others.
- Demonstrates the knowledge, skill, attitudes, commitment and integrity that are essential in providing safe and competent nursing care.
- Takes appropriate action regarding any instances of incompetent, unethical, illegal or impaired practice by any member of the health care team and/or peer group.
- Respects the patient’s right to freedom from psychological and physical abuse
- Does not solicit, borrow or misappropriate money, property, drugs or money from the patient or any member of the health care team.

4. The student is responsible and accountable for nursing practice.
   - The student is individually responsible in their role and accountable for nursing care that their patients receive. Nursing care includes direct care activities, acts of delegation and other responsibilities. In each instance, the student retains accountability and responsibility for the quality of care and conformity with standards of care.
   - The student is accountable for one’s own actions and for judgments made and actions taken in the course of nursing care.
   - The student is responsible for adequately preparing for the clinical experience.
   - The student is expected to attend classes, be punctual for class, lab, and clinical experiences, complete assignments on time and complete work.
   - The student is expected to seek learning experiences as appropriate.
   - The student is responsible for documenting accurate nursing assessments or observations and the patient’s response to that care.
   - The student is responsible for practicing within the student role
   - The student is responsible for seeking assistance from faculty as needed and taking corrective action as recommended.

5. The student will preserve integrity, provide competent and safe care, and continue in professional growth.
   - Remains consistent with both personal and professional values to ensure the well-being of self and others.
   - Does not use deceit, dishonest behavior or distort the truth in regards to patient or health care information and implementation of nursing care.
   - Does not falsify or knowingly make incorrect entries into the patient’s record or other documents.
   - Evaluates one’s own professional growth toward meeting the student learning outcomes.
   - Maintains competence in the knowledge, skills and attitudes required in the student role, including, but not limited to:
     - Medication Administration
     - Utilization of the nursing process
     - Making effective clinical judgments
     - Effective Communication
6. The student will refrain from behaviors deemed unprofessional while at the clinical agency, such as, but not limited to:
   - Gum chewing
   - Smoking in non-smoking areas
   - Parking in areas not designated for student parking
   - Sitting on patient beds or placing items on beds
   - Leaving personal items such as notebooks unattended in patient rooms

References:
PA Code Title 49: Professional and Vocational Standards 21.18 Standards of Nursing Conduct
PREAMBLE
Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence, altruism and integrity, the clinical setting presents unique challenges and responsibilities while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an agreement to uphold the trust that society has placed in us while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles are not limited to the academic or clinical environment and have relevance for the holistic professional development of all students studying to become Registered Nurses.

CODE OF ACADEMIC AND CLINICAL CONDUCT
As students who are involved in the clinical and academic environments, we believe that ethical principles, in adherence with the NSNA Core Values, are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
5. Are truthful, timely and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.
7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professionals.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing student’s learning needs.
11. Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.
12. Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.
13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
14. Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.
15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairment related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

First adopted by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX. Reprinted with permission.
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS OF NURSING

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures, which provide for and safeguard the students’ freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.
9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information, which should be a part of a student's permanent academic record in compliance with state and federal laws.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.
11. Students should be allowed to invite and hear any individual of their own choosing within the institution's guidelines, thereby advocating for and encouraging the advancement of their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.
13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
15. The nursing program should have readily available a set of clear, defined grievance procedures.
16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.
17. Students have the right to belong to or refuse membership in any organization.
18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.
19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.
20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.
21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.
23. The nursing program should track their graduates’ success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.
24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX. Reprinted with permission.

**STUDENT REPRESENTATION**

Student representation provides a means for students to participate in the continuous improvement and evaluation of the Nursing Program. The School of Nursing encourages and supports involvement and input which builds on the existing quality of the program.

**Procedures:**
1. At the beginning of each semester, student representatives will be selected from the ASN program and RN to BSN programs.
   a. Student Representatives may attend level faculty meetings to discuss issues, concerns, and recommendations related to specific courses within a level of the nursing program.
   b. Student Representatives are invited to attend designated Nursing Faculty Organization meetings to discuss issues, concerns and recommendations related to the nursing program(s) as a whole.
   c. If a student representative is unable to attend a scheduled level or NFO meeting, the representative may report issues, concerns and recommendations in writing to a nursing faculty member prior to the scheduled meetings.
2. Student representatives will be notified at least one (1) week prior to scheduled meetings.
3. Student representatives are responsible for reporting back to the student group how the issue/concern was resolved.

Reviewed: 4/04; 5/05; 5/08; 5/09; 5/10; 5/11; 8/12; 5/13; 5/14, 8/16
Revised: 3/06; 5/07; 5/11; 8/13; 8/14

48
Social Media Policy

Introduction

Social Media is defined broadly as a blending of technology with social interaction that includes a wide variety of tools and formats, such as: blogs, social networks, wikis, video sharing, and other Web 2.0 applications. Social Media is an effective and accepted form of communication that warrants safeguards to prevent misuse and abuse. Social media tools and formats may include, but are not limited to, blogs, discussion boards, list servs, electronic media sharing, collective intelligence tools, podcasts, vodcasts, RSS feeds, social networks, text messaging, chats, video sharing, streaming, wikis, and virtual worlds.

Definitions

1. Blog – Short for “Web log”, a site that allows an individual or group of individuals to share a running log of events and personal comments with an online audience.
2. Electronic Media – Non-computing devices, such as floppy diskettes, flash memory drives, CDs, DVDs, tapes, hard disks, internal memory, and any other interchangeable, reusable, and/or portable electronic storage media (1) on which electronic information is stored, or (2) which are used to move data among computing systems.
3. Collective Intelligence Tools – knowledge and understanding that emerges from groups of people. (i.e. Wiki, Web 2.0, Office Suites, Sharing media, social bookmarking)
4. Listservs – also list server; a program that handles subscription requests for a mailing list and distributes new messages, newsletters, or other postings from the list's members to the entire list of subscribers as they occur or are scheduled.
5. Podcast – A collection of audio messages distributed over the Internet, often using syndicated feeds, for playback on portable media players and personal computers. Vodcast – a collection of video and audio messages distributed over the Internet. Although podcast and video cast are often referred to as podcast, they are in different file formats.
6. SS feeds or Syndication feeds – A family of different formats used to publish updated content such as blog entries, news headlines, or podcasts and feed this information to subscribers via email or by an RSS reader. This enables users to keep up with their favorite Web sites in an automated manner that’s easier than checking them manually.
7. Social Media – includes but not limited to blogs, podcasts, discussion boards, social networks, multimedia, and news sites that are accessible to internal (to MAC) and external (personal) audiences.
8. Social Networks – web-based services, such as MySpace, Facebook, Cyworld, that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system.
9. Text Messaging – also known as “texting” or short message service (SMS); it is an electronic typed message sent over a cellular network from one cell phone user to another.
10. Web 2.0 – Is the term given to describe a second generation of the World Wide Web that is focused on the ability for people to collaborate and share information online.
11. Wiki – allows users to create, edit, and link Web pages easily; often used to create collaborative Web sites (called “Wikis”) and to power community Web sites.
12. Video sharing – a website that allows users to upload and share video clips with the public as a whole or on an individual basis, (i.e. YouTube, Google Apps).
13. Virtual Worlds – immersive and engaging environments that encourage active participation and learning.
Guidelines
This policy is developed to provide guidance for the use of social media technologies, both internal and external to Mount Aloysius College and the School of Nursing. The intent is that through this policy these systems are used appropriately and lawfully in accordance with all other Mount Aloysius College Social Media policies and procedures.

As a nursing student, one agrees to NOT:
1. Violate any local, state, federal, and international laws and regulations, including but not limited to copyright and intellectual property rights laws regarding any content the student sends or receives. Plagiarism applies online, as well.
2. Transmit any material (by uploading, posting, email, or otherwise) that is unlawful, disruptive, threatening, profane, abusive, harassing, embarrassing, tortuous, defamatory, obscene, libelous, or is an invasion of another’s privacy; is hateful or racially, ethnically, or otherwise objectionable as solely determined by School of Nursing and/or administration of Mount Aloysius College.
3. Impersonate any person or entity, falsely state or otherwise misrepresent one’s affiliation with a person or entity.
4. Transmit any material (by uploading, posting, email, or otherwise) that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party.
5. Transmit any unsolicited or unauthorized advertising (by uploading, posting, email, or otherwise), promotional materials, “junk mail”, “spam”, “chain letters”, “pyramid schemes”, or any other form of solicitation.
6. Transmit any material (by uploading, posting, email, or otherwise) that contains software viruses, worms, disabling code, or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment; harass another; or collect or store, or attempt to collect or store, personal data about third parties without their knowledge or consent.
7. Transmit (by uploading, posting, email, or otherwise) any patient information, photos, or engage in any clinical discussions. HIPAA laws apply to social media applications and shall not be violated.
8. Violate confidentiality of system accounts, passwords, personal identification numbers (PINs), and other types of authentication assigned to individual users. These must be maintained, protected, and not shared with others.
9. Use college logos and trademarks without written consent from the Mount Aloysius College Department of Marketing and Public Relations.
10. Violate FERPA by discussing grades with others.

Internal social media technologies may be monitored by the College and any violation of the above policy is subject to immediate warning for dismissal or immediate dismissal for egregious offense as applicable under the program dismissal policy of the School of Nursing and/or Mount Aloysius College administration.

Reviewed: 5/11; 8/12; 5/13; 5/14
Revised: 8/16; 4/18
MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

EMPLOYMENT POLICY

If students are employed in health agencies, they may not be employed as registered or practical nurses unless they are currently licensed.

The college attempts to take into consideration the financial demands of students attending college. Students are urged to give careful consideration of the ability to engage in part-time or full-time employment during the academic year due to the demands of the program. Since student employment during enrollment in the Nursing program is voluntary, students will not be excused from class or clinical experiences due to conflicts with employment schedules.

The nursing student will not wear the Mount Aloysius College Nursing badge or uniform during times of employment.

Reviewed: 4/04; 5/07; 5/08; 5/11; 8/12; 5/13; 5/14; 8/16
Revised: 5/05; 3/06; 5/09; 5/10; 5/13; 8/14; 1/18

POLICY REVIEW PROCEDURE

All School of Nursing policies and procedures are reviewed and revised every two years (biennially) and as necessary by the Nursing Faculty Organization (NFO). Faculty have opportunity at monthly NFO to present concerns, questions, and recommendations regarding policies and procedures. The School of Nursing policy and procedure committee coordinates the review of policies and may identify policies that need reviewed on an annual basis.

Students are invited to present student concerns, questions, and recommendations regarding policies and procedures through the Nursing Student Organization and student representatives at Nursing Faculty Organization meetings.

Students are required to review all policies and procedures at the beginning of the academic year and are required to sign the Statement of Receipt and Compliance form annually. All students are expected to read each policy and procedure, clarify any questions or concerns, and adhere to the policies and procedures for the current academic year.
GRIEVANCE POLICY AND COMPLAINT PROCEDURE

The School of Nursing defines a grievance as a wrong or a hardship that is grounds for a complaint.

If a student has a cause for complaint, the student should follow the steps described below:

1. First, within five (5) academic calendar days of the incident or occurrence, meet with the individual or individuals involved. If a decision agreeable to the student is not reached, then

2. Request, in writing, a meeting with the Nursing Department Chairperson or designee to discuss the matter. The request should describe the situation or occurrence that has been cause for the complaint, and describe any steps that were already taken to resolve it. If an agreeable decision is not reached, then

3. Request, in writing, a meeting with the School of Nursing Dean or designee to discuss the matter. The request should describe the situation or occurrence that has been cause for the complaint, and describe any steps that have already been taken to resolve it. If an agreeable decision is not reached, the student may proceed to the Senior Vice President for Academic Affairs in accordance with the Academic Grievance policy in the Mount Aloysius College Catalog.

A record of all formal student complaints, and their outcomes or resolutions, will be maintained in the complaint file within the School of Nursing.

STUDENT RECORD POLICY

The official college transcript is the permanent student record of all clinical and theoretical experience and achievement. It is kept infinitum in secured electronic files in the office of the Registrar.

The official student health record is maintained in secured electronic files in the Mount Aloysius Health Services Department for a period of 7 years following completion of the program.

The contents of student records are confidential. The School Dean, the Nursing Department Chairpersons, the School of Nursing faculty and staff members, the Senior Vice President for Academic Affairs, and the Registrar have access to the records in the office of the School of Nursing.

The student has access to his/her records under the policy of the college as stated in the current Student Handbook.

No information shall be released from a student’s record without the student’s written permission.
The Associate Degree Nursing Program is approved by the Pennsylvania State Board of Nursing.

Students enrolled in the Mount Aloysius College Nursing program must comply with the requirements of the Professional Nursing Law of Pennsylvania which is available on the website:
http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Board-Laws-and-Regulations.aspx#.Vcs08uJOHi5
Select RN Law
# APPENDIX A

## OLDER ADULT PROTECTIVE SERVICES ACT

### Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13

<table>
<thead>
<tr>
<th>Offense Code</th>
<th>Prohibitive Offense Description</th>
<th>Type/Grading of Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC2500</td>
<td>Criminal Homicide</td>
<td>Any</td>
</tr>
<tr>
<td>CC2502A</td>
<td>Murder I</td>
<td>Any</td>
</tr>
<tr>
<td>CC2502B</td>
<td>Murder II</td>
<td>Any</td>
</tr>
<tr>
<td>CC2502C</td>
<td>Murder III</td>
<td>Any</td>
</tr>
<tr>
<td>CC2503</td>
<td>Voluntary Manslaughter</td>
<td>Any</td>
</tr>
<tr>
<td>CC2504</td>
<td>Involuntary Manslaughter</td>
<td>Any</td>
</tr>
<tr>
<td>CC2505</td>
<td>Causing or Aiding Suicide</td>
<td>Any</td>
</tr>
<tr>
<td>CC2506</td>
<td>Drug Delivery Resulting in Death</td>
<td>Any</td>
</tr>
<tr>
<td>CC2702</td>
<td>Aggravated Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC2701</td>
<td>Kidnapping</td>
<td>Any</td>
</tr>
<tr>
<td>CC2702</td>
<td>Unlawful Retaliat</td>
<td>Any</td>
</tr>
<tr>
<td>CC3121</td>
<td>Rape</td>
<td>Any</td>
</tr>
<tr>
<td>CC3122.1</td>
<td>Statutory Sexual Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3123</td>
<td>Involuntary Deviate Sustained Intercourse</td>
<td>Any</td>
</tr>
<tr>
<td>CC3124.1</td>
<td>Sexual Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3125</td>
<td>Aggravated Indecent Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3126</td>
<td>Indecent Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3127</td>
<td>Indecent Exposure</td>
<td>Any</td>
</tr>
<tr>
<td>CC3301</td>
<td>Arson and Related Offenses</td>
<td>Any</td>
</tr>
<tr>
<td>CC3502</td>
<td>Burglary</td>
<td>Any</td>
</tr>
<tr>
<td>CC3701</td>
<td>Robbery</td>
<td>Any</td>
</tr>
<tr>
<td>CC3901</td>
<td>Theft</td>
<td>Any</td>
</tr>
<tr>
<td>CC3902</td>
<td>Theft By Unlawful Taking</td>
<td>Any</td>
</tr>
<tr>
<td>CC3902A</td>
<td>Theft By Deception</td>
<td>Any</td>
</tr>
<tr>
<td>CC3902B</td>
<td>Theft By Extortion</td>
<td>Any</td>
</tr>
<tr>
<td>CC3904</td>
<td>Theft By Property Lost</td>
<td>Any</td>
</tr>
<tr>
<td>CC3906</td>
<td>Receiving Stolen Property</td>
<td>Any</td>
</tr>
<tr>
<td>CC3907</td>
<td>Theft of Services</td>
<td>Any</td>
</tr>
<tr>
<td>CC3907</td>
<td>Theft By Failure to Deposit</td>
<td>Any</td>
</tr>
<tr>
<td>CC3908</td>
<td>Unauthorized Use of a Motor Vehicle</td>
<td>Any</td>
</tr>
<tr>
<td>CC3909</td>
<td>Retail Theft</td>
<td>Any</td>
</tr>
<tr>
<td>CC3909.1</td>
<td>Library Theft</td>
<td>Any</td>
</tr>
<tr>
<td>CC3909.2</td>
<td>Unlawful Possession of Retail or Library Theft Instruments</td>
<td>Any</td>
</tr>
<tr>
<td>CC3909.3</td>
<td>Organized Retail Theft</td>
<td>Any</td>
</tr>
<tr>
<td>CC3909D</td>
<td>Theft of Trade Secrets</td>
<td>Any</td>
</tr>
<tr>
<td>CC3911</td>
<td>Theft of Unpublished Documents or Musicale</td>
<td>Any</td>
</tr>
<tr>
<td>CC3922</td>
<td>Theft of Leased Properties</td>
<td>Any</td>
</tr>
<tr>
<td>CC3930</td>
<td>Theft of a Computer</td>
<td>Any</td>
</tr>
<tr>
<td>CC3934</td>
<td>Theft From a Motor Vehicle</td>
<td>Any</td>
</tr>
<tr>
<td>CC4101</td>
<td>Forgery</td>
<td>Any</td>
</tr>
<tr>
<td>CC4104</td>
<td>Solicitation of Domicile by Deception</td>
<td>Any</td>
</tr>
<tr>
<td>CC4202</td>
<td>Incendial</td>
<td>Any</td>
</tr>
<tr>
<td>CC4203</td>
<td>Conspiring Death of a Child</td>
<td>Any</td>
</tr>
<tr>
<td>CC4304</td>
<td>Endangering Welfare of a Child</td>
<td>Any</td>
</tr>
<tr>
<td>CC4306</td>
<td>Dealing in Infant Children</td>
<td>Any</td>
</tr>
<tr>
<td>CC4602</td>
<td>Intimidation of Witnesses or Victims</td>
<td>Any</td>
</tr>
<tr>
<td>CC4903</td>
<td>Retaliation Against Witness or Victim</td>
<td>Any</td>
</tr>
<tr>
<td>CC4902B</td>
<td>Promoting Prostitution</td>
<td>Felony</td>
</tr>
<tr>
<td>CC5902C</td>
<td>Objection or Other Sexual Materials to Minors</td>
<td>Any</td>
</tr>
<tr>
<td>CC5902D</td>
<td>Objection or Other Sexual Materials</td>
<td>Any</td>
</tr>
<tr>
<td>CC5901</td>
<td>Corruption of Minors</td>
<td>Any</td>
</tr>
<tr>
<td>CC5912</td>
<td>Sexual Abuse of Children</td>
<td>Any</td>
</tr>
</tbody>
</table>

**Offenses as Contained In PA Controlled Substance, Opioid, Device & Cosmetics Act (P.L. 833 No. 64)-PARTIAL LISTING*:

<table>
<thead>
<tr>
<th>Offense Code</th>
<th>Prohibitive Offense Description</th>
<th>Type/Grading of Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS13A12</td>
<td>Acquisition of Controlled Substance by Fraud</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A14</td>
<td>Delivery by Practitioner</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A20</td>
<td>Possession with Intent to Deliver</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A20 (10), (12), (18)</td>
<td>Illegal Sale of Non-Controlled Substance</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A20 (9)</td>
<td>Designer Drugs</td>
<td>Felony</td>
</tr>
</tbody>
</table>

*ANY OTHER FELONY DRUG CONVICTION APPEARING ON PA RAP SHEET.
Pennsylvania Child Abuse History Clearance
Any finding on the Pennsylvania Child Abuse Clearance and / or FBI Clearance which indicated the individual may not work with children is considered a prohibitive offense.

APPENDIX B
Other Offenses Considered in the Admission Decision

Includes, but is not limited to:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUI (2 or more within 5 years)</td>
<td>Fraud</td>
</tr>
<tr>
<td>Shoplifting</td>
<td>Extortion</td>
</tr>
<tr>
<td>Bribery</td>
<td>Stalking</td>
</tr>
<tr>
<td>Harassment</td>
<td>Simple Assault</td>
</tr>
<tr>
<td>Abuse or Neglect</td>
<td>Violation of a Protection From Abuse Order</td>
</tr>
<tr>
<td>Weapons</td>
<td>Hate Crimes</td>
</tr>
<tr>
<td>Terrorism/Terroristic Threats</td>
<td>Prostitution</td>
</tr>
<tr>
<td>Possession and /or Distribution of a Controlled Substance</td>
<td>Possession of Drug Paraphernalia</td>
</tr>
<tr>
<td>Any Other Felony Drug Conviction</td>
<td>Falsification of Any Legal Document/Record</td>
</tr>
<tr>
<td>On campus infractions</td>
<td></td>
</tr>
</tbody>
</table>
DEFINING TERMINOLOGY

- **Caring**
  A culture of caring, is a fundamental part of the nursing profession and characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. A caring perspective highlights each person as unique and valued, so caring is always specific and relational for each nurse-patient encounter. Caring involves thinking and acting in ways that preserve human dignity.

- **Holistic Care**
  Holistic care recognizes the patient as the source of control in providing coordinated care based on respect for patient’s preferences, values and needs. Holistic nursing embraces all nursing practice that involves healing the whole person from birth to death. Nurses respect the individual’s subjective experience about health, health beliefs, and values. To become therapeutic partners with individuals, families, and communities, nurses rely on nursing knowledge, theories, research, expertise, intuition, and creativity. Holistic nursing care allows nurses to examine the complete person when making healthcare decisions.

- **Diversity**
  Nurses care for patients from many races, ethnicities and cultures. An understanding of diversity is needed in providing care. Diversity means recognizing differences among persons, ideas, values and ethnicities, while affirming the uniqueness of each. A culture of diversity embraces acceptance, respect and justice, and encompasses an understanding of ourselves and each other. Each individual is unique with individual differences which can be along the dimensions of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

- **Integrity**
  Integrity means that you respect the dignity and moral wholeness of every person without condition or limitation. A culture of integrity is evident when organizational principles of open communication, ethical decision making, and humility are encouraged, expected, and demonstrated consistently. Moral courage is required of all nursing professionals. Nurses with moral courage understand that there may be undesirable consequences for their actions, yet realize that maintaining a high level of integrity is more important than avoiding these consequences. The nurse integrates integrity in all areas of practice and maintains the trust that society has in the nursing profession.

- **Ethical/Legal**
  Ethics is a systematic study of right and wrong conducted in situations that involve issues of values and morals. Legal concepts are equally important as ethics concepts in forming a framework for practice in health care settings. Laws in each state are instrumental in defining the scope of nursing practice. Ethical/Legal decisions involve reflective consideration of personal, societal, professional values, principles, laws and codes that shape nursing practice. Ethical/Legal decision making requires applying an inclusive, holistic, and systematic process for identifying and synthesizing moral and legal issues in health care and nursing practice.

- **Health Promotion** includes prevention of illness, such as immunizations of patients, screening for communicable diseases and control of the transmission of infection. Preventative care also involves educating patients regarding lifestyle practice in order to prevent illness.
Health promotion is concerned with expanding the individual’s capabilities to live fuller and more satisfying lives.

- **Health Maintenance** includes preservation of the health status of an individual. The patient in this category will need ongoing care because of threats to optimum health. These patients need rehabilitative services or may have chronic disease that needs constant monitoring. Patients can be in any age group.

- **Health Restoration - Acute/Simple** encompasses patients who are generally healthy but have an alteration leading to diagnostic testing, injury or illness. These patients generally have an acute health alteration involving one system. This category also includes patients with complications related to pregnancy and childbirth.

- **Health Restoration – Acute/Complex** includes patients who are experiencing an acute illness but also have a previous chronic illness. The chronic illness may or may not be related to the acute health alteration. Therefore, more than one system is usually involved. These patients enter the health care system for diagnostic testing, complications of the chronic illness, acute illness or injury.

- **Teamwork** means to function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care. Interprofessional teamwork is essential in nursing to provide safe, high-quality patient outcomes.

- **Collaboration** among nurses, physicians, and other members of the care team can improve the outcomes of care for patients. Communication and teamwork in the health care setting minimizes risks associated with handoffs among providers and across transitions of care. (NLN, QSEN) Effective team functioning includes management and leadership principles to effectively coordinate care.

- **Interprofessional communication** and collaboration is essential to promote a culture of quality and safety through individual performance and system effectiveness. A critical role of nurses is to provide essential leadership and accountability for patient safety across all health care settings. In the educational process, quality and safety is embedded throughout the theoretical and clinical areas to ensure effective quality improvement and patient safety practices which will result in higher quality, safe care to patients.

- **Evidence-based practice** is to integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare. It is an approach that uses firm scientific data in making decisions about nursing practice. It includes blending clinical judgment and expertise with the best available research evidence and patient characteristics and preferences. The goal is to identify the most beneficial and cost-effective treatments for a particular disease, condition, or problem. The call for evidence-based quality improvement and healthcare transformation emphasizes the need for redesigning care that is effective, safe, and efficient. The call for evidence-based quality improvement and healthcare transformation emphasizes the need for redesigning care that is effective, safe, and efficient.

- **Service-Learning** is a mutually beneficial educational methodology that combines academic objectives, community service, and reflection (Dewey, 1933).
# MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

## CURRICULUM PLANS

### Associate & Bachelors of Science (ASNU 2+2) with Pre-Nursing

<table>
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### Semester 1

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<td>NU 440</td>
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**2nd 8 weeks**

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### RN-BSN Summer Session

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### RN-BSN Semester 6

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<td>Lit/Arts/Th Requirement</td>
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**2nd 8 weeks**

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**Total 16**

### RN-BSN Semester 7

**1st 8 weeks**

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<tr>
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<td>LA 301</td>
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<td></td>
<td>NU 403</td>
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**2nd 8 weeks**

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<tr>
<td></td>
<td>NU 401</td>
<td>*Capstone2</td>
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<td>NU 440P</td>
<td>*Leadership Practicum4</td>
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**Total 15**

**2+2 Total Credit Hours 120**

### PART-TIME RN-BSN COURSE SCHEDULE ALSO AVAILABLE

*All pre-requisite and nursing courses must be completed with a minimum “C” grade.*

1NU305: pre-requisite MAT220
2NU440: pre-requisites NU302, NU304, NU305, NU430; pre- or co-requisite NU403 and LA301
3NU401: pre-requisites NU440
4NU440P: pre- or co-requisite NU 401. Must be taken in the semester the student intends to graduate.

Revised 5/2018
### MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

#### Associate & Bachelors of Science (ASNU 2+2) without Pre-Nursing

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<th>Semester 2</th>
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<tr>
<td>------------------------------------------------------</td>
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<tr>
<td>BL 202</td>
<td>*A&amp;P II</td>
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<td>PY 101</td>
<td>*General Psychology</td>
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<td>LA 150</td>
<td>*College Success &amp; the Mercy Experience</td>
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<td>ICT 101</td>
<td>Information Literacy</td>
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**BL 201 – A&P I COMPLETED WITH 4 CREDITS COUNTED TOWARD DEGREE**

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<td>*Rhetoric II</td>
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**Associate of Science in Nursing Requires 68 credits**

**ASN STOP OUT IF RN-BSN NOT DESIRED**

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**Associate of Science in Nursing Requires 68 credits**

**PART-TIME RN-BSN COURSE SCHEDULE ALSO AVAILABLE**

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*All pre-requisite and nursing courses must be completed with a minimum “C” grade.

1 NU305: pre-requisite MAT220
2 NU440: pre-requisites NU302, NU304, NU305, NU430; pre- or co-requisite NU403 and LA301
3 NU401: pre-requisites NU440
4 NU440P: pre- or co-requisite NU 401. Must be taken in the semester the student intends to graduate.

Revised 5/2018
### MOUNT ALOYSIUS COLLEGE *** SCHOOL OF NURSING

**LPN to Associate & Bachelors of Science (LPN 2+2)**

#### (Pre-requisites)

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#### Semester 1

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Associate of Science in Nursing Requires 68 credits

#### Semester 3

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<td></td>
<td>MAT220</td>
<td>*Intro to Statistics</td>
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<td>Upper-Division Literature</td>
<td>3</td>
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<td></td>
<td>NU304</td>
<td>*Pathophysiology</td>
<td>3</td>
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#### RN-BSN Summer Session

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#### RN-BSN Semester 6

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PART-TIME RN-BSN COURSE SCHEDULE ALSO AVAILABLE

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<td>NU 403</td>
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<td>NU 440</td>
<td>*Org. Behavior$€</td>
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<td>NU 401</td>
<td>*Capstone$€</td>
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<td></td>
<td>NU 440P</td>
<td>*Leadership Practicum$Ω</td>
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2+2 Total Credit Hours 120

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*All pre-requisite and nursing courses must be completed with a "C" grade.
**7 credits granted after completion of NU 115 with a "C" grade or better & successful completion of the fundamentals skills challenge
§ NU 240 may test out through the Challenge Exam. If this is the case, replace NU 240 with NU 260 and NU 275 and then move Semester 4 course to Semester 3 along with RS 100/200 requirement.
Y NU 305: pre-requisite MAT 220
£ NU 440: pre-requisite NU302, NU304, NU 305, NU430; pre- or co-requisite NU403 and LA301
$ NU 401: pre-requisite NU440
Ω NU440P: pre- or co-requisite NU 401. Must be taken in the semester the student intends to graduate.

Revised 05/18
### CURRICULUM PLANNING FORM

#### RN-BSN Full Time Status

Name: ____________  Semester Start _______  ID#_____

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#### Summer Session

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### Notes

- All pre- and co-requisite and nursing courses must be completed with a minimum “C” grade.
- NU305: pre-requisite MAT220
- NU440: pre-requisites NU302, NU304, NU305, NU430; pre- or co-requisite NU403 and LA301
- NU401: pre-requisites NU440
- NU440P: pre- or co-requisite NU 401. Must be taken in the semester the student intends to graduate.

Revised 5/2018

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61
### CURRICULUM PLANNING FORM

**RN-BSN Part-Time Status**

Name: ___________  Semester Start _______  ID#_____

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*All pre- and co-requisite and nursing courses must be completed with a minimum “C” grade. Revised 5/2018

1NU305: pre-requisite MAT220
2NU440: pre-requisites NU302, NU304, NU305, NU430; pre- or co-requisite NU403 and LA301
3NU401: pre-requisites NU440
4NU440P: pre- or co-requisite NU 401. Must be taken in the semester the student intends to graduate.